Instructions for Making Work Activities Ratings

These questions are about work activities. A work activity is a set of similar actions that are performed together in many different jobs. You will be asked about a series of different work activities and how they relate to your current job - that is, the job you hold now.

Each activity in this questionnaire is named and defined.

For example:

<table>
<thead>
<tr>
<th>Getting Information</th>
<th>Observing, receiving, and otherwise obtaining information from all relevant sources.</th>
</tr>
</thead>
</table>

You are then asked to answer two questions about that activity:

A  How important is the activity to your current job?

For example:

How important is GETTING INFORMATION to the performance of your current job?

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
<th>Extremely Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Mark your answer by putting an X through the number that represents your answer.
Do not mark on the line between the numbers.

*If you rate the activity as Not Important to the performance of your job, mark the one [X] then skip over question B and proceed to the next activity.

B  What level of the activity is needed to perform your current job?

To help you understand what we mean by level, we provide you with examples of job-related activities at different levels. For example:

What level of GETTING INFORMATION is needed to perform your current job?

<table>
<thead>
<tr>
<th>Follow a standard blueprint</th>
<th>Review a budget</th>
<th>Study international tax laws</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

Mark your answer by putting an X through the number that represents your answer.
Do not mark on the line between the numbers.
1. Getting Information

Observing, receiving, and otherwise obtaining information from all relevant sources.

A. How important is GETTING INFORMATION to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of GETTING INFORMATION is needed to perform your current job?

Follow a standard blueprint Review a budget Study international tax laws

1 2 3 4 5 6 7

Highest Level

2. Identifying Objects, Actions, and Events

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

A. How important is IDENTIFYING OBJECTS, ACTIONS, AND EVENTS to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of IDENTIFYING OBJECTS, ACTIONS, AND EVENTS is needed to perform your current job?

Test an automobile transmission Judge the suitability of food products for an event Determine the reaction of a virus to a new drug

1 2 3 4 5 6 7

Highest Level
3. Monitoring Processes, Materials, or Surroundings

A. How important is MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS to the performance of your current job?


* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS is needed to perform your current job?

Check to see if baking bread is done  Test electrical circuits  Check the status of a patient in critical medical care

1  2  3  4  5  6  7

Highest Level

4. Inspecting Equipment, Structures, or Materials

A. How important is INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS to the performance of your current job?


* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS is needed to perform your current job?

Check that doors to building are locked  Inspect equipment in a chemical processing plant  Conduct a thorough inspection of an aircraft engine

1  2  3  4  5  6  7

Highest Level
5. **Estimating the Quantifiable Characteristics of Products, Events, or Information**

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

A. **How important** is **ESTIMATING THE QUANTIFIABLE CHARACTERISTICS OF PRODUCTS, EVENTS, OR INFORMATION** to the performance of your current job?

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
<th>Extremely Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. **What level** of **ESTIMATING THE QUANTIFIABLE CHARACTERISTICS OF PRODUCTS, EVENTS, OR INFORMATION** is needed to perform your current job?

- Estimate the size of household furniture to be shipped
- Estimate the time required to evacuate a city in the event of a major disaster
- Estimate the amount of natural resources that lie beneath the world’s oceans

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Highest Level

6. **Judging the Qualities of Objects, Services, or People**

Assessing the value, importance, or quality of things or people.

A. **How important** is **JUDGING THE QUALITIES OF OBJECTS, SERVICES, OR PEOPLE** to the performance of your current job?

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
<th>Extremely Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. **What level** of **JUDGING THE QUALITIES OF OBJECTS, SERVICES, OR PEOPLE** is needed to perform your current job?

- Determine whether to remove a tree that has been damaged
- Determine the value of property lost in a fire
- Establish the value of a recently discovered ancient artwork

- 1
- 2
- 3
- 4
- 5
- 6
- 7

Highest Level
7. Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

A. How important is EVALUATING INFORMATION TO DETERMINE COMPLIANCE WITH STANDARDS to the performance of your current job?

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not Important*</td>
</tr>
<tr>
<td>2</td>
<td>Somewhat Important</td>
</tr>
<tr>
<td>3</td>
<td>Important</td>
</tr>
<tr>
<td>4</td>
<td>Very Important</td>
</tr>
<tr>
<td>5</td>
<td>Extremely Important</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of EVALUATING INFORMATION TO DETERMINE COMPLIANCE WITH STANDARDS is needed to perform your current job?

- Review forms for completeness
- Evaluate a complicated insurance claim for compliance with policy terms
- Make a ruling in court on a complicated motion

Highest Level

8. Processing Information

Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

A. How important is PROCESSING INFORMATION to the performance of your current job?

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not Important*</td>
</tr>
<tr>
<td>2</td>
<td>Somewhat Important</td>
</tr>
<tr>
<td>3</td>
<td>Important</td>
</tr>
<tr>
<td>4</td>
<td>Very Important</td>
</tr>
<tr>
<td>5</td>
<td>Extremely Important</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of PROCESSING INFORMATION is needed to perform your current job?

- Calculate the costs for shipping packages
- Calculate the adjustments for insurance claims
- Compile data for a complex scientific report

Highest Level
9. Analyzing Data or Information
Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

A. How important is ANALYZING DATA OR INFORMATION to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of ANALYZING DATA OR INFORMATION is needed to perform your current job?

Skim a short article to gather the main point Determine the interest cost to finance a new building Analyze the cost of medical care services for all hospitals in the country

1 2 3 4 5 6 7

Highest Level

10. Making Decisions and Solving Problems
Analyzing information and evaluating results to choose the best solution and solve problems.

A. How important is MAKING DECISIONS AND SOLVING PROBLEMS to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of MAKING DECISIONS AND SOLVING PROBLEMS is needed to perform your current job?

Determine the meal selection for a cafeteria Select the location for a major retail store Make the final decision about a company’s 5-year plan

1 2 3 4 5 6 7

Highest Level
11. Thinking Creatively

Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

A. How **important** is THINKING CREATIVELY to the performance of your current job?

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
<th>Extremely Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What **level** of THINKING CREATIVELY is needed to perform your current job?

- Change the spacing on a printed report
- Adapt popular music for a high school band
- Create new computer software

<table>
<thead>
<tr>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
</tbody>
</table>

Highest Level

12. Updating and Using Relevant Knowledge

Keeping up-to-date technically and applying new knowledge to your job.

A. How **important** is UPDATING AND USING RELEVANT KNOWLEDGE to the performance of your current job?

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
<th>Extremely Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What **level** of UPDATING AND USING RELEVANT KNOWLEDGE is needed to perform your current job?

- Keep up with price changes in a small retail store
- Keep current on changes in maintenance procedures for repairing sports cars
- Learn information related to a complex and rapidly changing technology

<table>
<thead>
<tr>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
</tbody>
</table>

Highest Level
13. Developing Objectives and Strategies

Establishing long-range objectives and specifying the strategies and actions to achieve them.

A. How important is DEVELOPING OBJECTIVES AND STRATEGIES to the performance of your current job?

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

Not Important  Somewhat Important  Important  Very Important  Extremely Important

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of DEVELOPING OBJECTIVES AND STRATEGIES is needed to perform your current job?

Plan the holiday schedule for an airline workforce  Develop the plan to complete the merger of two organizations over a 3-year period  Develop a 10-year business plan for an organization

1 2 3 4 5 6 7

Highest Level

14. Scheduling Work and Activities

Scheduling events, programs, and activities, as well as the work of others.

A. How important is SCHEDULING WORK AND ACTIVITIES to the performance of your current job?

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

Not Important  Somewhat Important  Important  Very Important  Extremely Important

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of SCHEDULING WORK AND ACTIVITIES is needed to perform your current job?

Make appointments for patients using a predetermined schedule  Prepare the work schedule for salesclerks in a large retail store  Schedule a complex conference program with multiple, parallel sessions

1 2 3 4 5 6 7

Highest Level
15. Organizing, Planning, and Prioritizing Work

A. How important is ORGANIZING, PLANNING, AND PRIORITIZING WORK to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of ORGANIZING, PLANNING, AND PRIORITIZING WORK is needed to perform your current job?

Organize a work schedule that is repetitive and easy to plan

Plan and adjust a personal to-do list according to changing demands

Prioritize and plan multiple tasks several months ahead

1 2 3 4 5 6 7

Highest Level

16. Performing General Physical Activities

A. How important is PERFORMING GENERAL PHYSICAL ACTIVITIES to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of PERFORMING GENERAL PHYSICAL ACTIVITIES is needed to perform your current job?

Walk between workstations in a small office

Paint the outside of a house

Climb up and down poles to install electricity

1 2 3 4 5 6 7

Highest Level
17. Handling and Moving Objects
Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

A. How important is HANDLING AND MOVING OBJECTS to the performance of your current job?

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of HANDLING AND MOVING OBJECTS is needed to perform your current job?

Change settings on copy machines
Arrange books in a library
Load boxes on an assembly line

1 2 3 4 5 6 7

Highest Level

18. Controlling Machines and Processes
Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

A. How important is CONTROLLING MACHINES AND PROCESSES to the performance of your current job?

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of CONTROLLING MACHINES AND PROCESSES is needed to perform your current job?

Operate a cash register
Operate a drilling rig
Operate a precision milling machine

1 2 3 4 5 6 7

Highest Level
19. Working with Computers

Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

A. How important is WORKING WITH COMPUTERS to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important
1 2 3 4 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of WORKING WITH COMPUTERS is needed to perform your current job?

Enter employee information into a computer database
Write software for keeping track of parts in inventory
Set up a new computer system for a large multinational company
1 2 3 4 5 6 7

20. Operating Vehicles, Mechanized Devices, or Equipment

Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or watercraft.

A. How important is OPERATING VEHICLES, MECHANIZED DEVICES, OR EQUIPMENT to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important
1 2 3 4 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of OPERATING VEHICLES, MECHANIZED DEVICES, OR EQUIPMENT is needed to perform your current job?

Drive a car
Drive an 18-wheel tractor-trailer
Hover a helicopter in strong wind
1 2 3 4 5 6 7

Highest Level
21. Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment

Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.

A. How important is DRAFTING, LAYING OUT, AND SPECIFYING TECHNICAL DEVICES, PARTS, AND EQUIPMENT to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

① ② ③ ④ ⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of DRAFTING, LAYING OUT, AND SPECIFYING TECHNICAL DEVICES, PARTS, AND EQUIPMENT is needed to perform your current job?

Specify the lighting for a work area Specify the furniture and equipment for a new school Draw the layout of a circuit board for a high-performance computer

① ② ③ ④ ⑤ ⑥ ⑦

Highest Level

22. Repairing and Maintaining Mechanical Equipment

Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

A. How important is REPAIRING AND MAINTAINING MECHANICAL EQUIPMENT to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

① ② ③ ④ ⑤

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of REPAIRING AND MAINTAINING MECHANICAL EQUIPMENT is needed to perform your current job?

Make simple, external adjustments to a door hinge with ordinary hand tools Change the oil on a tractor Overhaul a power plant turbine

① ② ③ ④ ⑤ ⑥ ⑦

Highest Level
23. Repairing and Maintaining Electronic Equipment

Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.

A. How important is REPAIRING AND MAINTAINING ELECTRONIC EQUIPMENT to the performance of your current job?

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
<th>Extremely Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of REPAIRING AND MAINTAINING ELECTRONIC EQUIPMENT is needed to perform your current job?

Use display settings to adjust a television picture

\[\text{Highest Level}\]

Use complex test equipment to calibrate electronic equipment

24. Documenting/Recording Information

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

A. How important is DOCUMENTING/RECORDING INFORMATION to the performance of your current job?

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
<th>Extremely Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of DOCUMENTING/RECORDING INFORMATION is needed to perform your current job?

Record the weight of a patient during a routine health exam

Document the results of a crime scene investigation

Maintain information about the use of satellites for industry communications

\[\text{Highest Level}\]
25. Interpreting the Meaning of Information for Others

Translating or explaining what information means and how it can be used.

A. How important is INTERPRETING THE MEANING OF INFORMATION FOR OTHERS to the performance of your current job?

1. Not Important*
2. Somewhat Important
3. Important
4. Very Important
5. Extremely Important

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of INTERPRETING THE MEANING OF INFORMATION FOR OTHERS is needed to perform your current job?

Interpret a blood pressure reading

Interpret how foreign tax laws apply to U.S. exports

Interpret a complex experiment in physics for general audiences

1. 2 3 4 5 6 7

Highest Level

26. Communicating with Supervisors, Peers, or Subordinates

Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.

A. How important is COMMUNICATING WITH SUPERVISORS, PEERS, OR SUBORDINATES to the performance of your current job?

1. Not Important*
2. Somewhat Important
3. Important
4. Very Important
5. Extremely Important

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of COMMUNICATING WITH SUPERVISORS, PEERS, OR SUBORDINATES is needed to perform your current job?

Write brief messages to others

Report the results of a sales meeting to a supervisor

Create and deliver a presentation on a company’s internal policies

1 2 3 4 5 6 7

Highest Level
27. Communicating with People Outside the Organization

A. How important is COMMUNICATING WITH PEOPLE OUTSIDE THE ORGANIZATION to the performance of your current job?

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of COMMUNICATING WITH PEOPLE OUTSIDE THE ORGANIZATION is needed to perform your current job?

28. Establishing and Maintaining Interpersonal Relationships

A. How important is ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS to the performance of your current job?

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS is needed to perform your current job?
29. Assisting and Caring for Others

Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

A. How important is ASSISTING AND CARING FOR OTHERS to the performance of your current job?

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

1  2  3  4  5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of ASSISTING AND CARING FOR OTHERS is needed to perform your current job?

Help a coworker complete an assignment  Help a medical patient find in-home assistance or healthcare  Care for seriously injured persons in an emergency room

1  2  3  4  5  6  7

Highest Level

30. Selling or Influencing Others

Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

A. How important is SELLING OR INFLUENCING OTHERS to the performance of your current job?

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

1  2  3  4  5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of SELLING OR INFLUENCING OTHERS is needed to perform your current job?

Convince a coworker to assist with an assignment  Make a sales pitch to convince others to buy a product  Deliver a major sales campaign in a new market

1  2  3  4  5  6  7

Highest Level
31. Resolving Conflicts and Negotiating with Others

A. How important is RESOLVING CONFLICTS AND NEGOTIATING WITH OTHERS to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of RESOLVING CONFLICTS AND NEGOTIATING WITH OTHERS is needed to perform your current job?

Apologize to a customer who complains about waiting too long

Get two subordinates to agree about vacation schedules

Negotiate a major labor-management contract

1 2 3 4 5 6 7

Highest Level

32. Performing for or Working Directly with the Public

A. How important is PERFORMING FOR OR WORKING DIRECTLY WITH THE PUBLIC to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of PERFORMING FOR OR WORKING DIRECTLY WITH THE PUBLIC is needed to perform your current job?

Check tickets at a concert

Sell shoes in a crowded shoe store

Perform a monologue on TV

1 2 3 4 5 6 7

Highest Level
33. Coordinating the Work and Activities of Others
Getting members of a group to work together to accomplish tasks.

**A. How important is COORDINATING THE WORK AND ACTIVITIES OF OTHERS to the performance of your current job?**

Not Important* | Somewhat Important | Important | Very Important | Extremely Important
---|---|---|---|---
1 | 2 | 3 | 4 | 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

**B. What level of COORDINATING THE WORK AND ACTIVITIES OF OTHERS is needed to perform your current job?**

Exchange information during a shift change | Organize the cleanup crew after a major sporting event | Act as general contractor for building a large industrial complex

1 | 2 | 3 | 4 | 5 | 6 | 7
Highest Level

34. Developing and Building Teams
Encouraging and building mutual trust, respect, and cooperation among team members.

**A. How important is DEVELOPING AND BUILDING TEAMS to the performance of your current job?**

Not Important* | Somewhat Important | Important | Very Important | Extremely Important
---|---|---|---|---
1 | 2 | 3 | 4 | 5

* If you marked Not Important, skip LEVEL below and go on to the next activity.

**B. What level of DEVELOPING AND BUILDING TEAMS is needed to perform your current job?**

Encourage two coworkers to stick with a tough assignment | Lead an assembly team in an automobile plant | Lead a large team to design and build a new aircraft

1 | 2 | 3 | 4 | 5 | 6 | 7
Highest Level
35. Training and Teaching Others

Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

A. How **important** is TRAINING AND TEACHING OTHERS to the performance of your current job?

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Not Important*</td>
<td></td>
</tr>
<tr>
<td>2: Somewhat Important</td>
<td></td>
</tr>
<tr>
<td>3: Important</td>
<td></td>
</tr>
<tr>
<td>4: Very Important</td>
<td></td>
</tr>
<tr>
<td>5: Extremely Important</td>
<td></td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What **level** of TRAINING AND TEACHING OTHERS is needed to perform your current job?

- **• Give coworkers brief instructions on a simple procedural change**
  - 1
- **• Teach a social sciences course to high school students**
  - 2
- **• Develop and conduct training programs for a medical school**
  - 3
  - 4
  - 5
  - 6
  - 7

Highest Level

36. Guiding, Directing, and Motivating Subordinates

Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

A. How **important** is GUIDING, DIRECTING, AND MOTIVATING SUBORDINATES to the performance of your current job?

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Not Important*</td>
<td></td>
</tr>
<tr>
<td>2: Somewhat Important</td>
<td></td>
</tr>
<tr>
<td>3: Important</td>
<td></td>
</tr>
<tr>
<td>4: Very Important</td>
<td></td>
</tr>
<tr>
<td>5: Extremely Important</td>
<td></td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What **level** of GUIDING, DIRECTING, AND MOTIVATING SUBORDINATES is needed to perform your current job?

- **• Work occasionally as a backup supervisor**
  - 1
- **• Manage a small team of employees in a dynamic workplace**
  - 2
  - 3
  - 4
  - 5
  - 6
- **• Manage a severely downsized unit**
  - 7

Highest Level
37. Coaching and Developing Others

Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

A. How **important** is COACHING AND DEVELOPING OTHERS to the performance of your current job?

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
<th>Extremely Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What **level** of COACHING AND DEVELOPING OTHERS is needed to perform your current job?

Show a coworker how to operate a piece of equipment

Provide on-the-job training for administrative workers

Coach a college athletic team

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Highest Level

38. Providing Consultation and Advice to Others

Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.

A. How **important** is PROVIDING CONSULTATION AND ADVICE TO OTHERS to the performance of your current job?

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
<th>Extremely Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What **level** of PROVIDING CONSULTATION AND ADVICE TO OTHERS is needed to perform your current job?

Work in a position that requires little advising of others

Recommend a new software package to increase operational efficiency

Provide ideas for changing an organization to increase profitability

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Highest Level
39. Performing Administrative Activities

Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.

A. How important is PERFORMING ADMINISTRATIVE ACTIVITIES to the performance of your current job?

- Not Important*
- Somewhat Important
- Important
- Very Important
- Extremely Important

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of PERFORMING ADMINISTRATIVE ACTIVITIES is needed to perform your current job?

Complete routine paperwork
Complete tax forms for a small business
Serve as the benefits director for a large computer sales organization

40. Staffing Organizational Units

Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.

A. How important is STAFFING ORGANIZATIONAL UNITS to the performance of your current job?

- Not Important*
- Somewhat Important
- Important
- Very Important
- Extremely Important

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of STAFFING ORGANIZATIONAL UNITS is needed to perform your current job?

Work in a position that has minimal staffing requirements
Interview candidates for a sales position and make hiring recommendations
Direct a recruiting program for a large international organization

Highest Level
41. Monitoring and Controlling Resources

Monitoring and controlling resources and overseeing the spending of money.

A. How **important** is MONITORING AND CONTROLLING RESOURCES to the performance of **your current job**?

<table>
<thead>
<tr>
<th>Importance</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Important*</td>
<td>1</td>
</tr>
<tr>
<td>Somewhat Important</td>
<td>2</td>
</tr>
<tr>
<td>Important</td>
<td>3</td>
</tr>
<tr>
<td>Very Important</td>
<td>4</td>
</tr>
<tr>
<td>Extremely Important</td>
<td>5</td>
</tr>
</tbody>
</table>

* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What **level** of MONITORING AND CONTROLLING RESOURCES is needed to perform **your current job**?

- Work as a server responsible for keeping track of utensils
- Work as a chef responsible for ordering food for the menu
- Serve as a financial executive in charge of a large company’s budget

Highest Level