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:

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

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

A  How important is the activity to your current job?

For example:

<table>
<thead>
<tr>
<th>How important is GETTING INFORMATION to the performance of your current job?</th>
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<tr>
<td>Not Important*</td>
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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 [   ] 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:

<table>
<thead>
<tr>
<th>What level of GETTING INFORMATION is needed to perform your current job?</th>
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<tbody>
<tr>
<td>Follow a standard blueprint</td>
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<tr>
<td>Review a budget</td>
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<tr>
<td>Study international tax laws</td>
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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 acceptability of food products  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

Monitoring and reviewing information from materials, events, or the environment to detect or assess problems.

A. How important is MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS 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 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

A. How important is INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS 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 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  Inspect a nuclear reactor

Check the status of a patient in critical medical care

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

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

![Importance Scale]

* 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?

![Skill Levels]

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

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

![Importance Scale]

* 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?

![Skill Levels]
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?

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 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

1  2  3  4  5  6  7

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?

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 PROCESSING INFORMATION is needed to perform your current job?

Tabulate the costs of parcel deliveries Calculate the adjustments for insurance claims Compile data for a complex scientific report

1  2  3  4  5  6  7

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?

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* 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?

Determine the location of a lost order

| 1 | 2 | 3 |

Determine the interest cost to finance a new building

| 1 | 2 | 3 | 4 | 5 |

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?

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* 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

| 1 | 2 | 3 |

Select the location for a major department store

| 1 | 2 | 3 | 4 | 5 |

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?

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* 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

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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?

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* 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

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13. Developing Objectives and Strategies

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

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* 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

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13. Developing Objectives and Strategies: Establishing long-range objectives and specifying the strategies and actions to achieve them.

14. Scheduling Work and Activities

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

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* 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

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14. Scheduling Work and Activities: Scheduling events, programs, and activities, as well as the work of others.
15. Organizing, Planning, and Prioritizing Work
Developing specific goals and plans to prioritize, organize, and accomplish your 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 organize your own activities that often change
- Prioritize and plan multiple tasks several months ahead

1 → 2 → 3 → 4 → 5 → 6 → 7

Highest Level

16. Performing General Physical Activities
Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.

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 work stations 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

1 2 3 4 5

* 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

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

1 2 3 4 5

* 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

* 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

20. Operating Vehicles, Mechanized Devices, or Equipment

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

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

* 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

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 furnishings for a new school  Draw the electronic circuitry for a high-speed scientific 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  Adjust a grandfather clock  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?

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 ELECTRONIC EQUIPMENT is needed to perform your current job?

Use knobs to adjust a television picture | Make repairs by removing and replacing circuit boards | Use complex test equipment to calibrate electronic equipment

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

Highest Level

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?

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 DOCUMENTING/RECORDING INFORMATION is needed to perform your current job?

Record the weights of trucks that use the highways | Document the results of a crime scene investigation | Maintain information about the use of orbiting satellites for private industry communications

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

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?

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* 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

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?

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* 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 notes to others
- Report the results of a sales meeting to a supervisor
- Create videotaped presentation of a company’s internal policies

Highest Level
27. Communicating with People Outside the Organization

Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

A. How important is COMMUNICATING WITH PEOPLE OUTSIDE THE ORGANIZATION 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 COMMUNICATING WITH PEOPLE OUTSIDE THE ORGANIZATION is needed to perform your current job?

Have little contact with people outside the organization

Make standard presentations about available services

Prepare or deliver press releases


Highest Level

28. Establishing and Maintaining Interpersonal Relationships

Developing constructive and cooperative working relationships with others and maintaining them over time.

A. How important is ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS 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 ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS is needed to perform your current job?

Exchange greetings with a coworker

Maintain good working relationships with almost all coworkers and clients

Gain cooperation from a culturally diverse group of executives hostile to your company


Highest Level

O*NET Generalized Work Activities Ques.
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?


* 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
- Assist a stranded traveler in finding lodging
- Care for seriously injured persons in an emergency room

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?


* 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
- Deliver standard arguments or sales pitches to convince others to buy popular products
- Deliver major sales campaign in a new market

16 O*NET Generalized Work Activities Ques.
31. Resolving Conflicts and Negotiating with Others

Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise 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

* 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

32. Performing for or Working Directly with the Public

Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

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

* 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**?

- Tend a highway toll booth
- Sell shoes in a popular shoe store
- Perform a monologue on national TV

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

* 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

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

* 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

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?

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 TRAINING AND TEACHING OTHERS is needed to perform your current job?

Give coworkers brief instructions on a simple procedural change
Teach a social sciences course to high school students
Develop and conduct training programs for a medical school

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?

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 GUIDING, DIRECTING, AND MOTIVATING SUBORDINATES is needed to perform your current job?

Work occasionally as a backup supervisor
Supervise a small number of subordinates in a well-paid industry
Manage a severely downsized unit

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?

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 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 clerical workers

Coach a college athletic team

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?

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 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

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?

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* 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 on standard forms
Complete tax forms required of self-employed people
Serve as the benefits director for a large computer sales organization

1  2  3  4  5  6  7

Highest Level

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?

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* 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 large recruiting and employment program for a large international manufacturing organization

1  2  3  4  5  6  7

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?

- 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 MONITORING AND CONTROLLING RESOURCES is needed to perform your current job?

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

1 2 3 4 5 6 7

Highest Level