**Instructions for Making Skills Ratings**

These questions are about work-related skills. A **skill** is the ability to perform a task well. It is usually developed over time through training or experience. A skill can be used to do work in many jobs or it can be used in learning. You will be asked about a series of different skills and how they relate to *your current job—*that is, the job you hold now.

**Each skill in this questionnaire is named and defined.**

For example:

|  |  |
| --- | --- |
| **Writing** | **Communicating effectively in writing as appropriate for the needs of the audience.** |

You are then asked two questions about each skill:

***A***

***How important is the skill to the performance of your current job?***

For example:

**How important is WRITING to the performance of *your current job*?**



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

***B***

***What level of the skill 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 WRITING skill is needed to perform *your current job*?**



Mark your answer by putting an **X** through the number that represents your answer.

Do not mark on the line between the numbers.

|  |  |
| --- | --- |
| 1. **Reading Comprehension** | **Understanding written sentences and paragraphs in work-related documents.** |

**A. How important is READING COMPREHENSION to the performance of *your current job*?**



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

**B. What level of READING COMPREHENSION is needed to perform *your current job*?**



|  |  |
| --- | --- |
| 1. **Active Listening** | **Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.** |

**A. How important is ACTIVE LISTENING to the performance of *your current job*?**



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

**B. What level of ACTIVE LISTENING is needed to perform *your current job*?**



|  |  |
| --- | --- |
| 1. **Writing** | **Communicating effectively in writing as appropriate for the needs of the audience.** |

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



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

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



|  |  |
| --- | --- |
| 1. **Speaking** | **Talking to others to convey information effectively.** |

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



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

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



|  |  |
| --- | --- |
| 1. **Mathematics** | **Using mathematics to solve problems.** |

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



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

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



|  |  |
| --- | --- |
| 1. **Science** | **Using scientific rules and methods to solve problems.** |

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



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

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



|  |  |
| --- | --- |
| 1. **Critical Thinking** | **Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.** |

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



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

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



|  |  |
| --- | --- |
| 1. **Active Learning** | **Understanding the implications of new information for both current and future problem‑solving and decision-making.** |

**A. How important is ACTIVE LEARNING to the performance of *your current job*?**



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

**B. What level of ACTIVE LEARNING is needed to perform *your current job*?**



|  |  |
| --- | --- |
| 1. **Learning Strategies** | **Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.** |

**A. How important are LEARNING STRATEGIES to the performance of *your current job*?**



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

**B. What level of LEARNING STRATEGIES is needed to perform *your current job*?**



|  |  |
| --- | --- |
| 1. **Monitoring** | **Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.** |

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



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

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



|  |  |
| --- | --- |
| 1. **Social Perceptiveness** | **Being aware of others’ reactions and understanding why they react as they do.** |

**A. How important is SOCIAL PERCEPTIVENESS to the performance of *your current job*?**



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

**B. What level of SOCIAL PERCEPTIVENESS is needed to perform *your current job*?**



|  |  |
| --- | --- |
| 1. **Coordination** | **Adjusting actions in relation to others’ actions.** |

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



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

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



|  |  |
| --- | --- |
| 1. **Persuasion** | **Persuading others to change their minds or behavior.** |

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



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

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



|  |  |
| --- | --- |
| 1. **Negotiation** | **Bringing others together and trying to reconcile differences.** |

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



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

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



|  |  |
| --- | --- |
| 1. **Instructing** | **Teaching others how to do something.** |

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



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

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



|  |  |
| --- | --- |
| 1. **Service Orientation** | **Actively looking for ways to help people.** |

**A. How important is SERVICE ORIENTATION to the performance of *your current job*?**



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

**B. What level of SERVICE ORIENTATION is needed to perform *your current job*?**



|  |  |
| --- | --- |
| 1. **Complex Problem Solving** | **Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.** |

**A. How important is COMPLEX PROBLEM SOLVING to the performance of *your current job*?**



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

**B. What level of COMPLEX PROBLEM SOLVING is needed to perform *your current job*?**



|  |  |
| --- | --- |
| 1. **Operations Analysis** | **Analyzing needs and product requirements to create a design.** |

**A. How important is OPERATIONS ANALYSIS to the performance of *your current job*?**



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

**B. What level of OPERATIONS ANALYSIS is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **19. Technology Design** | **Generating or adapting equipment and technology to serve user needs.** |

**A. How important is TECHNOLOGY DESIGN to the performance of *your current job*?**



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

**B. What level of TECHNOLOGY DESIGN is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **20. Equipment Selection** | **Determining the kind of tools and equipment needed to do a job.** |

**A. How important is EQUIPMENT SELECTION to the performance of *your current job*?**



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

**B. What level of EQUIPMENT SELECTION is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **21. Installation** | **Installing equipment, machines, wiring, or programs to meet specifications** |

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



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

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



|  |  |
| --- | --- |
| **22. Programming** | **Writing computer programs for various purposes.** |

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



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

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



|  |  |
| --- | --- |
| **23. Quality Control Analysis** | **Conducting tests and inspections of products, services, or processes to evaluate quality or performance.** |

**A. How important is QUALITY CONTROL ANALYSIS to the performance of *your current job*?**



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

**B. What level of QUALITY CONTROL ANALYSIS is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **24. Operations Monitoring** | **Watching gauges, dials, or other indicators to make sure a machine is working properly.** |

**A. How important is OPERATIONS MONITORING to the performance of *your current job*?**



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

**B. What level of OPERATIONS MONITORING is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **25. Operation and Control** | **Controlling operations of equipment or systems.** |

**A. How important is OPERATION AND CONTROL to the performance of *your current job*?**

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

**B. What level of OPERATION AND CONTROL is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **26. Equipment Maintenance** | **Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.** |

**A. How important is EQUIPMENT MAINTENANCE to the performance of *your current job*?**



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

**B. What level of EQUIPMENT MAINTENANCE is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **27. Troubleshooting** | **Determining causes of operating errors and deciding what to do about it.** |

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



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

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



|  |  |
| --- | --- |
| **28. Repairing** | **Repairing machines or systems using the needed tools.** |

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



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

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



|  |  |
| --- | --- |
| **29. Systems Analysis** | **Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.** |

**A. How important is SYSTEMS ANALYSIS 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 skill.

**B. What level of SYSTEMS ANALYSIS is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **30. Systems Evaluation** | **Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.** |

**A. How important is SYSTEMS EVALUATION 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 skill.

**B. What level of SYSTEMS EVALUATION is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **31. Judgment and Decision Making** | **Considering the relative costs and benefits of potential actions to choose the most appropriate one.** |

**A. How important is JUDGMENT AND DECISION MAKING to the performance of *your current job*?**

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

**B. What level of JUDGMENT AND DECISION MAKING is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **32. Time Management** | **Managing one’s own time and the time of others.** |

**A. How important is TIME MANAGEMENT to the performance of *your current job*?**



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

**B. What level of TIME MANAGEMENT is needed to perform *your current job*?**





|  |  |
| --- | --- |
| **33. Management of Financial Resources** | **Determining how money will be spent to get the work done, and accounting for these expenditures.** |

**A. How important is MANAGEMENT OF FINANCIAL RESOURCES to the performance of *your current job*?**

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

**B. What level of MANAGEMENT OF FINANCIAL RESOURCES is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **34. Management of Material Resources** | **Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.** |

**A. How important is MANAGEMENT OF MATERIAL RESOURCES to the performance of *your current job*?**



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

**B. What level of MANAGEMENT OF MATERIAL RESOURCES is needed to perform *your current job*?**



|  |  |
| --- | --- |
| **35. Management of Personnel Resources** | **Motivating, developing, and directing people as they work, identifying the best people for the job.** |

**A. How important is MANAGEMENT OF PERSONNEL RESOURCES to the performance of *your current job*?**



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

**B. What level of MANAGEMENT OF PERSONNEL RESOURCES is needed to perform *your current job*?**

