Some Important Questions About The *Work Activities* Of Your Occupation

Please return your completed questionnaire in the enclosed envelope to:
Research Triangle Institute, P.O. Box 12194, Research Triangle Park, NC 27709-2194
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Return to: Research Triangle Institute, PO Box 12194
Research Triangle Park, North Carolina, 27709-2194
Instructions for Making Work Activities Ratings

These questions are about work activities. A \textit{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 \textit{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 relevant sources. |

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

\textbf{A How important is the activity to your current job?}

For example:

\hspace{1cm}

\begin{tabular}{c|c|c|c|c}
\textbf{How important is GETTING INFORMATION to the performance of your current job?} & Not Important* & Somewhat Important & Important & Very Important & Extremely Important \\
\hline
1 & 2 & 3 & \textbf{X} & 5 \\
\end{tabular}

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

\textbf{*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.}

\textbf{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:

\hspace{1cm}

\begin{tabular}{c|c|c|c|c}
\textbf{What level of GETTING INFORMATION is needed to perform your current job?} & Follow a standard blueprint & Review a budget & Study international tax laws \\
\hline
1 & 2 & 3 & \textbf{X} & 6 \\
\end{tabular}

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

A. How important is GETTING INFORMATION 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 GETTING INFORMATION is needed to perform your current job?

Follow a standard blueprint Review a budget Study international tax laws

2. Identifying Objects, Actions, and 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

* 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

Highest Level
3. Monitoring Processes, Materials, or Surroundings

**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

1  2  3  4  5

* 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

4. Inspecting Equipment, Structures, or Materials

**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

1  2  3  4  5

* 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

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**?

* 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 **ESTIMATING THE QUANTIFIABLE CHARACTERISTICS OF PRODUCTS, EVENTS, OR INFORMATION** is needed to perform **your current job**?

- Estimate the size of household furnishings to be crated
- 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

* 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**?

* 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 **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 art work

* 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?

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?

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 ANALYZING DATA OR INFORMATION is needed to perform your current job?

- Determine the location of a lost order  
- 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?

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 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 department 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>Level</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Not Important*</td>
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<td>Very Important</td>
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<td>Extremely Important</td>
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</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

11234567

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>
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<tbody>
<tr>
<td>1</td>
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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

11234567

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

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 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

1  2  3  4  5

* 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
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?

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* 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

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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 of materials.

A. How important is PERFORMING GENERAL PHYSICAL 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 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

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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* 1
- Somewhat Important 2
- Important 3
- Very Important 4
- Extremely Important 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

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* 1
- Somewhat Important 2
- Important 3
- Very Important 4
- Extremely Important 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 computer 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 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

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 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?**

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<th>Important</th>
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* 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
  - 1
- Make repairs by removing and replacing circuit boards
  - 2
- Use complex test equipment to calibrate electronic equipment
  - 3

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?**

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
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<td>3</td>
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<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 weights of trucks that use the highways
  - 1
- Document the results of a crime scene investigation
  - 2
- Maintain information about the use of orbiting satellites for private industry communications
  - 3

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?

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 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?

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 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

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?

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 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

1 2 3 4 5 6 7

Highest Level

28. Establishing and Maintaining Interpersonal Relationships

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

1 2 3 4 5

* 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

1 2 3 4 5 6 7

Highest Level
### 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?**

<table>
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<tr>
<th>Level</th>
<th>Description</th>
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<tbody>
<tr>
<td>Not Important*</td>
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* 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?**

<table>
<thead>
<tr>
<th>Level</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Help a coworker complete an assignment</td>
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<tr>
<td>2</td>
<td>Assist a stranded traveler in finding lodging</td>
</tr>
<tr>
<td>3</td>
<td>Care for seriously injured persons in an emergency room</td>
</tr>
<tr>
<td>4</td>
<td>Convince a coworker to assist with an assignment</td>
</tr>
<tr>
<td>5</td>
<td>Deliver standard arguments or sales pitches to convince others to buy popular products</td>
</tr>
<tr>
<td>6</td>
<td>Deliver major sales campaign in a new market</td>
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<tr>
<td>7</td>
<td>Highest Level</td>
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### 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?**

<table>
<thead>
<tr>
<th>Level</th>
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<tbody>
<tr>
<td>Not Important*</td>
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<td>Extremely Important</td>
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* 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?**

<table>
<thead>
<tr>
<th>Level</th>
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<tbody>
<tr>
<td>1</td>
<td>Convince a coworker to assist with an assignment</td>
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<td>2</td>
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</tr>
<tr>
<td>3</td>
<td>Deliver major sales campaign in a new market</td>
</tr>
<tr>
<td>4</td>
<td>Highest Level</td>
</tr>
</tbody>
</table>

Highest Level
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

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

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

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?

Tend a highway toll booth

Sell shoes in a popular shoe store

Perform a monologue on national 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?

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 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

1 2 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?

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 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

1 2 3 4 5 6 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?**

* 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 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

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?**

* 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 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?

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

* 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

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<th>1</th>
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<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
</table>

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?

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

* 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

<table>
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<tr>
<th>1</th>
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<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
</table>

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

* Not Important*  
  1 2 3 4 5  
  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
Specific Tasks Performed on Your Job

Instructions: Please read the following position description and then answer the question that follows it by marking an X in the appropriate box below.

Psychiatric Aides
Assist mentally impaired or emotionally disturbed patients, working under direction of nursing and medical staff.

Which of the following best describes how closely this description matches the duties and responsibilities of your current job?

☐ It describes almost exactly what I do.

☐ Most of it matches, but there are a few things that don't match what I do.

☐ Some things match, but most of it does not match what I do.

☐ It does not at all describe what I do.

Please proceed to the next page.
Specific Tasks Performed on Your Job (continued)

Instructions: The next section presents a list of tasks. A task is an action or set of actions performed together to accomplish an objective. This list is specific to the job you are describing.

For each task, please make the following three ratings: Relevance, Frequency, and Importance. These ratings are described as follows:

Relevance. If the task is NOT RELEVANT at all to performance on the job, mark through the "0" in the NOT RELEVANT column. Carefully read the task before deciding whether it is RELEVANT or NOT RELEVANT to this job. If you select the "0" in the NOT RELEVANT column, however, there is no need to complete the IMPORTANCE and FREQUENCY ratings described below. If the task is part of this job, rate IMPORTANCE and FREQUENCY.

Frequency. (Do not complete if NOT RELEVANT was selected.) Ask yourself, "How often is this task performed on this job?" For example, "Interact with potential customers" is a task that an employee in one job might perform only "once per week or less," but an employee in another job might perform "hourly or more often."

Rate the FREQUENCY with which a task is performed by marking through the appropriate number, from 1 (indicating that the task is performed once per year or less often) to 7 (indicating that the task is performed hourly or more often) on the FREQUENCY scale.

Importance. (Do not complete if NOT RELEVANT was selected.) Ask yourself, "How important is this task to performance on this job?" For example, "Develop objectives and strategies to guide the organization" might be very important for an employee in one job, but less important for another job. For the second job, however, "Provide performance feedback to subordinates" might be very important.

Rate importance of the task for performance on the job by marking through the appropriate number, from 1 (indicating that the task is of no importance) to 5 (indicating that the task is extremely important) on the IMPORTANCE scale.

Please proceed to the next page.
<table>
<thead>
<tr>
<th></th>
<th>Frequency</th>
<th>Importance</th>
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<tbody>
<tr>
<td></td>
<td>Not Relevant</td>
<td>Once per year or less</td>
</tr>
<tr>
<td>1. Accompany patients to and from wards for medical and dental treatments, shopping trips, and religious and recreational events.</td>
<td>0</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>2. Aid patients in becoming accustomed to hospital routine.</td>
<td>0</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>3. Maintain patients’ restrictions to assigned areas.</td>
<td>0</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>4. Monitor patients in order to detect unusual behavior, and report observations to professional staff.</td>
<td>0</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>5. Organize, supervise, and encourage patient participation in social, educational, and recreational activities.</td>
<td>0</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>6. Participate in recreational activities with patients, including card games, sports, or television viewing.</td>
<td>0</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>7. Perform nursing duties such as administering medications, measuring vital signs, collecting specimens and drawing blood samples.</td>
<td>0</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td></td>
<td>Frequency</td>
<td>Importance</td>
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<tr>
<td>8. Provide mentally impaired or emotionally disturbed patients with routine physical, emotional, psychological or rehabilitation care under the direction of nursing and medical staff.</td>
<td>Not Relevant</td>
<td>0</td>
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<tr>
<td>9. Provide patients with assistance in bathing, dressing, and grooming, demonstrating these skills as necessary.</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>10. Restrain or aid patients as necessary to prevent injury.</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>11. Serve meals, and feed patients needing assistance or persuasion.</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>12. Clean and disinfect rooms and furnishings to maintain a safe and orderly environment.</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>13. Interview patients upon admission and record information.</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>14. Record and maintain records of patient condition and activity, including vital signs, eating habits, and behavior.</td>
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<td>0</td>
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</tbody>
</table>
15. Work as part of a team that may include psychiatrists, psychologists, psychiatric nurses and social workers.

**Additional Relevant Tasks**
Please write in additional relevant tasks and provide a rating.

<table>
<thead>
<tr>
<th>Task</th>
<th>Frequency</th>
<th>Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>0</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>2.</td>
<td>0</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>3.</td>
<td>0</td>
<td>1 2 3 4 5 6 7</td>
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<tr>
<td>4.</td>
<td>0</td>
<td>1 2 3 4 5 6 7</td>
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<tr>
<td>5.</td>
<td>0</td>
<td>1 2 3 4 5 6 7</td>
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Please proceed to the next page.
Information About You

Many workers are being asked to complete this survey. Your answers to these questions will help us know that workers with differing amounts of experience and different backgrounds are included.

Please read each question carefully and mark your answer by putting an X in the box beside your answer, or by writing an answer on the line provided.

1. What is the title of your current job? (PLEASE PRINT)


2. For how long have you worked at this job? (Mark one box)

   □ Ten years or more
   □ At least 6 years, but less than 10 years
   □ At least 3 years, but less than 6 years
   □ At least 1 year, but less than 3 years
   □ At least 3 months, but less than 12 months
   □ At least 1 month, but less than 3 months
   □ Less than 1 month

3. In your current job, are you employed by

   □ Government
   □ Private for profit company
   □ Nonprofit organization including tax exempt and charitable organizations
   □ Self Employed
   □ Working in the family business?
4. If you are working in the family business, is this business incorporated?
   □ Yes
   □ No
   □ Not working in a family business

5. In what year were you born? .............. 1 9 ___ ___

6. Are you male or female? (Mark one box)
   □ Male
   □ Female

7. Are you Hispanic or Latino? (Mark one box)
   □ Yes
   □ No

8. What is your race? (Mark one or more boxes)
   □ American Indian or Alaska Native
   □ Asian
   □ Black or African American
   □ Native Hawaiian or Other Pacific Islander
   □ White
9. Do you have any of the following long-lasting conditions?

   Yes  No

   a. Blindness, deafness, or a severe vision or hearing impairment? ............................................
      □  □

   b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying? .................................................................
      □  □

10. Because of a physical, mental, or emotional condition lasting 6 months or more, do you have any difficulty doing any of the following activities?

    Yes  No

   a. Learning, remembering or concentrating? ................. □  □

   b. Dressing, bathing, or getting around inside the home? ................................................................
      □  □

   c. Going outside the home alone to shop or visit a doctor's office? ..................................................
      □  □

   d. Working at a job or business? ........................................... □  □
11. **Indicate the highest level of education that you have completed**
(please check only one box):

- Less than a High School Diploma

- High School Diploma (or GED or High School Equivalence Certificate)

- Post-Secondary Certificate - awarded for training completed after high school (for example, in Personnel Services, Engineering-related Technologies, Vocational Home Economics, Construction Trades, Mechanics and Repairers, Precision Production Trades)

- Some College Courses

- Associate's Degree (or other 2-year degree)

- Bachelor's Degree

- Post-Baccalaureate Certificate - awarded for completion of an organized program of study; designed for people who have completed a Baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of Master.

- Master's Degree

- Post-Master's Certificate - awarded for completion of an organized program of study; designed for people who have completed a Master's degree, but do not meet the requirements of academic degrees at the doctoral level.

- First Professional Degree - awarded for completion of a program that
  - requires at least 2 years of college work before entrance into the program,
  - includes a total of at least 6 academic years of work to complete, and
  - provides all remaining academic requirements to begin practice in a profession

- Doctoral Degree

- Post-Doctoral Training
Your Association Memberships

Finally, we would like to know about the professional associations to which you belong.

1. Are you currently a member of one or more professional associations?  
   (Check all that apply.)
   
   American Psychiatric Association □ Yes □ No (14003)

2. Please write in the names of any associations to which you belong that are not listed above:
   
   a. ________________________________________________________________
   b. ________________________________________________________________
   c. ________________________________________________________________