Some Important Questions
About The Knowledge Required
For Your Occupation

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Return to: Research Triangle Institute
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5265 Capital Boulevard
Raleigh, NC 27616-2925
Instructions for Making Knowledge Ratings

These questions are about work-related areas of knowledge. Knowledge areas are sets of facts and principles needed to address problems and issues that are part of a job. You will be asked about a series of different areas of knowledge and how they relate to your current job - that is, the job you hold now.

Each knowledge area in this questionnaire is named and defined.

For example:

**Economics and Accounting**

Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

You are then asked two questions about each knowledge area:

**A** How important is the knowledge area to the performance of your current job?

For example:

How important is ECONOMICS AND ACCOUNTING knowledge 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 knowledge area as Not Important to the performance of your job, mark the one [X] then skip over question B and proceed to the next knowledge area.

**B** What level of the knowledge 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 ECONOMICS AND ACCOUNTING knowledge is needed to perform your current job?

Answer billing questions from credit card customers

Develop financial investment programs for individual clients

Keep a major corporation’s financial records

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

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

A. How important is ADMINISTRATION AND MANAGEMENT knowledge 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 knowledge area.

B. What level of ADMINISTRATION AND MANAGEMENT knowledge is needed to perform your current job?

Sign a pay voucher       Monitor progress of a project to ensure timely completion       Manage a $10 million company
1                     2                         3                         4                         5                         6                         7
Highest Level

2. Clerical

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

A. How important is CLERICAL knowledge 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 knowledge area.

B. What level of CLERICAL knowledge is needed to perform your current job?

File letters alphabetically       Type 30 words per minute       Organize a storage system for company forms
1                     2                         3                         4                         5                         6                         7
Highest Level
3. Economics and Accounting

Knowledge of economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

A. How important is ECONOMICS AND ACCOUNTING knowledge 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 knowledge area.

B. What level of ECONOMICS AND ACCOUNTING knowledge is needed to perform your current job?

Answer billing questions from credit card customers
Develop financial investment programs for individual clients
Keep a major corporation’s financial records

1 2 3 4 5 6 7

Highest Level

4. Sales and Marketing

Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

A. How important is SALES AND MARKETING knowledge 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 knowledge area.

B. What level of SALES AND MARKETING knowledge is needed to perform your current job?

Sell cakes at a bake sale
Call a list of clients to introduce them to a new product line
Develop a marketing plan for a nationwide telephone system

1 2 3 4 5 6 7

Highest Level
5. Customer and Personal Service

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

A. How important is CUSTOMER AND PERSONAL SERVICE 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 knowledge area.

B. What level of CUSTOMER AND PERSONAL SERVICE knowledge is needed to perform your current job?

- Process customer dry-cleaning drop off
- Work as a day care aide supervising 10 children
- Respond to a citizen’s request for assistance after a major disaster

1 2 3 4 5 6 7

Highest Level

6. Personnel and Human Resources

Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

A. How important is knowledge of PERSONNEL AND HUMAN RESOURCES 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 knowledge area.

B. What level of PERSONNEL AND HUMAN RESOURCES knowledge is needed to perform your current job?

- Fill out a medical claim form
- Interview applicants for a secretarial position
- Design a new personnel selection and promotion system for the Army

1 2 3 4 5 6 7

Highest Level
7. Production and Processing

Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

A. How important is knowledge of PRODUCTION AND PROCESSING to the performance of your current job?

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

B. What level of PRODUCTION AND PROCESSING knowledge is needed to perform your current job?

8. Food Production

Knowledge of techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.

A. How important is knowledge of FOOD PRODUCTION to the performance of your current job?

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

B. What level of FOOD PRODUCTION knowledge is needed to perform your current job?
9. Computers and Electronics

Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

A. How important is knowledge of COMPUTERS AND ELECTRONICS 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 knowledge area.

B. What level of knowledge of COMPUTERS AND ELECTRONICS is needed to perform your current job?

Operate a VCR to watch a pre-recorded training tape
Use a word processor
Create a program to scan computer disks for viruses

1  2  3  4  5  6  7
Highest Level

10. Engineering and Technology

Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

A. How important is knowledge of ENGINEERING AND TECHNOLOGY 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 knowledge area.

B. What level of knowledge of ENGINEERING AND TECHNOLOGY is needed to perform your current job?

Install a door lock
Design a more stable grocery cart
Plan for the impact of weather in designing a bridge

1  2  3  4  5  6  7
Highest Level
11. Design

Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

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

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

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

Draw a straight line 4-3/16 inches long
Draw plans for remodeling a kitchen
Develop detailed plans for a high-rise office building

11. Building and Construction

Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

A. How important is knowledge of BUILDING AND CONSTRUCTION to the performance of your current job?

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

B. What level of BUILDING AND CONSTRUCTION knowledge is needed to perform your current job?

Choose the proper type of wood for adding a deck onto a house
Fix a plumbing leak in the ceiling
Build a high-rise office tower

1 2 3 4 5 6 7
Highest Level
13. Mechanical

Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

A. How important is MECHANICAL knowledge 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 knowledge area.

B. What level of MECHANICAL knowledge is needed to perform your current job?

Replace the filters in a furnace  Replace a valve on a steam pipe  Overhaul an airplane jet engine

1  2  3  4  5  6  7

Highest Level

14. Mathematics

Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

A. How important is knowledge of MATHEMATICS 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 knowledge area.

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

Add two numbers  Analyze data to determine areas with the highest sales  Derive a complex mathematical equation

1  2  3  4  5  6  7

Highest Level
15. Physics

Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

A. How important is knowledge of PHYSICS to the performance of your current job?

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

B. What level of PHYSICS knowledge is needed to perform your current job?

Use a crowbar to pry open a box

Calculate water pressure through a pipe

Design a cleaner burning gasoline engine

1 2 3 4 5 6 7

Highest Level

16. Chemistry

Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

A. How important is knowledge of CHEMISTRY to the performance of your current job?

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

B. What level of CHEMISTRY knowledge is needed to perform your current job?

Use a common household bug spray

Use the proper concentration of chlorine to purify a water source

Develop a safe commercial cleaner

1 2 3 4 5 6 7

Highest Level
17. Biology

Knowledge of plant and animal organisms and their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

A. How important is knowledge of BIOLOGY to the performance of your current job?

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

B. What level of BIOLOGY knowledge is needed to perform your current job?

17. Biology

Knowledge of plant and animal organisms and their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

A. How important is knowledge of BIOLOGY to the performance of your current job?

B. What level of BIOLOGY knowledge is needed to perform your current job?

18. Psychology

Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

A. How important is knowledge of PSYCHOLOGY to the performance of your current job?

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

B. What level of PSYCHOLOGY knowledge is needed to perform your current job?

18. Psychology

Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

A. How important is knowledge of PSYCHOLOGY to the performance of your current job?

B. What level of PSYCHOLOGY knowledge is needed to perform your current job?
19. Sociology and Anthropology

Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

A. How important is knowledge of SOCIOLOGY AND ANTHROPOLOGY 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 knowledge area.

B. What level of knowledge of SOCIOLOGY AND ANTHROPOLOGY is needed to perform your current job?

Identify two cultures in a story as being different  Write a pamphlet about cultural differences  Create a new theory about the development of civilizations

1  2  3  4  5  6  7

Highest Level

20. Geography

Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

A. How important is knowledge of GEOGRAPHY 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 knowledge area.

B. What level of knowledge of GEOGRAPHY is needed to perform your current job?

Know the capital of the United States  Identify Turkey on a world map  Develop a map of the world showing mountains, deserts, and rivers

1  2  3  4  5  6  7

Highest Level
21. Medicine and Dentistry  Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

A. How important is knowledge of MEDICINE AND DENTISTRY 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 knowledge area.

B. What level of MEDICINE AND DENTISTRY knowledge is needed to perform your current job?

Use a band-aid  Fill a tooth cavity  Perform open heart surgery

1  2  3  4  5  6  7

Highest Level

22. Therapy and Counseling  Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

A. How important is knowledge of THERAPY AND COUNSELING 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 knowledge area.

B. What level of THERAPY AND COUNSELING knowledge is needed to perform your current job?

Put ice on a sprained ankle  Provide job counseling to the unemployed  Counsel an abused child

1  2  3  4  5  6  7

Highest Level
23. Education and Training

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

A. How important is knowledge of EDUCATION AND TRAINING to the performance of your current job?

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

B. What level of EDUCATION AND TRAINING knowledge is needed to perform 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 knowledge area.

24. English Language

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

A. How important is knowledge of the ENGLISH LANGUAGE to the performance of your current job?

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

B. What level of ENGLISH LANGUAGE knowledge is needed to perform your current job?
25. Foreign Language

Knowledge of the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.

A. **How important** is knowledge of a FOREIGN LANGUAGE 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 knowledge area.

B. **What level** of FOREIGN LANGUAGE knowledge is needed to perform your current job?

Say “please” and “thank you” in a foreign language

Ask directions in a foreign city

Write an English language review of a book written in a foreign language

26. Fine Arts

Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

A. **How important** is knowledge of FINE ARTS 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 knowledge area.

B. **What level** of FINE ARTS knowledge is needed to perform your current job?

Attend a popular music concert

Play a minor part in a local theater play

Design an artistic display for a major trade show

Highest Level
27. History and Archeology

Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

A. How important is knowledge of HISTORY AND ARCHEOLOGY to the performance of your current job?

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

B. What level of knowledge of HISTORY AND ARCHEOLOGY is needed to perform your current job?

28. Philosophy and Theology

Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

A. How important is knowledge of PHILOSOPHY AND THEOLOGY to the performance of your current job?

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

B. What level of knowledge of PHILOSOPHY AND THEOLOGY is needed to perform your current job?
29. Public Safety and Security

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

A. How important is PUBLIC SAFETY AND SECURITY knowledge 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 knowledge area.

B. What level of PUBLIC SAFETY AND SECURITY knowledge is needed to perform your current job?

Use a seatbelt

1  2  3  4  5  6  7

Inspect a building site for safety violations

Command a military operation

Highest Level

30. Law and Government

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

A. How important is knowledge of LAW AND GOVERNMENT 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 knowledge area.

B. What level of knowledge of LAW AND GOVERNMENT is needed to perform your current job?

Register to vote in a national election

Prepare documents and title papers for the purchase of a new house

Serve as a judge in a federal court

1  2  3  4  5  6  7

Highest Level
31. Telecommunications

Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

A. **How important** is knowledge of TELECOMMUNICATIONS 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 knowledge area.

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

- Dial a phone
- Install a satellite TV dish
- Develop a new, world-wide telecommunications network

Highest Level

32. Communications and Media

Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

A. **How important** is knowledge of COMMUNICATIONS AND MEDIA 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 knowledge area.

B. **What level** of COMMUNICATIONS AND MEDIA knowledge is needed to perform your current job?

- Write a thank you note
- Be a radio disk jockey
- Write a novel

Highest Level
33. Transportation  Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

A. How **important** is knowledge of TRANSPORTATION 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 knowledge area.

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

Ride a train to work  Steer a large freighter through a busy harbor  Control air traffic at a busy airport

Highest Level

PLEASE CONTINUE ON NEXT PAGE
Instructions for Completing Education and Training Questions

In these questions, you are asked about the education and experience requirements for this job. Please read each question carefully and mark your answer by putting an X in the box beside your one best answer.

REQUIRED LEVEL OF EDUCATION

34. If someone were being hired to perform this job, indicate the level of education that would be required (please check only one box):

(Note that this does not mean the level of education that you personally have achieved.)

☐ Less than a High School Diploma
☐ High School Diploma – or the equivalent (for example, GED)
☐ Post-Secondary Certificate - awarded for training completed after high school (for example, in agriculture or natural resources, computer services, personal or culinary services, engineering technologies, healthcare, construction trades, mechanic and repair technologies, or precision production)
☐ 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
35. If someone were being hired to perform this job, how much RELATED WORK EXPERIENCE would be required? (That is, having other jobs that prepare the worker for the job.)

- None
- Up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 6 years
- Over 6 years, up to and including 8 years
- Over 8 years, up to and including 10 years
- Over 10 years

36. If someone were being hired to perform this job, how much ON-SITE OR IN-PLANT TRAINING would be required? (That is, organized classroom study provided by the employer.)

- None
- Up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 10 years
- Over 10 years
37. If someone were being hired to perform this job, how much ON-THE-JOB TRAINING would be required? (That is, serving as a learner or trainee on the job under instruction of a more experienced worker.)

- None or short demonstration
- Anything beyond short demonstration, up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 10 years
- Over 10 years

38. If someone were being hired to perform this job, how important would it be to hold a job-related professional certification?

- Not important
- Somewhat important
- Important
- Very important
- Extremely important

39. How important is it to have completed a job-related apprenticeship to successfully perform this job?

- Not important
- Somewhat important
- Important
- Very important
- Extremely important
Instructions for Making Work Style Ratings

These questions are about work styles. A Work Style is a personal characteristic that can affect how well someone does a job. You will be asked about a series of different work styles and how they relate to your current job – that is, the job you hold now.

First, each work style is named and defined. For example:

**Stress Tolerance**

Job requires accepting criticism and dealing calmly and effectively with high-stress situations.

Then you are asked *How important is this characteristic to the performance of your current job?* For example:

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

Not Important  Somewhat Important  Important  Very Important  Extremely Important

1 2 3 4 5

Mark your answer by putting an X through the number that represents your answer. Do not mark on the line between the numbers.
40. Achievement/Effort  
Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

How important is ACHIEVEMENT/EFFORT to the performance of your current job?

41. Persistence  
Job requires persistence in the face of obstacles.

How important is PERSISTENCE to the performance of your current job?

42. Initiative  
Job requires a willingness to take on responsibilities and challenges.

How important is INITIATIVE to the performance of your current job?

43. Leadership  
Job requires a willingness to lead, take charge, and offer opinions and direction.

How important is LEADERSHIP to the performance of your current job?
44. **Cooperation**  
Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

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

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45. **Concern for Others**  
Job requires being sensitive to others' needs and feelings, and being understanding and helpful to others on the job.

How **important** is CONCERN FOR OTHERS to the performance of your current job?

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46. **Social Orientation**  
Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

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

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47. **Self-Control**  
Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

How **important** is SELF-CONTROL to the performance of your current job?

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48. **Stress Tolerance**  
Job requires accepting criticism and dealing calmly and effectively with high-stress situations.

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

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49. **Adaptability/Flexibility**  
Job requires being open to change (positive or negative) and to considerable variety in the workplace.

How **important** is ADAPTABILITY/FLEXIBILITY to the performance of your current job?

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50. **Dependability**  
Job requires being reliable, responsible, and dependable, and fulfilling obligations.

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

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51. **Attention to Detail**  
Job requires being careful about details and thorough in completing tasks.

How **important** is ATTENTION TO DETAIL to the performance of your current job?

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52. Integrity

Job requires being honest and ethical.

How important is INTEGRITY to the performance of your current job?

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

53. Independence

Job requires developing one’s own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

How important is INDEPENDENCE to the performance of your current job?

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

54. Innovation

Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

How important is INNOVATION to the performance of your current job?

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

55. Analytical Thinking

Job requires analyzing information and using logic to address work-related issues and problems.

How important is ANALYTICAL THINKING to the performance of your current job?

Not Important Somewhat Important Important Very Important Extremely Important
1 2 3 4 5
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onet.rti.org

Please return your completed questionnaire in the enclosed envelope to:
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5265 Capital Blvd
Raleigh, NC 27616-2925