WORK ACTIVITIES

Some Important Questions About
The Work Activities
Of Your Occupation

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Instructions for Making Work Activities Ratings

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

Each activity in this questionnaire is named and defined.

For example:

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

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

A  How important is the activity to your current job?

For example:

| How important is GETTING INFORMATION to the performance of your current job? |
|---|---|---|---|---|
| Not Important* | Somewhat Important | Important | Very Important | Extremely Important |
| 1 | 2 | 3 | 4 | 5 |

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

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

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

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

| What level of GETTING INFORMATION is needed to perform your current job? |
|---|---|---|---|
| Follow a standard blueprint | Review a budget | Study international tax laws |
| 1 | 2 | 3 | 4 |

Mark your answer by putting an X through the number that represents your answer. Do not mark on the line between the numbers.
1. Getting Information  
Observing, receiving, and otherwise obtaining information from all relevant sources.

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

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

1  2  3  4  5

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

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

Follow a standard blueprint  Review a budget  Study international tax laws

1  2  3  4  5  6  7

Highest Level

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

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

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

1  2  3  4  5

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

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

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

1  2  3  4  5  6  7

Highest Level
3. Monitoring Processes, Materials, or Surroundings

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

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

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 MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS is needed to perform your current job?

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

1  2  3  4  5  6  7

Highest Level

4. Inspecting Equipment, Structures, or Materials

Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

A. How important is INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS 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 INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS is needed to perform your current job?

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

1  2  3  4  5  6  7

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

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

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

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

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

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

*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?

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

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

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

*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?

* 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?

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?

* 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?
9. Analyzing Data or Information

Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

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

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

Skim a short article to gather the main point

Determine the interest cost to finance a new building

Analyze the cost of medical care services for all hospitals in the country

1 2 3 4 5 6 7

Highest Level

10. Making Decisions and Solving Problems

Analyzing information and evaluating results to choose the best solution and solve problems.

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

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

Determine the meal selection for a cafeteria

Select the location for a major retail store

Make the final decision about a company’s 5-year plan

1 2 3 4 5 6 7

Highest Level
### 11. Thinking Creatively

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

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

* 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

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

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?**

* 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

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

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

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

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

1  2  3  4  5

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

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

Organize a work schedule that is repetitive and easy to plan
Plan and adjust a personal to-do list according to changing demands
Prioritize and plan multiple tasks several months ahead

1  2  3  4  5  6  7

Highest Level

16. Performing General Physical Activities

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

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

1  2  3  4  5

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

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

Walk between workstations in a small office
Paint the outside of a house
Climb up and down poles to install electricity

1  2  3  4  5  6  7

Highest Level
17. Handling and Moving Objects

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

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

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

1 2 3 4 5 6 7

Highest Level

18. Controlling Machines and Processes

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

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

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

1 2 3 4 5 6 7

Highest Level
19. Working with Computers

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

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

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

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

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

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

20. Operating Vehicles, Mechanized Devices, or Equipment

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

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

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

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

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

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

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

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

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

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

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

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

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*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?**

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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 MECHANICAL EQUIPMENT is needed to perform your current job?**

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

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*Highest Level*
23. Repairing and Maintaining Electronic Equipment

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

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

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

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

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

- Use display settings to adjust a television picture
- Make repairs by removing and replacing circuit boards
- Use complex test equipment to calibrate electronic equipment

24. Documenting/Recording Information

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

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

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

- Record the weight of a patient during a routine health exam
- Document the results of a crime scene investigation
- Maintain information about the use of satellites for industry communications

Highest Level
25. Interpreting the Meaning of Information for Others

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

26. Communicating with Supervisors, Peers, or Subordinates

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 messages to others
- Report the results of a sales meeting to a supervisor
- Create and deliver a presentation on a company’s internal policies

1 2 3 4 5 6 7

Highest Level
27. Communicating with People Outside the Organization

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

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

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

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

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

Have little contact with people outside the organization

Present information to potential clients about available services

Prepare or deliver press releases

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28. Establishing and Maintaining Interpersonal Relationships

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

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

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

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

B. What level of ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS is needed to perform your current job?

Exchange greetings with a coworker

Maintain good working relationships with almost all coworkers and clients

Gain cooperation from a diverse group of executives with competing interests

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29. Assisting and Caring for Others

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

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

* Not Important 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 ASSISTING AND CARING FOR OTHERS is needed to perform your current job?

Help a colleague complete an assignment 2 Help a medical patient find in-home assistance or healthcare 3 Care for seriously injured persons in an emergency room

30. Selling or Influencing Others

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

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

* 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 SELLING OR INFLUENCING OTHERS is needed to perform your current job?

Convince a coworker to assist with an assignment 2 Make a sales pitch to convince others to buy a product 3 Deliver a major sales campaign in a new market

Highest Level
31. Resolving Conflicts and Negotiating with Others

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

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

* 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

Highest Level

32. Performing for or Working Directly with the Public

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

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

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

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

- Check tickets at a concert
- Sell shoes in a crowded shoe store
- Perform a monologue on TV

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?

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* 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

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

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

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

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

Highest Level
35. Training and Teaching Others
Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

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

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

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  Manage a small team of employees in a dynamic workplace  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 administrative workers  Coach a college athletic team

1  2  3  4  5  6  7

Highest Level

38. Providing Consultation and Advice to Others

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

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

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?

* 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?

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?

* 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?
41. Monitoring and Controlling Resources

Monitoring and controlling resources and overseeing the spending of money.

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

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

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

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

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

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.

**Registered Nurses**
Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required.

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.
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<th>Frequency</th>
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<tr>
<td>Once per year or less</td>
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1. Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans.

2. Maintain accurate, detailed reports and records.

3. Modify patient treatment plans as indicated by patients’ responses and conditions.

4. Monitor all aspects of patient care, including diet and physical activity.

5. Monitor, record and report symptoms and changes in patients’ conditions.

6. Observe nurses and visit patients to ensure that proper nursing care is provided.

7. Prepare patients for, and assist with, examinations and treatments.

8. Prepare rooms, sterile instruments, equipment and supplies, and ensure that stock of supplies is maintained.
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9. Provide health care, first aid, immunizations and assistance in convalescent and rehabilitation in locations such as schools, hospitals and industry.

10. Record patients’ medical information and vital signs.

11. Assess the needs of individuals, families and/or communities, including assessment of individuals’ home and/or work environments to identify potential health or safety problems.

12. Conduct specified laboratory tests.

13. Consult with institutions or associations regarding issues and concerns relevant to the practice and profession of nursing.

14. Direct and supervise less skilled nursing/health care personnel, or supervise a particular unit on one shift.

15. Hand items to surgeons during operations.
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<tr>
<td>16. Instruct individuals, families and other groups on topics such as health education, disease prevention and childbirth, and develop health improvement programs.</td>
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<td>17. Order, interpret, and evaluate diagnostic tests to identify and assess patient's condition.</td>
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<td>18. Prescribe or recommend drugs, medical devices or other forms of treatment, such as physical therapy, inhalation therapy, or related therapeutic procedures.</td>
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<td>19. Provide or arrange for training/instruction of auxiliary personnel or students.</td>
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<td>20. Refer students or patients to specialized health resources or community agencies furnishing assistance.</td>
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<td>21. Work with individuals, groups, and families to plan and implement programs designed to improve the overall health of communities.</td>
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<td>22. Administer local, inhalation, intravenous, and other anesthetics.</td>
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<td>23. Contract independently to render nursing care, usually to one patient, in hospital or private home.</td>
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<td>24. Deliver infants and provide prenatal and postpartum care and treatment under obstetrician’s supervision.</td>
<td>0 1 2 3 4 5 6 7</td>
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<td>25. Direct and coordinate infection control programs, advising and consulting with specified personnel about necessary precautions.</td>
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<td>26. Engage in research activities related to nursing.</td>
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<td>27. Inform physician of patient’s condition during anesthesia.</td>
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<td>28. Perform administrative and managerial functions, such as taking responsibility for a unit’s staff, budget, planning, and long-range goals.</td>
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29. Perform physical examinations, make tentative diagnoses, and treat patients en route to hospitals or at disaster site triage centers.
### Additional Relevant Tasks

Please write in additional relevant tasks and provide a rating.

1. ____________________
   ____________________
   ____________________

2. ____________________
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   ____________________

3. ____________________
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4. ____________________
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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** (Mark one box)
   
   [ ] Government
   [ ] Private for-profit company
   [ ] Nonprofit organization including tax exempt and charitable organizations
   [ ] Self-employed
   [ ] 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?   ___   ___   ___   ___

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. **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 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
10. Are you deaf or do you have serious difficulty hearing? ........

11. Are you blind or do you have serious difficulty seeing even when wearing glasses? ..........................................................

12a. Because of a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering, or making decisions? .................................................................

b. Do you have serious difficulty walking or climbing stairs? .....

c. Do you have difficulty dressing or bathing? ..........................

13. Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor’s office or shopping? ..................................................
Your Professional Certifications

1. Please write the names of job-related professional certifications that you have earned:

   a. ____________________________________________________________

   b. ____________________________________________________________

   c. ____________________________________________________________

   d. ____________________________________________________________

   e. ____________________________________________________________

Your Apprenticeship Certificates

2. Please write the names of job-related apprenticeship programs that you have completed:

   a. ____________________________________________________________

   b. ____________________________________________________________

   c. ____________________________________________________________

   d. ____________________________________________________________

   e. ____________________________________________________________
Thank you so much for your participation in the O*NET Data Collection Program. We appreciate the time and effort you have taken to answer these questions.

Please make any comments about the survey or the O*NET Data Collection Program in general in the space below.
Please return your completed questionnaire in the enclosed envelope to:

RTI Research Operations Center
5265 Capital Blvd
Raleigh, NC 27616-2925

Prefer to complete this questionnaire online?
LOG INTO: onet.rti.org