KNOWLEDGE

Important questions about the knowledge required for the occupation

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You will be asked questions about work-related **knowledges**, which are sets of facts and principles needed to address problems and issues that are part of a job.

**INSTRUCTIONS**

- Read the definition of the knowledge provided in the dark blue box above the question.
- Then, rate how important the knowledge is to the performance of the occupation.

If you select at least somewhat important, you will be asked to rate the **level** of the knowledge.

- The **level** of knowledge is the amount of expertise in the knowledge needed to perform the occupation.
- To help you understand the different levels, job activities are provided that require either a **low, moderate, or high** level of expertise in the knowledge. These examples are from a variety of jobs. They may or may not be directly related to the occupation.
- “1” on the scale means that a low level of expertise in the knowledge is needed to perform the occupation.
- “7” on the scale means that a high level of expertise in the knowledge is needed to perform the occupation.

**EXAMPLE**

**Mathematics** knowledge refers to arithmetic, algebra, geometry, calculus, statistics, and their applications.

**How important is mathematics knowledge to the performance of the occupation?**

- Not important → **Go to next question**
- Somewhat important
- Important
- Very important
- Extremely important

If at least somewhat important, what level of expertise in mathematics knowledge is needed to perform the occupation?

**Examples of activities from a variety of jobs:**

- **Low:** Add two numbers
- **Moderate:** Analyze data to determine areas with the highest sales
- **High:** Derive a complex mathematical equation

- 1 Low
- 2
- 3
- 4 Moderate
- 5
- 6
- 7 High
The Occupation

Please answer the following questions about work-related knowledges as they relate to the occupation. For reference, the occupation is summarized below.

Nannies
Care for children in private households and provide support and expertise to parents in satisfying children’s physical, emotional, intellectual, and social needs. Duties may include meal planning and preparation, laundry and clothing care, organization of play activities and outings, discipline, intellectual stimulation, language activities, and transportation.
**Administration and management** knowledge refers to business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique, production methods, and coordination of people and resources.

1. **How important is administration and management knowledge to performance of the occupation?**
   - Not important → Go to 2
   - Somewhat important
   - Important
   - Very important
   - Extremely important

1b. If at least somewhat important, what level of expertise in administration and management knowledge is needed to perform the occupation?

   *Examples of activities from a variety of jobs:*
   - **Low:** Approve a reimbursement request
   - **Moderate:** Monitor progress of a project to ensure timely completion
   - **High:** Manage a multimillion-dollar company

   ![Choice options](image)

**Administrative** knowledge refers to administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

2. **How important is administrative knowledge to the performance of the occupation?**
   - Not important → Go to 3
   - Somewhat important
   - Important
   - Very important
   - Extremely important

2b. If at least somewhat important, what level of expertise in administrative knowledge is needed to perform the occupation?

   *Examples of activities from a variety of jobs:*
   - **Low:** Direct phone calls to the appropriate staff member
   - **Moderate:** Type 30 words per minute
   - **High:** Organize a digital storage system for company forms

   ![Choice options](image)
Economics and accounting knowledge refers to economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

3. How important is economics and accounting knowledge to the performance of the occupation?
   - Not important → Go to 4
   - Somewhat important
   - Important
   - Very important
   - Extremely important
   ►3b. If at least somewhat important, what level of expertise in economics and accounting knowledge is needed to perform the occupation?

   Examples of activities from a variety of jobs:
   - Low: Answer billing questions from credit card customers
   - Moderate: Develop financial investment programs for individual clients
   - High: Keep a major corporation’s financial records

4. How important is sales and marketing knowledge to the performance of the occupation?
   - Not important → Go to 5
   - Somewhat important
   - Important
   - Very important
   - Extremely important
   ►4b. If at least somewhat important, what level of expertise in sales and marketing knowledge is needed to perform the occupation?

   Examples of activities from a variety of jobs:
   - Low: Sell cakes at a bake sale
   - Moderate: Introduce clients to a new line of products
   - High: Develop a marketing plan for a new nationwide high-speed internet system
Customer and personal service knowledge refers to principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

5. How important is **customer and personal service** knowledge to the performance of the occupation?
   - Not important → Go to 6
   - Somewhat important
   - Important
   - Very important
   - Extremely important

5b. If at least somewhat important, what level of expertise in **customer and personal service** knowledge is needed to perform the occupation?

   Examples of activities from a variety of jobs:
   - **Low**: Process a customer’s dry-cleaning drop off
   - **Moderate**: Be responsible for 10 children at a daycare
   - **High**: Respond to a citizen’s request for assistance after a major disaster

   1 Low
   2
   3
   4 Moderate
   5
   6
   7 High

Personnel and human resources knowledge refers to principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

6. How important is **personnel and human resources** knowledge to the performance of the occupation?
   - Not important → Go to 7
   - Somewhat important
   - Important
   - Very important
   - Extremely important

6b. If at least somewhat important, what level of expertise in **personnel and human resources** knowledge is needed to perform the occupation?

   Examples of activities from a variety of jobs:
   - **Low**: Fill out a medical claim form
   - **Moderate**: Interview applicants for an administrative position
   - **High**: Design a new personnel selection and promotion system for the Army

   1 Low
   2
   3
   4 Moderate
   5
   6
   7 High
Production and processing knowledge refers to raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

7. How important is **production and processing** knowledge to the performance of the occupation?
   - Not important → Go to 8
   - Somewhat important
   - Important
   - Very important
   - Extremely important

7b. If at least somewhat important, what level of expertise in **production and processing** knowledge is needed to perform the occupation?

   Examples of activities from a variety of jobs:
   - **Low**: Put a computer back into its packing materials
   - **Moderate**: Supervise an appliance assembly line
   - **High**: Manage an international shipping company distribution center

8. How important is **food production** knowledge to the performance of the occupation?
   - Not important → Go to 9
   - Somewhat important
   - Important
   - Very important
   - Extremely important

8b. If at least somewhat important, what level of expertise in **food production** knowledge is needed to perform the occupation?

   Examples of activities from a variety of jobs:
   - **Low**: Grow herbs in the kitchen
   - **Moderate**: Operate a commercial fishing boat
   - **High**: Run a large production farm
Computers and electronics knowledge refers to circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

9. How important is computers and electronics knowledge to the performance of the occupation?
   - Not important → Go to 10
   - Somewhat important
   - Important
   - Very important
   - Extremely important

9b. If at least somewhat important, what level of expertise in computers and electronics knowledge is needed to perform the occupation?
   Examples of activities from a variety of jobs:
   - Low: Operate a media player to watch a training video
   - Moderate: Use a computer to format a document
   - High: Create a program to scan a computer for viruses

Engineering and technology knowledge refers to the practical application of engineering science and technology, including applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

10. How important is engineering and technology knowledge to the performance of the occupation?
    - Not important → Go to 11
    - Somewhat important
    - Important
    - Very important
    - Extremely important

10b. If at least somewhat important, what level of expertise in engineering and technology knowledge is needed to perform the occupation?
    Examples of activities from a variety of jobs:
    - Low: Install a door lock
    - Moderate: Design a custom office chair
    - High: Plan for the impact of weather in designing a bridge
**Design** knowledge refers to design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

11. **How important is design knowledge to the performance of the occupation?**
   - Not important → Go to 12
   - Somewhat important
   - Important
   - Very important
   - Extremely important

**11b. If at least somewhat important, what level of expertise in design knowledge is needed to perform the occupation?**

   Examples of activities from a variety of jobs:
   - **Low:** Draw a straight line 4-3/16 inches long
   - **Moderate:** Design plans for remodeling a kitchen
   - **High:** Develop detailed plans for a high-rise office building

   - 1 Low
   - 2
   - 3
   - 4 Moderate
   - 5
   - 6
   - 7 High

**Building and construction** knowledge refers to materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

12. **How important is building and construction knowledge to the performance of the occupation?**
   - Not important → Go to 13
   - Somewhat important
   - Important
   - Very important
   - Extremely important

**12b. If at least somewhat important, what level of expertise in building and construction knowledge is needed to perform the occupation?**

   Examples of activities from a variety of jobs:
   - **Low:** Choose the proper type of wood for adding a deck onto a house
   - **Moderate:** Fix a plumbing leak in the ceiling
   - **High:** Build a high-rise office tower

   - 1 Low
   - 2
   - 3
   - 4 Moderate
   - 5
   - 6
   - 7 High
**Mechanical** knowledge refers to machines and tools, including their designs, uses, repair, and maintenance.

13. **How important is mechanical knowledge to the performance of the occupation?**
   - Not important  
   - Somewhat important  
   - Important  
   - Very important  
   - Extremely important

   **13b. If at least somewhat important, what level of expertise in mechanical knowledge is needed to perform the occupation?**
   - **Low:** Replace the filters in a furnace
   - **Moderate:** Replace a valve on a steam pipe
   - **High:** Overhaul an airplane jet engine

   ▶ 1 Low  
   ▶ 2  
   ▶ 3  
   ▶ 4 Moderate  
   ▶ 5  
   ▶ 6  
   ▶ 7 High

---

**Mathematics** knowledge refers to arithmetic, algebra, geometry, calculus, statistics, and their applications.

14. **How important is mathematics knowledge to the performance of the occupation?**
   - Not important  
   - Somewhat important  
   - Important  
   - Very important  
   - Extremely important

   **14b. If at least somewhat important, what level of expertise in mathematics knowledge is needed to perform the occupation?**
   - **Low:** Add two numbers
   - **Moderate:** Analyze data to determine areas with the highest sales
   - **High:** Derive a complex mathematical equation

   ▶ 1 Low  
   ▶ 2  
   ▶ 3  
   ▶ 4 Moderate  
   ▶ 5  
   ▶ 6  
   ▶ 7 High
Physics knowledge refers to 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.

15. How important is physics knowledge to the performance of the occupation?
   - Not important → Go to 16
   - Somewhat important
   - Important
   - Very important
   - Extremely important

   **15b. If at least somewhat important, what level of expertise in physics knowledge is needed to perform the occupation?**

   Examples of activities from a variety of jobs:
   - **Low:** Use a crowbar to pry open a box
   - **Moderate:** Calculate the speed of a falling object
   - **High:** Design a cleaner burning gasoline engine

   

Chemistry knowledge refers to the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo, including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

16. How important is chemistry knowledge to the performance of the occupation?
   - Not important → Go to 17
   - Somewhat important
   - Important
   - Very important
   - Extremely important

   **16b. If at least somewhat important, what level of expertise in chemistry knowledge is needed to perform the occupation?**

   Examples of activities from a variety of jobs:
   - **Low:** Use a common household bug spray
   - **Moderate:** Use the proper concentration of chlorine to purify a water source
   - **High:** Develop a safe commercial cleaner
**Biology** knowledge refers to plant and animal organisms and their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

17. How important is biology knowledge to the performance of the occupation?
- Not important → Go to 18
- Somewhat important
- Important
- Very important
- Extremely important

17b. If at least somewhat important, what level of expertise in biology knowledge is needed to perform the occupation?

   Examples of activities from a variety of jobs:
   - **Low**: Feed domestic animals
   - **Moderate**: Investigate the effects of pollution on marine plants and animals
   - **High**: Isolate and identify a new virus

   - 1 Low
   - 2
   - 3
   - 4 Moderate
   - 5
   - 6
   - 7 High

**Psychology** knowledge refers to 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.

18. How important is psychology knowledge to the performance of the occupation?
- Not important → Go to 19
- Somewhat important
- Important
- Very important
- Extremely important

18b. If at least somewhat important, what level of expertise in psychology knowledge is needed to perform the occupation?

   Examples of activities from a variety of jobs:
   - **Low**: Monitor several children on a playground
   - **Moderate**: Understand the impact of alcohol on human responses
   - **High**: Treat a person with a severe mental illness

   - 1 Low
   - 2
   - 3
   - 4 Moderate
   - 5
   - 6
   - 7 High
**Sociology and Anthropology** knowledge refers to group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

19. **How important is sociology and anthropology knowledge to the performance of the occupation?**
   - Not important → Go to 20
   - Somewhat important
   - Important
   - Very important
   - Extremely important

19b. **If at least somewhat important, what level of expertise in sociology and anthropology knowledge is needed to perform the occupation?**

   Examples of activities from a variety of jobs:
   - **Low:** Identify two cultures in a story as being different
   - **Moderate:** Write an article about cultural differences
   - **High:** Create a new theory about the development of civilizations

   - 1 Low
   - 2
   - 3
   - 4 Moderate
   - 5
   - 6
   - 7 High

**Geography** knowledge refers to 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.

20. **How important is geography knowledge to the performance of the occupation?**
   - Not important → Go to 21
   - Somewhat important
   - Important
   - Very important
   - Extremely important

20b. **If at least somewhat important, what level of expertise in geography knowledge is needed to perform the occupation?**

   Examples of activities from a variety of jobs:
   - **Low:** Know the capital of the United States
   - **Moderate:** Find a specific country on a world map
   - **High:** Develop a map of the world showing mountains, deserts, and rivers

   - 1 Low
   - 2
   - 3
   - 4 Moderate
   - 5
   - 6
   - 7 High
**Medicine and dentistry** knowledge refers to the information and techniques needed to diagnose and treat human injuries, diseases, and deformities, including symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

21. How important is **medicine and dentistry** knowledge to the performance of the occupation?

- Not important → **Go to 22**
- Somewhat important
- Important
- Very important
- Extremely important

>21b. **If at least somewhat important,** what level of expertise in **medicine and dentistry** knowledge is needed to perform the occupation?

*Examples of activities from a variety of jobs:*
- **Low:** Use a band-aid
- **Moderate:** Fill a tooth cavity
- **High:** Perform open heart surgery

1 Low 2 3 4 Moderate 5 6 7 High

**Therapy and counseling** knowledge refers to principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

22. How important is **therapy and counseling** knowledge to the performance of the occupation?

- Not important → **Go to 23**
- Somewhat important
- Important
- Very important
- Extremely important

>22b. **If at least somewhat important,** what level of expertise in **therapy and counseling** knowledge is needed to perform the occupation?

*Examples of activities from a variety of jobs:*
- **Low:** Put ice on a sprained ankle
- **Moderate:** Provide job counseling to the unemployed
- **High:** Counsel an abused child

1 Low 2 3 4 Moderate 5 6 7 High
**Education and training** knowledge refers to principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

23. How important is **education and training** knowledge to the performance of the occupation?
- Not important → Go to 24
- Somewhat important
- Important
- Very important
- Extremely important

23b. If at least somewhat important, what level of expertise in **education and training** knowledge is needed to perform the occupation?

Examples of activities from a variety of jobs:

- **Low**: Show someone how to bowl
- **Moderate**: Lead a quality improvement seminar
- **High**: Design a training program for new employees

24. How important is **English language** knowledge to the performance of the occupation?
- Not important → Go to 25
- Somewhat important
- Important
- Very important
- Extremely important

24b. If at least somewhat important, what level of expertise in **English language** knowledge is needed to perform the occupation?

Examples of activities from a variety of jobs:

- **Low**: Write a thank you note
- **Moderate**: Edit an article for a news website
- **High**: Teach a college English class
Foreign language knowledge refers to the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.

25. How important is foreign language knowledge to the performance of the occupation?
   - Not important → Go to 26
   - Somewhat important
   - Important
   - Very important
   - Extremely important

25b. If at least somewhat important, what level of expertise in foreign language knowledge is needed to perform the occupation?

Examples of activities from a variety of jobs:
- Low: Say “please” and “thank you” in a foreign language
- Moderate: Ask for directions in a foreign city
- High: Write an English language review of a book written in a foreign language

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

26. How important is fine arts knowledge to the performance of the occupation?
   - Not important → Go to 27
   - Somewhat important
   - Important
   - Very important
   - Extremely important

26b. If at least somewhat important, what level of expertise in fine arts knowledge is needed to perform the occupation?

Examples of activities from a variety of jobs:
- Low: Attend a popular music concert
- Moderate: Play a minor part in a local theater play
- High: Design an exhibit for a major art show
History and archaeology knowledge refers to historical events and their causes, indicators, and effects on civilizations and cultures.

27. How important is history and archaeology knowledge to the performance of the occupation?
- Not important → Go to 28
- Somewhat important
- Important
- Very important
- Extremely important

27b. If at least somewhat important, what level of expertise in history and archaeology knowledge is needed to perform the occupation?

Examples of activities from a variety of jobs:
- Low: Take a class in U.S. history
- Moderate: Teach local history to school children
- High: Determine the age of bones for placing them in fossil history

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Philosophy and theology knowledge refers to different philosophical systems and religions, including their basic principles, values, ethics, ways of thinking, customs, practices, and impact on human culture.

28. How important is philosophy and theology knowledge to the performance of the occupation?
- Not important → Go to 29
- Somewhat important
- Important
- Very important
- Extremely important

28b. If at least somewhat important, what level of expertise in philosophy and theology knowledge is needed to perform the occupation?

Examples of activities from a variety of jobs:
- Low: Watch a TV show on family values
- Moderate: Understand another culture’s religious practices
- High: Compare the teachings of major philosophers

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

29. How important is **public safety and security** knowledge to the performance of the occupation?
- Not important → Go to 30
- Somewhat important
- Important
- Very important
- Extremely important

29b. If at least somewhat important, what level of expertise in **public safety and security** knowledge is needed to perform the occupation?

Examples of activities from a variety of jobs:
- **Low:** Use a seatbelt
- **Moderate:** Inspect a building site for safety violations
- **High:** Command a military operation

30. How important is **law and government** knowledge to the performance of the occupation?
- Not important → Go to 31
- Somewhat important
- Important
- Very important
- Extremely important

30b. If at least somewhat important, what level of expertise in **law and government** knowledge is needed to perform the occupation?

Examples of activities from a variety of jobs:
- **Low:** Describe the length of a U.S. presidential term
- **Moderate:** Prepare documents and title papers for the purchase of a new house
- **High:** Serve as a judge in a federal court
**Telecommunications** knowledge refers to transmission, broadcasting, switching, control, and operation of telecommunications systems.

31. How important is **telecommunications** knowledge to the performance of the occupation?
   - Not important → **Go to 32**
   - Somewhat important
   - Important
   - Very important
   - Extremely important

31b. **If at least somewhat important, what level of expertise in telecommunication knowledge is needed to perform the occupation?**

   Examples of activities from a variety of jobs:
   - Low: Send an e-mail
   - Moderate: Install a wireless internet router
   - High: Develop a new worldwide telecommunications network

   - 1 Low
   - 2
   - 3
   - 4 Moderate
   - 5
   - 6
   - 7 High

**Communications and media** knowledge refers to media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.

32. How important is **communications and media** knowledge to the performance of the occupation?
   - Not important → **Go to 33**
   - Somewhat important
   - Important
   - Very important
   - Extremely important

32b. **If at least somewhat important, what level of expertise in communications and media knowledge is needed to perform the occupation?**

   Examples of activities from a variety of jobs:
   - Low: Write a thank you note
   - Moderate: Host a music radio show
   - High: Write a novel

   - 1 Low
   - 2
   - 3
   - 4 Moderate
   - 5
   - 6
   - 7 High
Transportion knowledge refers to principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

33. How important is transportation knowledge to the performance of the occupation?
- Not important → Go to 34
- Somewhat important
- Important
- Very important
- Extremely important

33b. If at least somewhat important, what level of expertise in transportation knowledge is needed to perform the occupation?

Examples of activities from a variety of jobs:
- Low: Ride a train to work
- Moderate: Drive a semi-truck through a busy city
- High: Control air traffic at a busy airport

Education and Training

These next questions ask about the education and experience requirements for the occupation.

34. If someone were being hired to perform the occupation, what level of education would be required?

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 (such as a GED)
- Post-Secondary Certificate
- Some College Courses
- Associate's Degree or other 2-year degree
- Bachelor's Degree
- Post-Baccalaureate Certificate
- Master's Degree
- Post-Master's Certificate
- Doctor's Degree – Professional Practice (such as a J.D. for Law or an M.D. for Medicine)
- Doctor's Degree – Research/Scholarship (such as a Ph.D.)
- Post-Doctoral Training
35. If someone were being hired to perform the occupation, 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 the occupation, 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 6 years
- Over 6 years, up to and including 8 years
- Over 8 years, up to and including 10 years
- Over 10 years

37. If someone were being hired to perform the occupation, 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 the occupation, how important would it be to have completed each of the following?

<table>
<thead>
<tr>
<th></th>
<th>Not important</th>
<th>Somewhat important</th>
<th>Important</th>
<th>Very important</th>
<th>Extremely important</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Job-related professional certification</td>
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<tr>
<td>b. Job-related apprenticeship</td>
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### Work Styles

This section asks about how different **work styles** relate to the occupation. A **work style** is a personal characteristic that can affect how well someone does a job. Answer each question as if you were performing work that is typical of the occupation.

### 39. How important are each of the following work styles to the performance of the occupation?

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<th>Not important</th>
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<th>Important</th>
<th>Very important</th>
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<tbody>
<tr>
<td>a. Achievement/Effort—Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks</td>
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<td>b. Persistence—Persistence in the face of obstacles</td>
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<tr>
<td>c. Initiative—A willingness to take on responsibilities and challenges</td>
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<td>d. Leadership—A willingness to lead, take charge, and offer opinions and direction</td>
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<td>e. Cooperation—Being pleasant with others and displaying a good-natured, cooperative attitude</td>
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<tr>
<td>f. Concern for Others—Being sensitive to others’ needs and feelings, and being understanding and helpful to others</td>
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</tbody>
</table>
40. **How important are each of the following work styles to the performance of the occupation?**

<table>
<thead>
<tr>
<th>Work Style</th>
<th>Not important</th>
<th>Somewhat important</th>
<th>Important</th>
<th>Very important</th>
<th>Extremely important</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Social Orientation—Preferring to work with others rather than alone, and being personally connected with others</td>
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<td>b. Self-Control—Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations</td>
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<tr>
<td>c. Stress Tolerance—Accepting criticism and dealing calmly and effectively with high-stress situations</td>
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<tr>
<td>d. Adaptability/Flexibility—Being open to change (positive or negative) and to considerable variety in the workplace</td>
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<td>e. Dependability—Being reliable, responsible, and dependable, and fulfilling obligations</td>
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</tbody>
</table>

41. **How important are each of the following work styles to the performance of the occupation?**

<table>
<thead>
<tr>
<th>Work Style</th>
<th>Not important</th>
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<th>Important</th>
<th>Very important</th>
<th>Extremely important</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Attention to Detail—Being careful about details and thorough in completing tasks</td>
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<tr>
<td>b. Integrity—Being honest and ethical</td>
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<tr>
<td>c. Independence—Developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done</td>
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<tr>
<td>d. Innovation—Creativity and alternative thinking to develop new ideas for and answers to work-related problems</td>
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<tr>
<td>e. Analytical Thinking—Analyzing information and using logic to address work-related issues and problems</td>
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</tbody>
</table>
Thank you for answering questions about knowledge areas. We appreciate the time and effort you have taken to answer these questions.

If you have any additional comments, please include them 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