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:

<table>
<thead>
<tr>
<th>Getting Information</th>
<th>Observing, receiving, and otherwise obtaining information from all relevant sources.</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>What level of GETTING INFORMATION is needed to perform your current job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow a standard blueprint</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

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

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

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

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

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

- Follow a standard blueprint
- Review a budget
- Study international tax laws

2. Identifying Objects, Actions, and Events

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

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

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

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

- Test an automobile transmission
- Judge the acceptability of food products
- Determine the reaction of a virus to a new drug

Highest Level
3. Monitoring Processes, Materials, or Surroundings

- A. How important is MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS to the performance of your current job?
  - Not Important* 1 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 1 2 Test electrical circuits 3 4 5 Check the status of a patient in critical medical care 6 7

  Highest Level

4. Inspecting Equipment, Structures, or Materials

- A. How important is INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS to the performance of your current job?
  - Not Important* 1 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 1 2 Inspect equipment in a chemical processing plant 3 4 5 Inspect a nuclear reactor 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**?

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

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

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

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

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
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<th>7</th>
</tr>
</thead>
</table>

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**?

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

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

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

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

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

Highest Level
7. Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

A. How important is EVALUATING INFORMATION TO DETERMINE COMPLIANCE WITH STANDARDS to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

B. What level of EVALUATING INFORMATION TO DETERMINE COMPLIANCE WITH STANDARDS is needed to perform your current job?

Review forms for completeness Evaluate a complicated insurance claim for compliance with policy terms Make a ruling in court on a complicated motion

1 2 3 4 5 6 7

Highest Level

8. Processing Information

Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

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

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

Tabulate the costs of parcel deliveries Calculate the adjustments for insurance claims Compile data for a complex scientific report

1 2 3 4 5 6 7

Highest Level
9. Analyzing Data or Information

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

* 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?

<table>
<thead>
<tr>
<th>Level</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Determine the location of a lost order</td>
</tr>
<tr>
<td>2</td>
<td>Determine the interest cost to finance a new building</td>
</tr>
<tr>
<td>3</td>
<td>Analyze the cost of medical care services for all hospitals in the country</td>
</tr>
<tr>
<td>4</td>
<td>Determine the meal selection for a cafeteria</td>
</tr>
<tr>
<td>5</td>
<td>Select the location for a major department store</td>
</tr>
<tr>
<td>6</td>
<td>Make the final decision about a company’s 5-year plan</td>
</tr>
<tr>
<td>7</td>
<td><strong>Highest Level</strong></td>
</tr>
</tbody>
</table>

10. Making Decisions and Solving Problems

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

* 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?

<table>
<thead>
<tr>
<th>Level</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Determine the meal selection for a cafeteria</td>
</tr>
<tr>
<td>2</td>
<td>Select the location for a major department store</td>
</tr>
<tr>
<td>3</td>
<td>Make the final decision about a company’s 5-year plan</td>
</tr>
<tr>
<td>4</td>
<td><strong>Highest Level</strong></td>
</tr>
</tbody>
</table>
11. Thinking Creatively

<table>
<thead>
<tr>
<th>A. How important is THINKING CREATIVELY to the performance of your current job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Important*</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>B. What level of THINKING CREATIVELY is needed to perform your current job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change the spacing on a printed report</td>
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<tr>
<td>1</td>
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</tbody>
</table>

Highest Level

12. Updating and Using Relevant Knowledge

<table>
<thead>
<tr>
<th>A. How important is UPDATING AND USING RELEVANT KNOWLEDGE to the performance of your current job?</th>
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<tbody>
<tr>
<td>Not Important*</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>B. What level of UPDATING AND USING RELEVANT KNOWLEDGE is needed to perform your current job?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep up with price changes in a small retail store</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

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 organize your own activities that often change

Prioritize and plan multiple tasks several months ahead

1 2 3 4 5 6 7

Highest Level

16. Performing General Physical Activities

Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling materials.

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 work stations 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

Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

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

Not Important* 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

Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

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

Not Important* 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

* 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

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Highest Level

20. Operating Vehicles, Mechanized Devices, or Equipment

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

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

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

* 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

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

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

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
<th>Extremely Important</th>
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* If you marked Not Important, skip LEVEL below and go on to the next activity.

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

- Specify the lighting for a work area
- Specify the furnishings for a new school
- Draw the electronic circuitry for a high-speed scientific computer

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
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</tr>
</thead>
</table>

Highest Level

22. Repairing and Maintaining Mechanical Equipment

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

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

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

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

- Make simple, external adjustments to a door hinge with ordinary hand tools
- Adjust a grandfather clock
- Overhaul a power plant turbine

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
</table>

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?**

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

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

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

1. Use knobs to adjust a television picture
2. Make repairs by removing and replacing circuit boards
3. Use complex test equipment to calibrate electronic equipment

Highest Level

### 24. Documenting/Recording Information

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

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

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

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

**B. What level of DOCUMENTING/RECORDING INFORMATION is needed to perform your current job?**

1. Record the weights of trucks that use the highways
2. Document the results of a crime scene investigation
3. Maintain information about the use of orbiting satellites for private 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

* 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

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

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

B. What level of COMMUNICATING WITH SUPERVISORS, PEERS, OR SUBORDINATES is needed to perform your current job?

- Write brief notes to others
- Report the results of a sales meeting to a supervisor
- Create videotaped presentation of a company’s internal policies

Highest Level
**27. Communicating with People Outside the Organization**

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

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

* 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?**

<table>
<thead>
<tr>
<th>Have little contact with people outside the organization</th>
<th>Make standard presentations about available services</th>
<th>Prepare or deliver press releases</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
<td>6</td>
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</tbody>
</table>

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Highest Level

**28. Establishing and Maintaining Interpersonal Relationships**

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

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

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

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

<table>
<thead>
<tr>
<th>Exchange greetings with a coworker</th>
<th>Maintain good working relationships with almost all coworkers and clients</th>
<th>Gain cooperation from a culturally diverse group of executives hostile to your company</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4</td>
<td>6</td>
</tr>
</tbody>
</table>

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Highest Level
29. Assisting and Caring for Others
Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

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

<table>
<thead>
<tr>
<th>Not Important*</th>
<th>Somewhat Important</th>
<th>Important</th>
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* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of ASSISTING AND CARING FOR OTHERS is needed to perform your current job?

- Help a coworker complete an assignment
- Assist a stranded traveler in finding lodging
- Care for seriously injured persons in an emergency room

1 2 3 4 5 6 7

Highest Level

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?

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<tr>
<th>Not Important*</th>
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* If you marked Not Important, skip LEVEL below and go on to the next activity.

B. What level of SELLING OR INFLUENCING OTHERS is needed to perform your current job?

- Convince a coworker to assist with an assignment
- Deliver standard arguments or sales pitches to convince others to buy popular products
- Deliver major sales campaign in a new market

1 2 3 4 5 6 7

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?

* 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?

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?

* 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?
33. Coordinating the Work and Activities of Others

A. How important is COORDINATING THE WORK AND ACTIVITIES OF OTHERS to the performance of your current job?

Not Important*   Somewhat Important   Important   Very Important   Extremely Important

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

B. What level of COORDINATING THE WORK AND ACTIVITIES OF OTHERS is needed to perform your current job?

Exchange information during a shift change
Organize the cleanup crew after a major sporting event
Act as general contractor for building a large industrial complex

1  2  3  4  5  6  7

Highest Level

34. Developing and Building Teams

A. How important is DEVELOPING AND BUILDING TEAMS 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 DEVELOPING AND BUILDING TEAMS is needed to perform your current job?

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

1  2  3  4  5  6  7

Highest Level
35. Training and Teaching Others

Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

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

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* 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

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?

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

B. What level of GUIDING, DIRECTING, AND MOTIVATING SUBORDINATES is needed to perform your current job?

- Work occasionally as a backup supervisor
- Supervise a small number of subordinates in a well-paid industry
- Manage a severely downsized unit

Highest Level
37. Coaching and Developing Others

**A.** How **important** is COACHING AND DEVELOPING OTHERS to the performance of your current job?

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

1 2 3 4 5

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

**B.** What **level** of COACHING AND DEVELOPING OTHERS is needed to perform your current job?

Show a coworker how to operate a piece of equipment

Provide on-the-job training for clerical workers

Coach a college athletic team

1 2 3 4 5 6 7

Highest Level

38. Providing Consultation and Advice to Others

**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?

- 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 ADMINISTRATIVE ACTIVITIES is needed to perform your current job?

- Complete routine paperwork on standard forms 
- Complete tax forms required of self-employed people 
- Serve as the benefits director for a large computer sales organization

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?

- 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 STAFFING ORGANIZATIONAL UNITS is needed to perform your current job?

- Work in a position that has minimal staffing requirements 
- Interview candidates for a sales position and make hiring recommendations 
- Direct a large recruiting and employment program for a large international manufacturing organization

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

Not Important*   Somewhat Important   Important   Very Important   Extremely Important

1 2 3 4 5

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

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

Work as a housekeeper responsible for keeping track of linens

1 2 3

Work as a chef responsible for ordering food for the menu

4 5 6

Serve as a financial executive in charge of a large company’s budget

7

Highest Level