Instructions for Making Knowledge Ratings

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

Each knowledge area in this questionnaire is named and defined.

For example:

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

You are then asked two questions about each knowledge area:

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

For example:

How important is ECONOMICS AND ACCOUNTING knowledge to the performance of your current job?

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

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

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

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

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

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

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

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

A. **How important is ADMINISTRATION AND MANAGEMENT knowledge to the performance of your current job?**

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

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

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

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

2. Clerical

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

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

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

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

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

- File letters alphabetically 1  Type 30 words per minute 2  Organize a storage system for company forms 3 4 5 6 7

Highest Level
3. Economics and Accounting

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

A. How important is ECONOMICS AND ACCOUNTING knowledge to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

Answer billing questions from credit card customers

Develop financial investment programs for individual clients

Keep a major corporation's financial records

1 2 3 4 5 6 7

Highest Level

4. Sales and Marketing

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

A. How important is SALES AND MARKETING knowledge to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

Sell cakes at a bake sale

Call a list of clients to introduce them to a new product line

Develop a marketing plan for a nationwide telephone system

1 2 3 4 5 6 7

Highest Level
5. Customer and Personal Service

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

A. How important is CUSTOMER AND PERSONAL SERVICE knowledge to the performance of your current job?

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

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

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

6. Personnel and Human Resources

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

A. How important is knowledge of PERSONNEL AND HUMAN RESOURCES to the performance of your current job?

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

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

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

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

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

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

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

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

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

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

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

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

A. How important is knowledge of COMPUTERS AND ELECTRONICS to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

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

1 2 3 4 5 6 7

Highest Level

10. Engineering and Technology

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

A. How important is knowledge of ENGINEERING AND TECHNOLOGY to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

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

1 2 3 4 5 6 7

Highest Level
11. Design  
**Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.**

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

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

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

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

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

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

Highest Level

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

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

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

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

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

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

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

Highest Level
13. Mechanical

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

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

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

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

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

Replace the filters in a furnace | Replace a valve on a steam pipe | Overhaul an airplane jet engine
---|---|---
1 | 2 | 3 | 4 | 5 | 6 | 7

Highest Level

14. Mathematics

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

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

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

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

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

Add two numbers | Analyze data to determine areas with the highest sales | Derive a complex mathematical equation
---|---|---
1 | 2 | 3 | 4 | 5 | 6 | 7

Highest Level
15. Physics

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

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

Not Important* Somewhat Important Important Very Important Extremely Important

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

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

Use a crowbar to pry open a box Calculate water pressure through a pipe Design a cleaner burning gasoline engine

Highest Level

16. Chemistry

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

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

Not Important* Somewhat Important Important Very Important Extremely Important

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

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

Use a common household bug spray Use the proper concentration of chlorine to purify a water source Develop a safe commercial cleaner

Highest Level
17. Biology

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

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

Not Important* Somewhat Important Important Very Important Extremely Important

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

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

Feed domestic animals

Investigate the effects of pollution on marine plants and animals

Isolate and identify a new virus

Highest Level

18. Psychology

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

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

Not Important* Somewhat Important Important Very Important Extremely Important

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

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

Monitor several children on a playground

Understand the impact of alcohol on human responses

Treat a person with severe mental illness

Highest Level
19. Sociology and Anthropology
Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

A. How important is knowledge of SOCIOLOGY AND ANTHROPOLOGY to the performance of your current job?

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

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

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

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

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

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

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

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

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

B. What level of knowledge of GEOGRAPHY is needed to perform your current job?
21. Medicine and Dentistry

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

A. How **important** is knowledge of **MEDICINE AND DENTISTRY** to the performance of your **current job**?

Not Important* Somewhat Important Important Very Important Extremely Important

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

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

Use a band-aid

Fill a tooth cavity

Perform open heart surgery

22. Therapy and Counseling

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

A. How **important** is knowledge of **THERAPY AND COUNSELING** to the performance of your **current job**?

Not Important* Somewhat Important Important Very Important Extremely Important

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

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

Put ice on a sprained ankle

Provide job counseling to the unemployed

Counsel an abused child

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

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

B. What level of EDUCATION AND TRAINING knowledge is needed to perform your current job?

Show someone how to bowl

1 2 3 4 5 6 7

Lead a quality improvement seminar

Design a training program for new employees

23. Education and Training

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

24. English Language

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

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

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

Write a thank you note

1 2 3 4 5 6 7

Edit a feature article in a local newspaper

Teach a college English class

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

A. **How important** is knowledge of a FOREIGN LANGUAGE to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

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

1

Ask directions in a foreign city

2

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

3 4 5 6 7

Highest Level

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

A. **How important** is knowledge of FINE ARTS to the performance of your current job?

Not Important* Somewhat Important Important Very Important Extremely Important

1 2 3 4 5

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

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

Attend a popular music concert

1

Play a minor part in a local theater play

2 3 4 5 6 7

Design an artistic display for a major trade show

Highest Level
27. History and Archeology

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

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

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

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

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

   Take a class in US History | Teach local history to school children | Determine the age of bones for placing them in fossil history
   1 | 2 | 3 | 4 | 5 | 6 | 7

Highest Level

28. Philosophy and Theology

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

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

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

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

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

   Watch a TV program on family values | Understand another culture’s religious practices | Compare the teachings of major philosophers
   1 | 2 | 3 | 4 | 5 | 6 | 7

Highest Level
29. Public Safety and Security

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

A. How important is PUBLIC SAFETY AND SECURITY knowledge to the performance of your current job?

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

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

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

Use a seatbelt
Inspect a building site for safety violations
Command a military operation

Highest Level
1 2 3 4 5 6 7

30. Law and Government

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

A. How important is knowledge of LAW AND GOVERNMENT to the performance of your current job?

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

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

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

Register to vote in a national election
Prepare documents and title papers for the purchase of a new house
Serve as a judge in a federal court

Highest Level
1 2 3 4 5 6 7
**31. Telecommunications**

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

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

   *Not Important*  Somewhat Important  Important  Very Important  Extremely Important

1 2 3 4 5

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

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

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

1 2 3 4 5 6 7

**32. Communications and Media**

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

A. **How important is knowledge of COMMUNICATIONS AND MEDIA to the performance of your current job?**

   *Not Important*  Somewhat Important  Important  Very Important  Extremely Important

1 2 3 4 5

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

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

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

1 2 3 4 5 6 7

Highest Level
A. How important is knowledge of TRANSPORTATION to the performance of your current job?

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

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

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

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

REQUIRED LEVEL OF EDUCATION

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

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

☐ Less than a High School Diploma
☐ High School Diploma – or the equivalent (for example, GED)
☐ Post-Secondary Certificate - awarded for training completed after high school (for example, in agriculture or natural resources, computer services, personal or culinary services, engineering technologies, healthcare, construction trades, mechanic and repair technologies, or precision production)
☐ Some College Courses
☐ Associate's Degree (or other 2-year degree)
☐ Bachelor's Degree
☐ Post-Baccalaureate Certificate - awarded for completion of an organized program of study; designed for people who have completed a Baccalaureate degree but do not meet the requirements of academic degrees carrying the title of Master.
☐ Master's Degree
☐ Post-Master's Certificate - awarded for completion of an organized program of study; designed for people who have completed a Master’s degree but do not meet the requirements of academic degrees at the doctoral level.
☐ First Professional Degree - awarded for completion of a program that
  o requires at least 2 years of college work before entrance into the program,
  o includes a total of at least 6 academic years of work to complete, and
  o provides all remaining academic requirements to begin practice in a profession.
☐ Doctoral Degree
☐ Post-Doctoral Training
35. If someone were being hired to perform this job, how much RELATED WORK EXPERIENCE would be required? (That is, having other jobs that prepare the worker for the job.)

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

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

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

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

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

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

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

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

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

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

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

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

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

[Not Important]  [Somewhat Important]  [Important]  [Very Important]  [Extremely Important]

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

Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

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

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

41. Persistence

Job requires persistence in the face of obstacles.

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

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

42. Initiative

Job requires a willingness to take on responsibilities and challenges.

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

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

43. Leadership

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

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

1. Not Important
2. Somewhat Important
3. Important
4. Very Important
5. Extremely Important
44. Cooperation  
Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

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

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

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

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

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

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

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

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

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

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

1 2 3 4 5
Not Important Somewhat Important Important Very Important Extremely Important
48. Stress Tolerance  
Job requires accepting criticism and dealing calmly and effectively with high-stress situations.

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

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

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

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<th>Somewhat Important</th>
<th>Important</th>
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50. Dependability  
Job requires being reliable, responsible, and dependable, and fulfilling obligations.

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

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

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

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52. Integrity
Job requires being honest and ethical.

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

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

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

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

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

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

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