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 workers in the occupation. As an occupation expert, first consider the different knowledge areas needed by workers to perform the occupation. Then, with this information in mind, please answer each question as if you were performing work that is typical of the occupation.

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 the occupation?**

For example:

<table>
<thead>
<tr>
<th>How important is ECONOMICS AND ACCOUNTING knowledge to the performance of the occupation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Important*</td>
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</table>

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 the occupation, mark the one [X] then skip over question B and proceed to the next knowledge area.

B  **What level of the knowledge is needed to perform the occupation?**

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 ECONOMICS AND ACCOUNTING knowledge is needed to perform the occupation?</th>
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<tbody>
<tr>
<td>Answer billing questions from credit card customers</td>
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</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. 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 the occupation?

* 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 the occupation?

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 the occupation?

* 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 the occupation?
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 the occupation?

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 the occupation?

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 the occupation?

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 the occupation?

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 the occupation?

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 CUSTOMER AND PERSONAL SERVICE knowledge is needed to perform the occupation?

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

1 2 3 4 5 6 7

Highest Level

6. Personnel and Human Resources

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

A. How important is knowledge of PERSONNEL AND HUMAN RESOURCES to the performance of the occupation?

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 PERSONNEL AND HUMAN RESOURCES knowledge is needed to perform the occupation?

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

1 2 3 4 5 6 7

Highest Level
7. Production and Processing

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

A. How important is knowledge of PRODUCTION AND PROCESSING to the performance of the occupation?

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

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

B. What level of PRODUCTION AND PROCESSING knowledge is needed to perform the occupation?

- Put a computer back into its packing materials
- Supervise an appliance assembly line
- Manage an international shipping company distribution center

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 the occupation?

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

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

B. What level of FOOD PRODUCTION knowledge is needed to perform the occupation?

- Keep an herb box in the kitchen
- Operate a commercial fishing boat
- Run a 100,000-acre farm

Highest Level
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 the occupation?**

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

\[ 1 \quad 2 \quad 3 \quad 4 \quad 5 \]

* 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 the occupation?**

<table>
<thead>
<tr>
<th>Operate a VCR to watch a pre-recorded training tape</th>
<th>Use a word processor</th>
<th>Create a program to scan computer disks for viruses</th>
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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 the occupation?**

Not Important*  Somewhat Important  Important  Very Important  Extremely Important

\[ 1 \quad 2 \quad 3 \quad 4 \quad 5 \]

* 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 the occupation?**

<table>
<thead>
<tr>
<th>Install a door lock</th>
<th>Design a more stable grocery cart</th>
<th>Plan for the impact of weather in designing a bridge</th>
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</table>

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 the occupation?**

   ![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 knowledge of DESIGN is needed to perform the occupation?**

   - 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 the occupation?**

   ![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 BUILDING AND CONSTRUCTION knowledge is needed to perform the occupation?**

   - 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 the occupation?

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* 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 the occupation?

Replace the filters in a furnace: 1
Replace a valve on a steam pipe: 2
Overhaul an airplane jet engine: 7

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

A. How important is knowledge of MATHEMATICS to the performance of the occupation?

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<tbody>
<tr>
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* 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 the occupation?

Add two numbers: 1
Analyze data to determine areas with the highest sales: 4
Derive a complex mathematical equation: 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 the occupation?

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 PHYSICS knowledge is needed to perform the occupation?

Use a crowbar to pry open a box

Calculate water pressure through a pipe

Design a cleaner burning gasoline engine

1 2 3 4 5 6 7

Highest Level

16. Chemistry

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

A. How important is knowledge of CHEMISTRY to the performance of the occupation?

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 CHEMISTRY knowledge is needed to perform the occupation?

Use a common household bug spray

Use the proper concentration of chlorine to purify a water source

Develop a safe commercial cleaner

1 2 3 4 5 6 7

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

A. How important is knowledge of BIOLOGY to the performance of the occupation?

<table>
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<th>Important</th>
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* 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 the occupation?

Feed domestic animals

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</table>

Isolate and identify a new virus

Investigate the effects of pollution on marine plants and animals

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 the occupation?

<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 knowledge area.

B. What level of PSYCHOLOGY knowledge is needed to perform the occupation?

Monitor several children on a playground

Understand the impact of alcohol on human responses

Treat a person with severe mental illness

<table>
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</table>

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 the occupation?**

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

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

B. **What level of knowledge of SOCIOLOGY AND ANTHROPOLOGY is needed to perform the occupation?**

Identify two cultures in a story as being different | Write a pamphlet about cultural differences | Create a new theory about the development of civilizations
---|---|---
1 | 2 | 3 | 4 | 5 | 6 | 7

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 the occupation?**

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

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

B. **What level of knowledge of GEOGRAPHY is needed to perform the occupation?**

Know the capital of the United States | Identify Turkey on a world map | Develop a map of the world showing mountains, deserts, and rivers
---|---|---
1 | 2 | 3 | 4 | 5 | 6 | 7

Highest Level
21. Medicine and Dentistry

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

A. **How important is knowledge of MEDICINE AND DENTISTRY to the performance of the occupation?**

- 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 the occupation?**

Use a band-aid

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

Fill a tooth cavity

Perform open heart surgery

**Highest Level**

22. Therapy and Counseling

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

A. **How important is knowledge of THERAPY AND COUNSELING to the performance of the occupation?**

- 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 the occupation?**

Put ice on a sprained ankle

Provide job counseling to the unemployed

Counsel an abused child

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

**Highest Level**
23. Education and Training

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

A. **How important is knowledge of EDUCATION AND TRAINING to the performance of the occupation?**

   - 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 EDUCATION AND TRAINING knowledge is needed to perform the occupation?**

   - Show someone how to bowl
   - Lead a quality improvement seminar
   - Design a training program for new employees

   Highest Level

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 the occupation?**

   - 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 ENGLISH LANGUAGE knowledge is needed to perform the occupation?**

   - Write a thank you note
   - 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 the occupation?

* 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 the occupation?

Say “please” and “thank you” in a foreign language
Ask directions in a foreign city
Write an English language review of a book written in a foreign language

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

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 the occupation?

* 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 the occupation?

Attend a popular music concert
Play a minor part in a local theater play
Design an artistic display for a major trade show

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

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 the occupation?

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 the occupation?

Take a class in US History

1 2 3 4 5 6 7

Teach local history to school children

Determine the age of bones for placing them in fossil history

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 the occupation?

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 the occupation?

Watch a TV program on family values

1 2 3 4 5 6 7

Understand another culture’s religious practices

Compare the teachings of major philosophers

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 the occupation?

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 the occupation?

Use a seatbelt

Inspect a building site for safety violations

Command a military operation

1 2 3 4 5 6 7

Highest Level

30. Law and Government

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

A. How important is knowledge of LAW AND GOVERNMENT to the performance of the occupation?

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 the occupation?

Register to vote in a national election

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

Serve as a judge in a federal court

1 2 3 4 5 6 7

Highest Level
31. Telecommunications

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

A. **How important is knowledge of TELECOMMUNICATIONS to the performance of the occupation?**

   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 the occupation?**

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

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

   Highest Level

32. Communications and Media

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

A. **How important is knowledge of COMMUNICATIONS AND MEDIA to the performance of the occupation?**

   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 the occupation?**

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

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

   Highest Level
33. Transportation

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

A. How important is knowledge of TRANSPORTATION to the performance of the occupation?

* 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 the occupation?

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

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 the occupation. 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 the occupation, 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
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

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 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 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 the occupation?**

- 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. You will be asked about a series of different work styles and how they relate to the occupation. As an occupation expert, first consider the different work styles needed by workers to perform the occupation. Then, with this information in mind, please answer each question as if you were performing work typical of the occupation.

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

<table>
<thead>
<tr>
<th>Stress Tolerance</th>
<th>Job requires accepting criticism and dealing calmly and effectively with high-stress situations.</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>How important is STRESS TOLERANCE to the performance of the occupation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>① Not Important</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.
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 the occupation?


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

How important is PERSISTENCE to the performance of the occupation?


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

How important is INITIATIVE to the performance of the occupation?


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

How important is LEADERSHIP to the performance of the occupation?

44. Cooperation
Job requires being pleasant with others and displaying a good-natured, cooperative attitude.

How important is COOPERATION to the performance of the occupation?

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.

How important is CONCERN FOR OTHERS to the performance of the occupation?

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.

How important is SOCIAL ORIENTATION to the performance of the occupation?

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 the occupation?

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 the occupation?

<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>

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 the occupation?

<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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<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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

How important is DEPENDABILITY to the performance of the occupation?

<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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<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

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 the occupation?

<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>
<tr>
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<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
52. **Integrity**  
Job requires being honest and ethical.

**How important is INTEGRITY to the performance of the occupation?**

Not Important  Somewhat Important  Important  Very Important  Extremely Important

1  2  3  4  5

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

**How important is INDEPENDENCE to the performance of the occupation?**

Not Important  Somewhat Important  Important  Very Important  Extremely Important

1  2  3  4  5

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

**How important is INNOVATION to the performance of the occupation?**

Not Important  Somewhat Important  Important  Very Important  Extremely Important

1  2  3  4  5

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

**How important is ANALYTICAL THINKING to the performance of the occupation?**

Not Important  Somewhat Important  Important  Very Important  Extremely Important

1  2  3  4  5