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 workers in the occupation. As an occupation expert, first consider the different work activities performed by workers in 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 activity in this questionnaire is named and defined.

For example:

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

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

A How important is the activity to the occupation?

For example:

<table>
<thead>
<tr>
<th>How important is GETTING INFORMATION to the performance of the occupation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Important*</td>
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<tr>
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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 activity as Not Important to the performance of the occupation, 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 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 GETTING INFORMATION is needed to perform the occupation?</th>
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</thead>
<tbody>
<tr>
<td>Follow a standard blueprint</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. **Getting Information**

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

   **A. How important is GETTING INFORMATION to the performance of the occupation?**

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   * 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 the occupation?**

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

   ① ② ③ ④ ⑤ ⑥ ⑦

   Highest Level

2. **Identifying Objects, Actions, and Events**

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

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

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   * 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 the occupation?**

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

   ① ② ③ ④ ⑤ ⑥ ⑦

   Highest Level
3. Monitoring Processes, Materials, or Surroundings

A. How important is MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS 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 activity.

B. What level of MONITORING PROCESSES, MATERIALS, OR SURROUNDINGS is needed to perform the occupation?

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

4. Inspecting Equipment, Structures, or Materials

A. How important is INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS 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 activity.

B. What level of INSPECTING EQUIPMENT, STRUCTURES, OR MATERIALS is needed to perform the occupation?

- Check that doors to building are locked
- Inspect equipment in a chemical processing plant
- Inspect a nuclear reactor

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

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

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

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

- 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

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

Highest Level

6. Judging the Qualities of Objects, Services, or People

**A.** How important is **JUDGING THE QUALITIES OF OBJECTS, SERVICES, OR PEOPLE** to the performance of the occupation?

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

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

- 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

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

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 the occupation?

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* 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 the occupation?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Level</th>
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<tbody>
<tr>
<td>Review forms for completeness</td>
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<tr>
<td>Evaluate a complicated insurance claim for compliance with policy terms</td>
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<tr>
<td>Make a ruling in court on a complicated motion</td>
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8. Processing Information

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

A. How important is PROCESSING INFORMATION to the performance of the occupation?

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B. What level of PROCESSING INFORMATION is needed to perform the occupation?

<table>
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<tr>
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<th>Level</th>
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<tbody>
<tr>
<td>Tabulate the costs of parcel deliveries</td>
<td>1</td>
</tr>
<tr>
<td>Calculate the adjustments for insurance claims</td>
<td>2</td>
</tr>
<tr>
<td>Compile data for a complex scientific report</td>
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</table>

Highest Level
9. Analyzing Data or Information

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

A. **How important** is **ANALYZING DATA OR INFORMATION** to the performance of 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 activity.

B. **What level** of **ANALYZING DATA OR INFORMATION** is needed to perform the occupation?

- Determine the location of a lost order  
- Determine the interest cost to finance a new building  
- Analyze the cost of medical care services for all hospitals in the country

Highest Level

10. Making Decisions and Solving Problems

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

A. **How important** is **MAKING DECISIONS AND SOLVING PROBLEMS** to the performance of 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 activity.

B. **What level** of **MAKING DECISIONS AND SOLVING PROBLEMS** is needed to perform the occupation?

- Determine the meal selection for a cafeteria  
- Select the location for a major department store  
- Make the final decision about a company’s 5-year plan

Highest Level
11. Thinking Creatively

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

A. How important is THINKING CREATIVELY to the performance of the occupation?

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

B. What level of THINKING CREATIVELY is needed to perform the occupation?

- Change the spacing on a printed report
- Adapt popular music for a high school band
- Create new computer software

12. Updating and Using Relevant Knowledge

Keeping up-to-date technically and applying new knowledge to the job.

A. How important is UPDATING AND USING RELEVANT 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 activity.

B. What level of UPDATING AND USING RELEVANT KNOWLEDGE is needed to perform the occupation?

- Keep up with price changes in a small retail store
- Keep current on changes in maintenance procedures for repairing sports cars
- Learn information related to a complex and rapidly changing technology

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 the occupation?

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* 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 the occupation?

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 the occupation?

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* 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 the occupation?

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 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 activity.

B. What level of ORGANIZING, PLANNING, AND PRIORITIZING WORK is needed to perform the occupation?

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

15. Organizing, Planning, and Prioritizing Work

Developing specific goals and plans to prioritize, organize, and accomplish the work.

16. Performing General Physical Activities

A. How important is PERFORMING GENERAL PHYSICAL ACTIVITIES 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 activity.

B. What level of PERFORMING GENERAL PHYSICAL ACTIVITIES is needed to perform the occupation?

Walk between work stations in a small office

Paint the outside of a house

Climb up and down poles to install electricity

16. Performing General Physical Activities

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

A. How important is HANDLING AND MOVING OBJECTS 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 activity.

B. What level of HANDLING AND MOVING OBJECTS is needed to perform the occupation?

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

17. Handling and Moving Objects
Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

18. Controlling Machines and Processes

A. How important is CONTROLLING MACHINES AND PROCESSES 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 activity.

B. What level of CONTROLLING MACHINES AND PROCESSES is needed to perform the occupation?

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

18. Controlling Machines and Processes
Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
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 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 activity.

B. What level of WORKING WITH COMPUTERS is needed to perform the occupation?

- 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


20. Operating Vehicles, Mechanized Devices, or Equipment

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

A. How important is OPERATING VEHICLES, MECHANIZED DEVICES, OR EQUIPMENT to the performance of 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 activity.

B. What level of OPERATING VEHICLES, MECHANIZED DEVICES, OR EQUIPMENT is needed to perform the occupation?

- Drive a car
- Drive an 18-wheel tractor-trailer
- Hover a helicopter in strong wind

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 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 activity.

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

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

22. Repairing and Maintaining Mechanical Equipment

A. How important is REPAIRING AND MAINTAINING MECHANICAL EQUIPMENT 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 activity.

B. What level of REPAIRING AND MAINTAINING MECHANICAL EQUIPMENT is needed to perform the occupation?

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

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 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 activity.

B. What level of REPAIRING AND MAINTAINING ELECTRONIC EQUIPMENT is needed to perform the occupation?

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

1 2 3 4 5 6 7

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 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 activity.

B. What level of DOCUMENTING/RECORDING INFORMATION is needed to perform the occupation?

- Record the weights of trucks that use the highways  
- Document the results of a crime scene investigation  
- Maintain information about the use of orbiting satellites for private industry communications

1 2 3 4 5 6 7

Highest Level
25. Interpreting the Meaning of Information for Others

**Translating or explaining what information means and how it can be used.**

A. **How important** is INTERPRETING THE MEANING OF INFORMATION FOR OTHERS to the performance of the occupation?

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* 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 the occupation?

- Interpret a blood pressure reading
- Interpret how foreign tax laws apply to U.S. exports
- Interpret a complex experiment in physics for general audiences

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

Highest Level

26. Communicating with Supervisors, Peers, or Subordinates

**Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.**

A. **How important** is COMMUNICATING WITH SUPERVISORS, PEERS, OR SUBORDINATES to the performance of the occupation?

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* 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 the occupation?

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

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

Highest Level
27. Communicating with People Outside the Organization

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

A. How important is COMMUNICATING WITH PEOPLE OUTSIDE THE ORGANIZATION to the performance of 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 activity.

B. What level of COMMUNICATING WITH PEOPLE OUTSIDE THE ORGANIZATION is needed to perform the occupation?

Have little contact with people outside the organization

Make standard presentations about available services

Prepare or deliver press releases

1 2 3 4 5 6 7

Highest Level

28. Establishing and Maintaining Interpersonal Relationships

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

A. How important is ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS to the performance of 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 activity.

B. What level of ESTABLISHING AND MAINTAINING INTERPERSONAL RELATIONSHIPS is needed to perform the occupation?

Exchange greetings with a coworker

Maintain good working relationships with almost all coworkers and clients

Gain cooperation from a culturally diverse group of executives hostile to your company

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 the occupation?

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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 the occupation?

- 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 the occupation?

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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 the occupation?

- 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

Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

A. **How important** is RESOLVING CONFLICTS AND NEGOTIATING WITH OTHERS to the performance of the occupation?

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* 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 the occupation?

- Apologize to a customer who complains about waiting too long
- Get two subordinates to agree about vacation schedules
- Negotiate a major labor-management contract

1. 2. 3. 4. 5. 6. 7.

Highest Level

32. Performing for or Working Directly with the Public

Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.

A. **How important** is PERFORMING FOR OR WORKING DIRECTLY WITH THE PUBLIC to the performance of the occupation?

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* 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 the occupation?

- Tend a highway toll booth
- Sell shoes in a popular shoe store
- Perform a monologue on national TV

1. 2. 3. 4. 5. 6. 7.

Highest Level
33. Coordinating the Work and Activities of Others

Getting members of a group to work together to accomplish tasks.

A. How important is COORDINATING THE WORK AND ACTIVITIES OF OTHERS to the performance of 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 activity.

B. What level of COORDINATING THE WORK AND ACTIVITIES OF OTHERS is needed to perform the occupation?

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

Encouraging and building mutual trust, respect, and cooperation among team members.

A. How important is DEVELOPING AND BUILDING TEAMS 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 activity.

B. What level of DEVELOPING AND BUILDING TEAMS is needed to perform the occupation?

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 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 activity.

**B. What level** of TRAINING AND TEACHING OTHERS is needed to perform the occupation?

- 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

A. How **important** is GUIDING, DIRECTING, AND MOTIVATING SUBORDINATES 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 activity.

B. What **level** of GUIDING, DIRECTING, AND MOTIVATING SUBORDINATES is needed to perform the occupation?

- 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

Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

A. How important is COACHING AND DEVELOPING OTHERS to the performance of 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 activity.

B. What level of COACHING AND DEVELOPING OTHERS is needed to perform the occupation?

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

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

A. How important is PROVIDING CONSULTATION AND ADVICE TO OTHERS to the performance of 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 activity.

B. What level of PROVIDING CONSULTATION AND ADVICE TO OTHERS is needed to perform the occupation?

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 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 activity.

B. What level of PERFORMING ADMINISTRATIVE ACTIVITIES is needed to perform the occupation?

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

1 2 3 4 5 6 7

Highest Level

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 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 activity.

B. What level of STAFFING ORGANIZATIONAL UNITS is needed to perform the occupation?

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

1 2 3 4 5 6 7

Highest Level
41. Monitoring and Controlling Resources

Monitoring and controlling resources and overseeing the spending of money.

A. How important is MONITORING AND CONTROLLING RESOURCES to the performance of 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 activity.

B. What level of MONITORING AND CONTROLLING RESOURCES is needed to perform the occupation?

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

Highest Level