**Getting Started**

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

**INSTRUCTIONS**

* Read the definition of the knowledge provided in the dark blue box above the question.
* Then, rate how important the knowledge is to the performance of your current job.

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

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

**EXAMPLE**

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

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

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

*If at least somewhat important,* **what level of expertise in mathematics knowledge is needed to perform your current job?**

|  |  |  |  |
| --- | --- | --- | --- |
| *Examples of activities from a variety of jobs:*   |  | | --- | | ***Low:*** *Add two numbers* | | ***Moderate:*** *Analyze data to determine areas with the highest sales* | | ***High:*** *Derive a complex mathematical equation* | |

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

Mark your response by placing a check mark, an “X,” or completely filling in the circle:

**X**

**✓**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | *or* |  | *or* |  |

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

**1. How important is administration and management knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 2*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**1b.** *If at least somewhat important,***what level of expertise in administration and management knowledge is needed to perform your current job?**

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

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

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

**2. How important is administrative knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 3*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**2b.** *If at least somewhat important,***what level of expertise in administrative knowledge is needed to perform your current job?**

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

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

|  |
| --- |
| ***Economics and accounting*** *knowledge refers to economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.* |

**3. How important is economics and accounting knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 4*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**3b.** *If at least somewhat important,***what level of expertise in economics and accounting knowledge is needed to perform your current job?**

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

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

|  |
| --- |
| ***Sales and marketing*** *knowledge refers to principles and methods for showing, promoting, and selling products or services, including marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.* |

**4. How important is sales and marketing knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 5*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**4b.** *If at least somewhat important,***what level of expertise in sales and marketing knowledge is needed to perform your current job?**

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Sell cakes at a bake sale*  ***Moderate:*** *Introduce clients to a new line of products*  ***High:*** *Develop a marketing plan for a new nationwide high-speed internet system* |

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

|  |
| --- |
| ***Customer and personal service*** *knowledge refers to principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.* |

**5. How important is customer and personal service knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 6*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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

**6. How important is personnel and human resources knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 7*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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| --- |
| ***Production and processing*** *knowledge refers to raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.* |

**7. How important is production and processing knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 8*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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| --- |
| ***Food production*** *knowledge refers to techniques and equipment for planting, growing, and harvesting food products (both plant and animal) for consumption, including storage/handling techniques.* |

**8. How important is food production knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 9*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Grow herbs in the kitchen*  ***Moderate:*** *Operate a commercial fishing boat*  ***High:*** *Run a large production farm* |

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

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| --- |
| ***Computers and electronics*** *knowledge refers to circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.* |

**9. How important is computers and electronics knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 10*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**9b.** *If at least somewhat important,***what level of expertise in computers and electronics knowledge is needed to perform your current job?**

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Operate a media player to watch a training video*  ***Moderate:*** *Use a computer to format a document*  ***High:*** *Create a program to scan a computer for viruses* |

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

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

**10. How important is engineering and technology knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 11*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**10b.** *If at least somewhat important,***what level of expertise in engineering and technology knowledge is needed to perform your current job?**

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Install a door lock*  ***Moderate:*** *Design a custom office chair*  ***High:*** *Plan for the impact of weather in designing a bridge* |

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

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| --- |
| ***Design*** *knowledge refers to design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.* |

**11. How important is design knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 12*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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

**12. How important is building and construction knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 13*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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| --- |
| ***Mechanical*** *knowledge refers to machines and tools, including their designs, uses, repair, and maintenance.* |

**13. How important is mechanical knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 14*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**13b.** *If at least somewhat important,***what level of expertise in mechanical knowledge is needed to perform your current job?**

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Replace the filters in a furnace*  ***Moderate:*** *Replace a valve on a steam pipe*  ***High:*** *Overhaul an airplane jet engine* |

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

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

**14. How important is mathematics knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 15*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**14b.** *If at least somewhat important,***what level of expertise in mathematics knowledge is needed to perform your current job?**

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Add two numbers*  ***Moderate:*** *Analyze data to determine areas with the highest sales*  ***High:*** *Derive a complex mathematical equation* |

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

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

**15. How important is physics knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 16*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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

**16. How important is chemistry knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 17*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Use a common household bug spray*  ***Moderate:*** *Use the proper concentration of chlorine to purify a water source*  ***High:*** *Develop a safe commercial cleaner* |

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

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| --- |
| ***Biology*** *knowledge refers to plant and animal organisms and their tissues, cells, functions, interdependencies, and interactions with each other and the environment.* |

**17. How important is biology knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 18*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**17b.** *If at least somewhat important,***what level of expertise in biology knowledge is needed to perform your current job?**

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

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

|  |
| --- |
| ***Psychology*** *knowledge refers to human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.* |

**18. How important is psychology knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 19*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**18b.** *If at least somewhat important,***what level of expertise in psychology knowledge is needed to perform your current job?**

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

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

|  |
| --- |
| ***Sociology and anthropology*** *knowledge refers to group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.* |

**19. How important is sociology and anthropology knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 20*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

|  |
| --- |
| ***Geography*** *knowledge refers to principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.* |

**20. How important is geography knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 21*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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| --- |
| ***Medicine and dentistry*** *knowledge refers to the information and techniques needed to diagnose and treat human injuries, diseases, and deformities, including symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.* |

**21. How important is medicine and dentistry knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 22*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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

**22. How important is therapy and counseling knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 23*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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| --- |
| ***Education and training*** *knowledge refers to principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.* |

**23. How important is education and training knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 24*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Show someone how to bowl*  ***Moderate:*** *Lead a quality improvement seminar*  ***High:*** *Design a training program for new employees* |

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

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| --- |
| ***English language*** *knowledge refers to the structure and content of the English language including the meaning and spelling of words, and rules of composition and grammar.* |

**24. How important is English language knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 25*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Write a thank you note*  ***Moderate:*** *Edit an article for a news website*  ***High:*** *Teach a college English class* |

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

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| ***Foreign language*** *knowledge refers to the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.* |

**25. How important is foreign language knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 26*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**25b.** *If at least somewhat important,***what level of expertise in foreign language knowledge is needed to perform your current job?**

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

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

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

**26. How important is fine arts knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 27*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**26b.** *If at least somewhat important,***what level of expertise in fine arts knowledge is needed to perform your current job?**

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Attend a popular music concert*  ***Moderate:*** *Play a minor part in a local theater play*  ***High:*** *Design an exhibit for a major art show* |

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

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| --- |
| ***History and archaeology*** *knowledge refers to historical events and their causes, indicators, and effects on civilizations and cultures.* |

**27. How important is history and archaeology knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 28*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**27b.** *If at least somewhat important,***what level of expertise in history and archaeology knowledge is needed to perform your current job?**

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

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

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

**28. How important is philosophy and theology knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 29*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**28b.** *If at least somewhat important,***what level of expertise in philosophy and theology knowledge is needed to perform your current job?**

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

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

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

**29. How important is public safety and security knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 30*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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| ***Law and government*** *knowledge refers to laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.* |

**30. How important is law and government knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 31*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

|  |
| --- |
| *Examples of activities from a variety of jobs:*  ***Low:*** *Describe the length of a U.S. presidential term*  ***Moderate:*** *Prepare documents and title papers for the purchase of a new house*  ***High:*** *Serve as a judge in a federal court* |

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

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| --- |
| ***Telecommunications*** *knowledge refers to transmission, broadcasting, switching, control, and operation of telecommunications systems.* |

**31. How important is telecommunications knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 32*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**31b.** *If at least somewhat important,***what level of expertise in telecommunications knowledge is needed to perform your current job?**

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

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

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

**32. How important is communications and media knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 33*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

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

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

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

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| ***Transportation*** *knowledge refers to principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.* |

**33. How important is transportation knowledge to the performance of your current job?**

|  |  |
| --- | --- |
|  | Not important 🡪 ***Go to 34*** |
|  | Somewhat important |
|  | Important |
|  | Very important |
|  | Extremely important |

**33b.** *If at least somewhat important,***what level of expertise in transportation knowledge is needed to perform your current job?**

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

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