**Getting Started**

You will be asked questions about job-related **skills**, which is the ability to perform a task well. It is usually developed over time through training or experience. A skill can be used to do work in many jobs or it can be used in learning.

|  |  |  |
| --- | --- | --- |
| **INSTRUCTIONS** |  | **EXAMPLE** |
| * Read the definition of the job-related skill provided in the dark blue box above the question. * Then, rate how important the job-related skill is to the performance of your current job. |  | |  | | --- | | ***Writing*** *skill refers to communicating effectively in writing as appropriate for the needs of the audience.* |   **How important is writing to the performance of your current job?**   |  | Not important 🡪 ***Go to next question*** | | --- | --- | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If you select at least somewhat important, you will be asked to rate the **level** of the job-related skill.   * The **level** of a skill refers to the complexity of the skill needed to perform your current job. * To help you understand the different levels, examples of job-related activities are provided that require either a **low, moderate, or high** level of skill to perform. 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 the skill is needed to perform your current job. * “7” on the scale means that a high level of the skill is needed to perform your current job. |  | *If at least somewhat important,* **what level of complexity of writing is needed to perform your current job?**   |  | | --- | | *Examples of activities from a variety of jobs:*  ***Low:*** *Write down a guest’s order at a restaurant*  ***Moderate:*** *Write an email to staff outlining new directives*  ***High:*** *Write a novel for publication* |  |  |  |  | | --- | --- | --- | |  | 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* |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Reading comprehension*** *skill refers to understanding written sentences and paragraphs in work-related documents.* |  |  |  | ***Active listening*** *skill refers to giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.* |  |
|  | 1. How important is reading comprehension to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 2*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 2. How important is active listening to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 3*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1b. *If at least somewhat important,* what level of complexity of reading comprehension is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  **Low:** Read step-by-step instructions for completing a form  ***Moderate:*** *Understand an email from management describing new personnel policies*  ***High:*** *Read a scientific journal article describing surgical procedures* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 2b. *If at least somewhat important,* what level of complexity of active listening is needed to perform your current job?   | *Examples of activities from a variety of jobs:*  ***Low:*** *Take a customer’s order*  ***Moderate:*** *Answer inquiries regarding credit references*  ***High:*** *Serve as a judge in a complex legal disagreement* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Writing*** *skill refers to communicating effectively in writing as appropriate for the needs of the audience.* |  |  |  | ***Speaking*** *skill refers to talking to others to convey information effectively.* |  |
|  | 3. How important is writing to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 4*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 4. How important is speaking to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 5*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3b. *If at least somewhat important,* what level of complexity of writing is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  **Low:** Write down a guest’s order at a restaurant  **Moderate:** Write an email to staff outlining new directives  ***High:*** *Write a novel for publication* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 4b. *If at least somewhat important,* what level of complexity of speaking is needed to perform your current job?   | Examples of activities from a variety of jobs:  **Low:** Greet tourists and explain tourist attractions  **Moderate:** Interview applicants to obtain personal and work history  ***High:*** *Argue a legal case before the Supreme Court* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Mathematics*** *skill refers to**using mathematics to solve problems.* |  |  |  | ***Science*** *skill refers to using scientific rules and methods to solve problems.* |  |
|  | 5. How important is mathematics to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 6*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 6. How important is science to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 7*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5b. *If at least somewhat important,* what level of complexity of mathematics is needed to perform your current job?   |  | | --- | | *Examples of activities from a variety of jobs:*  ***Low:*** *Count the amount of change to be given to a customer*  ***Moderate:*** *Calculate the square footage of a new home under construction*  ***High:*** *Develop a mathematical model to simulate and resolve an engineering problem* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 6b. *If at least somewhat important,* what level of complexity of science is needed to perform your current job?   | *Examples of activities from a variety of jobs:*  ***Low:*** *Conduct standard tests to determine soil quality*  ***Moderate:*** *Conduct product tests to ensure safety standards are met*  ***High:*** *Analyze aerodynamic systems to determine the practicality of a design* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Critical thinking*** *skill refers to using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.* |  |  |  | ***Active learning*** *skill refers to understanding the implications of new information for both current and future problem-solving and decision-making.* |  |
|  | 7. How important is critical thinking to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 8*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 8. How important is active learning to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 9*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7b. *If at least somewhat important,* what level of complexity of critical thinking is needed to perform your current job?   |  | | --- | | *Examples of activities from a variety of jobs:*  ***Low:*** *Determine whether a subordinate has a good excuse for being late*  ***Moderate:*** *Evaluate customer complaints and determine appropriate responses*  ***High:*** *Write a legal brief challenging a federal law* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 8b. *If at least somewhat important,* what level of complexity of active learning is needed to perform your current job?   | *Examples of activities from a variety of jobs:*  ***Low:*** *Think about the implications of a news article for job opportunities*  ***Moderate:*** *Determine the impact of a new menu changes on a restaurant’s purchasing requirements*  ***High:*** *Identify the implications of a new scientific theory for project design* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Learning strategies*** *skill refers to selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.* |  |  |  | ***Monitoring*** *skill refers to monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.* |  |
|  | 9. How important are learning strategies to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 10*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 10. How important is monitoring to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 11*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 9b. *If at least somewhat important,* what level of complexity of learning strategies is needed to perform your current job?   |  | | --- | | *Examples of activities from a variety of jobs:*  ***Low:*** *Learn a different method of completing a task from a coworker*  ***Moderate:*** *Identify an alternative approach to help trainees who are having difficulties*  ***High:*** *Apply principles of educational psychology to develop new teaching methods* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 10b. *If at least somewhat important,* what level of complexity of monitoring is needed to perform your current job?   | *Examples of activities from a variety of jobs:*  ***Low:*** *Proofread and correct a letter*  ***Moderate:*** *Monitor a meeting and revise the agenda to ensure important topics are discussed*  ***High:*** *Review corporate productivity and develop a plan to increase it* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Social perceptiveness*** *skill refers to being aware of others’ reactions and understanding why they react as they do.* |  |  |  | ***Coordination*** *skill refers to adjusting actions in relation to others’ actions.* |  |
|  | 11. How important is social perceptiveness to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 12*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 12. How important is coordination to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 13*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 11b. *If at least somewhat important,* what level of complexity of social perceptiveness is needed to perform your current job?   |  | | --- | | *Examples of activities from a variety of jobs:*  ***Low:*** *Notice that customers are angry because they have been waiting too long*  ***Moderate:*** *Be aware of how a coworker’s promotion will affect a work group*  ***High:*** *Counsel patients who are depressed during a crisis period* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 12b. *If at least somewhat important,* what level of complexity of coordination is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Schedule appointments for a medical clinic*  ***Moderate:*** *Work with others to put a new roof on a house*  ***High:*** *Direct a project requiring coordination between multiple subcontractors* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Persuasion*** *skill refers to persuading others to change their minds or behavior.* |  |  |  | ***Negotiation*** *skill refers to bringing others together and trying to reconcile differences.* |  |
|  | 13. How important is persuasion to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 14*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 14. How important is negotiation to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to15*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 13b. *If at least somewhat important,* what level of complexity of persuasion is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Solicit donations for a charity*  ***Moderate:*** *Convince a supervisor to purchase new office equipment*  ***High:*** *Change the opinion of the jury in a complex legal case* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 14b. *If at least somewhat important,* what level of complexity of negotiation is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Present justification to a manager for altering a work schedule*  ***Moderate:*** *Contract with a wholesaler to sell items at a given cost*  ***High:*** *Work as an ambassador in negotiating a new treaty* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Instructing*** *skill refers to teaching others how to do something.* |  |  |  | ***Service orientation*** *skill refers to actively looking for ways to help people.* |  |
|  | 15. How important is instructing to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 16*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 16. How important is service orientation to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 17*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 15b. *If at least somewhat important,* what level of complexity of instructing is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Instruct a new employee in the use of a timekeeping system*  ***Moderate:*** *Instruct a coworker in how to operate a software program*  ***High:*** *Demonstrate a surgical procedure to interns in a teaching hospital* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 16b. *If at least somewhat important,* what level of complexity of service orientation is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Ask customers if they would like a cup of coffee*  ***Moderate:*** *Make flight reservations for customers using an online booking site*  ***High:*** *Direct relief agency operations in a disaster area* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Complex Problem Solving*** *skill refers to identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.* |  |  |  | ***Operations analysis*** *skill refers to analyzing needs and product requirements to create a design.* |  |
|  | 17. How important is complex problem solving to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 18*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 18. How important is operations analysis to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 19*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 17b. *If at least somewhat important,* what level of complexity of complex problem solving is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Lay out tools to complete a job*  ***Moderate:*** *Redesign a floor layout to take advantage of new manufacturing techniques*  ***High:*** *Develop a plan to provide emergency relief for a major metropolitan area* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 18b. *If at least somewhat important,* what level of complexity of operations analysis is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Select a printer for an office*  ***Moderate:*** *Suggest changes in software to make a system more user friendly*  ***High:*** *Identify the control system needed for a new process production plant* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Technology design*** *skill refers to generating or adapting equipment and technology to serve user needs.* |  |  |  | ***Equipment selection*** *skill refers to determining the kind of tools and equipment needed to do a job.* |  |
|  | 19. How important is technology design to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 20*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 20. How important is equipment selection to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 21*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 19b. *If at least somewhat important,* what level of complexity of technology design is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Adjust exercise equipment for use by a customer*  ***Moderate:*** *Redesign the handle on a hand tool for easier gripping*  ***High:*** *Create new technology for producing industrial diamonds* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 20b. *If at least somewhat important,* what level of complexity of equipment selection is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Select a tool to adjust a loose part on a bicycle*  ***Moderate:*** *Choose a software application to complete a work assignment*  ***High:*** *Identify the equipment needed to produce a new product line* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Installation*** *skill refers to installing equipment, machines, wiring, or programs to meet specifications.* |  |  |  | ***Programming*** *skill refers to writing computer programs for various purposes.* |  |
|  | 21. How important is installation to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 22*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 22. How important is programming to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 23*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 21b. *If at least somewhat important,* what level of complexity of installation is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Install a new air filter in an air conditioner*  ***Moderate:*** *Install a speaker system in a car*  ***High:*** *Install a custom-made production machine for a new product* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 22b. *If at least somewhat important,* what level of complexity of programming is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Write a program to sort objects in a database*  ***Moderate:*** *Write a statistical analysis program to analyze demographic data*  ***High:*** *Write programs to analyze geological data for existence of mineral deposits* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Quality control analysis*** *skill refers to conducting tests and inspections of products, services, or processes to evaluate quality or performance.* |  |  |  | ***Operations monitoring*** *skill refers to watching gauges, dials, or other indicators to make sure a machine is working properly.* |  |
|  | 23. How important is quality control analysis to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 24*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 24. How important is operations monitoring to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 25*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 23b. *If at least somewhat important,* what level of complexity of quality control analysis is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Inspect a draft email for errors (e.g., grammar, punctuation)*  ***Moderate:*** *Assess new parts for precision and accuracy to specifications*  ***High:*** *Develop procedures to test a prototype of a new computer system* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 24b. *If at least somewhat important,* what level of complexity of operations monitoring is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Monitor completion times while running a computer program*  ***Moderate:*** *Monitor machine functions on an automated production line*  ***High:*** *Monitor feedback control in a processing facility to maintain production flow* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Operation and control*** *skill refers to controlling operations of equipment or systems.* |  |  |  | ***Equipment maintenance*** *skill refers to performing routine maintenance on equipment and determining when and what kind of maintenance is needed.* |  |
|  | 25. How important is operation and control to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 26*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 26. How important is equipment maintenance to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 27*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 25b. *If at least somewhat important,* what level of complexity of operation and control is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Navigate the settings on an office printer to print on both sides of the paper*  ***Moderate:*** *Adjust the speed of assembly line equipment based on the product being assembled*  ***High:*** *Control aircraft approach and landing at a large airport during a busy period* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 26b. *If at least somewhat important,* what level of complexity of equipment maintenance is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Add oil to an engine as indicated by a warning light*  ***Moderate:*** *Clean moving parts in production machinery*  ***High:*** *Conduct maintenance checks on an aircraft* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Troubleshooting*** *skill refers to determining causes of operating errors and deciding what to do about it.* |  |  |  | ***Repairing*** *skill refers to repairing machines or systems using the needed tools.* |  |
|  | 27. How important is troubleshooting to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 28*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 28. How important is repairing to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 29*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 27b. *If at least somewhat important,* what level of complexity of troubleshooting is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Identify the source of a leak by looking under a machine*  ***Moderate:*** *Identify the circuit causing an electrical system to fail*  ***High:*** *Direct the debugging of code for a new operating system* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 28b. *If at least somewhat important,* what level of complexity of repairing is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Tighten a screw to get a door to close properly*  ***Moderate:*** *Replace a faulty hydraulic valve*  ***High:*** *Repair structural damage after an earthquake.* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Systems analysis*** *skill refers to determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.* |  |  |  | ***Systems evaluation*** *skill refers to identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.* |  |
|  | 29. How important is systems analysis to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 30*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 30. How important is systems evaluation to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 31*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 29b. *If at least somewhat important,* what level of complexity of systems analysis is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Determine how loss of a team member will affect the completion of a job*  ***Moderate:*** *Determine how a new piece of equipment will affect production rates*  ***High:*** *Identify how changes in tax laws affect locations of manufacturing operations* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 30b. *If at least somewhat important,* what level of complexity of systems evaluation is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Determine why estimates for the time to complete a task are overly optimistic*  ***Moderate:*** *Identify the reasons why a client might be unhappy with a product*  ***High:*** *Evaluate the long-term performance of a new computer system* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Judgment and decision making*** *skill refers to considering the relative costs and benefits of potential actions to choose the most appropriate one.* |  |  |  | ***Time management*** *skill refers to managing one’s own time and the time of others.* |  |
|  | 31. How important is judgment and decision makingto the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 32*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 32. How important is time management to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 33*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 31b. *If at least somewhat important,* what level of complexity of judgment and decision makingis needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Decide how scheduling a break will affect work flow*  ***Moderate:*** *Evaluate a loan application for degree of risk*  ***High:*** *Decide whether a manufacturing company should invest in new robotics technology* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 32b. *If at least somewhat important,* what level of complexity of time management is needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Keep a monthly calendar of appointments*  ***Moderate:*** *Allocate the time of subordinates to projects for the coming week*  ***High:*** *Allocate the time of scientists to multiple research projects* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Management of financial resources*** *skill refers to determining how money will be spent to get the work done, and accounting for these expenditures.* |  |  |  | ***Management of material resources*** *skill refers to obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.* |  |
|  | 33. How important is management of financial resources to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 34*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  | 34. How important is management of material resourcesto the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to 35*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 33b. *If at least somewhat important,* what level of complexity of management of financial resources is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Use available funds to buy office supplies and record the amount of the purchase*  ***Moderate:*** *Prepare and manage a budget for a short-term project*  ***High:*** *Develop, monitor, and adjust annual budgets for a large corporation* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  | 34b. *If at least somewhat important,* what level of complexity of management of material resourcesis needed to perform your current job?   | Examples of activities from a variety of jobs:  ***Low:*** *Reserve a room for a management meeting*  ***Moderate:*** *Evaluate an annual uniform service contract for delivery drivers*  ***High:*** *Determine and monitor the computer system needs of a large corporation* | | --- |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  | ***Management of personnel resources*** *skill refers to motivating, developing, and directing people as they work, identifying the best people for the job.* |  |  |  |  |  |
|  | 35. How important is management of personnel resources to the performance of your current job?   |  |  | | --- | --- | |  | Not important 🡪 ***Go to next page*** | |  | Somewhat important | |  | Important | |  | Very important | |  | Extremely important | |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 35b. *If at least somewhat important,* what level of complexity of management of personnel resources is needed to perform your current job?   |  | | --- | | Examples of activities from a variety of jobs:  ***Low:*** *Encourage a coworker who is having difficulty finishing a project*  ***Moderate:*** *Direct the activities of a road repair crew with minimal disruption of traffic flow*  ***High:*** *Manage recruitment and training programs for a high- performance company* |  |  |  |  | | --- | --- | --- | |  | 1 Low |  | |  | 2 |  | |  | 3 |  | |  | 4 Moderate |  | |  | 5 |  | |  | 6 |  | |  | 7 High |  | |  |  |