

## 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

- 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.

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.

### EXAMPLE

**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

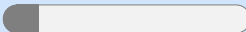
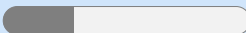
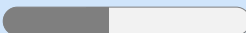
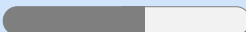
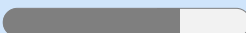
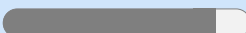
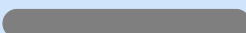
→ If at least somewhat important, what level of complexity of writing is needed to perform your current job?

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:



**Reading comprehension** skill refers to understanding written sentences and paragraphs in work-related documents.

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

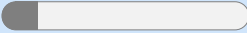
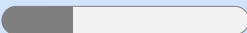
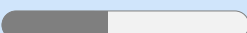


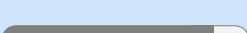

→1b. If at least somewhat important, what level of complexity of reading comprehension is needed to perform your current job?

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 

**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.

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

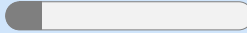
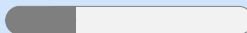
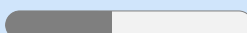


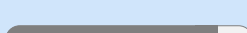

→2b. If at least somewhat important, what level of complexity of active listening is needed to perform your current job?

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.

3. How important is writing to the performance of your current job?

- ☐ Not important → Go to 4
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

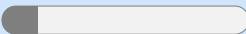
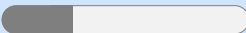
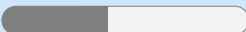

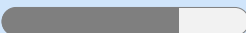
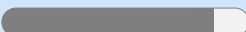
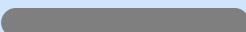
→3b. If at least somewhat important, what level of complexity of writing is needed to perform your current job?

*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 

**Speaking** skill refers to talking to others to convey information effectively.

4. How important is speaking to the performance of your current job?

- ☐ Not important → Go to 5
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

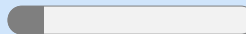
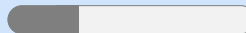


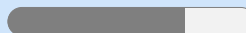
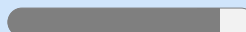
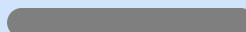
→4b. If at least somewhat important, what level of complexity of speaking is needed to perform your current job?

*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.

5. How important is mathematics to the performance of your current job?

- ☐ Not important → **Go to 6**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

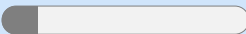
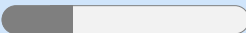
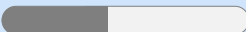

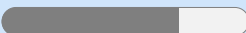
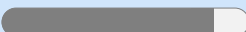
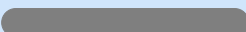
→5b. If at least somewhat important, what level of complexity of mathematics is needed to perform your current job?

*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 

**Science** skill refers to using scientific rules and methods to solve problems.

6. How important is science to the performance of your current job?

- ☐ Not important → **Go to 7**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

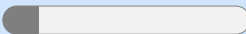
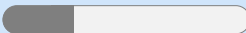
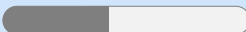

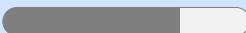
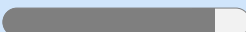
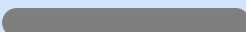
→6b. If at least somewhat important, what level of complexity of science is needed to perform your current job?

*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.

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

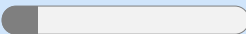
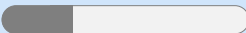
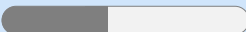

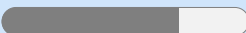
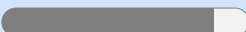
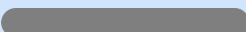
→7b. If at least somewhat important, what level of complexity of critical thinking is needed to perform your current job?

*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 

**Active learning** skill refers to understanding the implications of new information for both current and future problem-solving and decision-making.

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

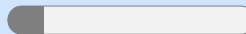
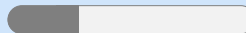


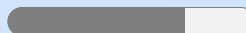
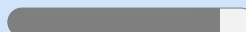
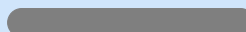
→8b. If at least somewhat important, what level of complexity of active learning is needed to perform your current job?

*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.

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

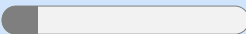
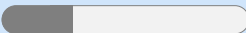
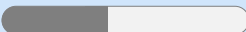

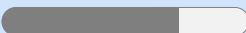
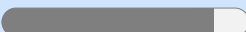
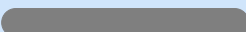
►9b. If at least somewhat important, what level of complexity of learning strategies is needed to perform your current job?

*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 

**Monitoring** skill refers to monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

10. How important is monitoring to the performance of your current job?

- ☐ Not important → **Go to 11**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

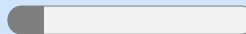
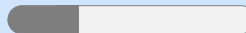


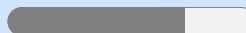
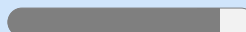
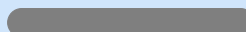
►10b. If at least somewhat important, what level of complexity of monitoring is needed to perform your current job?

*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.

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

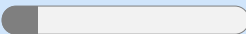
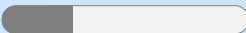
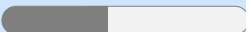

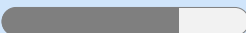
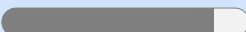
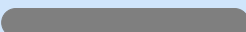
►11b. If at least somewhat important, what level of complexity of social perceptiveness is needed to perform your current job?

*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 

**Coordination** skill refers to adjusting actions in relation to others' actions.

12. How important is coordination to the performance of your current job?

- ☐ Not important → **Go to 13**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

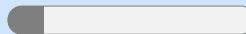
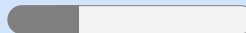


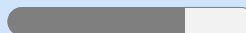
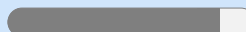
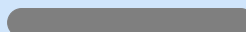
►12b. If at least somewhat important, what level of complexity of coordination is needed to perform your current job?

*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.

13. How important is persuasion to the performance of your current job?

- ☐ Not important → **Go to 14**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

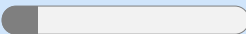
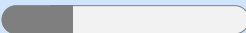
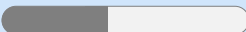

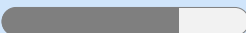
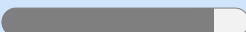
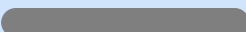
►13b. If at least somewhat important, what level of complexity of persuasion is needed to perform your current job?

*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 

**Negotiation** skill refers to bringing others together and trying to reconcile differences.

14. How important is negotiation to the performance of your current job?

- ☐ Not important → **Go to 15**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

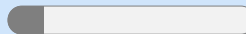
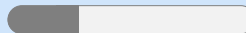


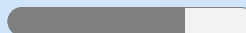
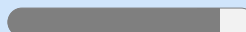
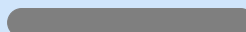
►14b. If at least somewhat important, what level of complexity of negotiation is needed to perform your current job?

*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.

15. How important is instructing to the performance of your current job?

- ☐ Not important → **Go to 16**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

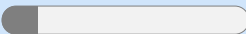
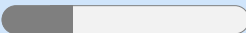
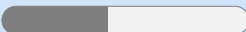

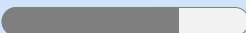
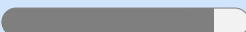
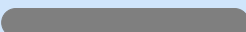
►15b. If at least somewhat important, what level of complexity of instructing is needed to perform your current job?

*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 

**Service orientation** skill refers to actively looking for ways to help people.

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

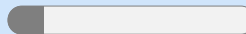
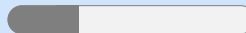


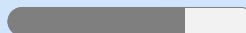
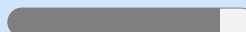
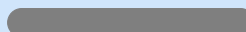
►16b. If at least somewhat important, what level of complexity of service orientation is needed to perform your current job?

*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.

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

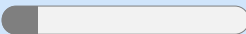
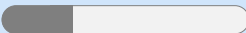
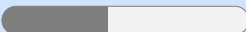

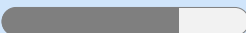
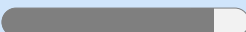
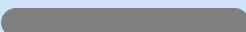
►17b. If at least somewhat important, what level of complexity of complex problem solving is needed to perform your current job?

*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 

**Operations analysis** skill refers to analyzing needs and product requirements to create a design.

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

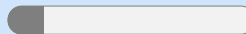
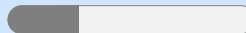


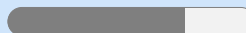
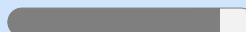
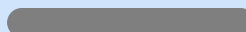
►18b. If at least somewhat important, what level of complexity of operations analysis is needed to perform your current job?

*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.

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

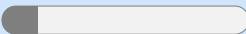
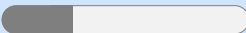
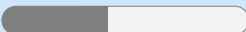

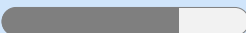
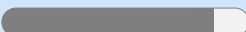
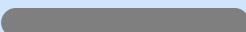
►19b. If at least somewhat important, what level of complexity of technology design is needed to perform your current job?

*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 

**Equipment selection** skill refers to determining the kind of tools and equipment needed to do a job.

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

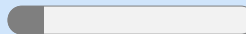
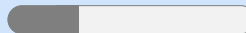


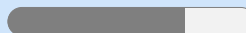
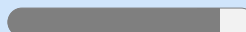
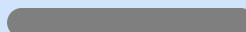
►20b. If at least somewhat important, what level of complexity of equipment selection is needed to perform your current job?

*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.

21. How important is installation to the performance of your current job?

- ☐ Not important → **Go to 22**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

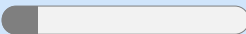
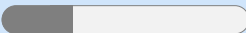
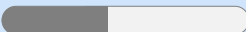

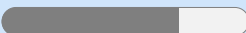
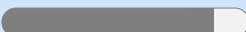
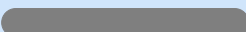
→21b. If at least somewhat important, what level of complexity of installation is needed to perform your current job?

*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 

**Programming** skill refers to writing computer programs for various purposes.

22. How important is programming to the performance of your current job?

- ☐ Not important → **Go to 23**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

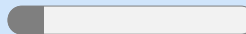
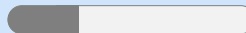


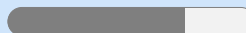
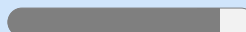
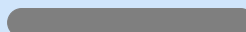
→22b. If at least somewhat important, what level of complexity of programming is needed to perform your current job?

*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.

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

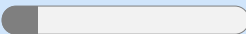
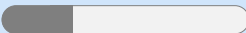
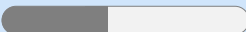

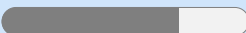
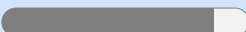
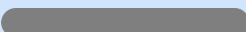
→23b. If at least somewhat important, what level of complexity of quality control analysis is needed to perform your current job?

*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 

**Operations monitoring** skill refers to watching gauges, dials, or other indicators to make sure a machine is working properly.

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

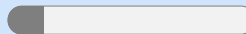
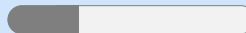


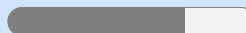
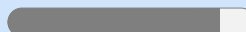
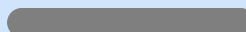
→24b. If at least somewhat important, what level of complexity of operations monitoring is needed to perform your current job?

*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.

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

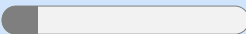
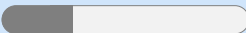
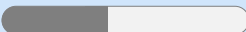

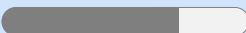
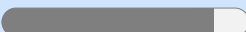
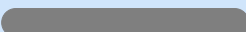
→25b. If at least somewhat important, what level of complexity of operation and control is needed to perform your current job?

*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 

**Equipment maintenance** skill refers to performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

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

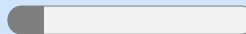
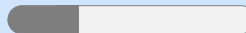


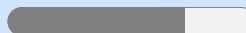
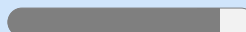
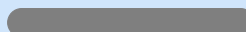
→26b. If at least somewhat important, what level of complexity of equipment maintenance is needed to perform your current job?

*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.

27. How important is troubleshooting to the performance of your current job?

- ☐ Not important → Go to 28
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

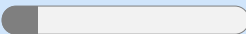
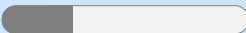
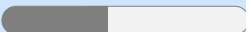

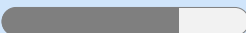
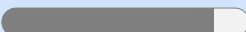
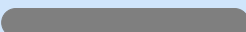
→27b. If at least somewhat important, what level of complexity of troubleshooting is needed to perform your current job?

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 

**Repairing** skill refers to repairing machines or systems using the needed tools.

28. How important is repairing to the performance of your current job?

- ☐ Not important → Go to 29
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

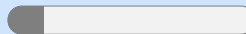
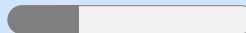


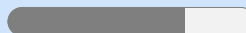
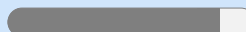
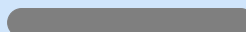
→28b. If at least somewhat important, what level of complexity of repairing is needed to perform your current job?

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.

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

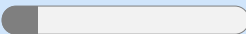
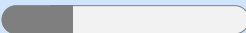
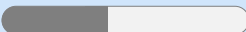

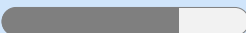
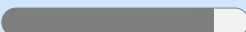
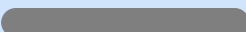
→29b. If at least somewhat important, what level of complexity of systems analysis is needed to perform your current job?

*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 

**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.

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

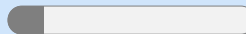
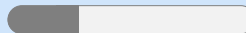


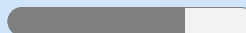
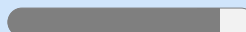
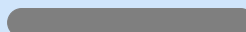
→30b. If at least somewhat important, what level of complexity of systems evaluation is needed to perform your current job?

*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.

31. How important is judgment and decision making to the performance of your current job?

- ☐ Not important → **Go to 32**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

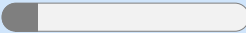
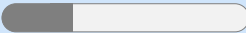
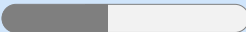

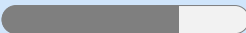

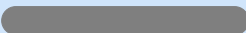
→31b. If at least somewhat important, what level of complexity of judgment and decision making is needed to perform your current job?

*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 

**Time management** skill refers to managing one's own time and the time of others.

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

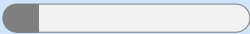
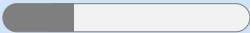
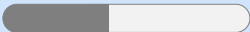



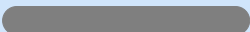
→32b. If at least somewhat important, what level of complexity of time management is needed to perform your current job?

*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.

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

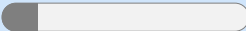
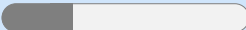
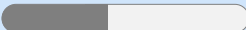

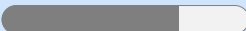
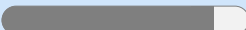
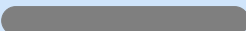
→33b. If at least somewhat important, what level of complexity of management of financial resources is needed to perform your current job?

*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 

**Management of material resources** skill refers to obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

34. How important is management of material resources to the performance of your current job?

- ☐ Not important → **Go to 35**
- ☐ Somewhat important
- ☐ Important
- ☐ Very important
- ☐ Extremely important

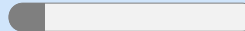
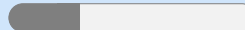


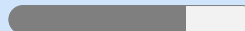
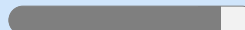
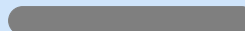
→34b. If at least somewhat important, what level of complexity of management of material resources is needed to perform your current job?

*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

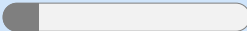
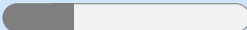
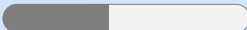

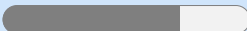
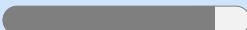
→35b. If at least somewhat important, what level of complexity of management of personnel resources is needed to perform your current job?

*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 