

Knowledge Questionnaire



Background Information

This survey is designed to capture the diversity of American workers. This questionnaire will be administered to a large number of workers with differing amounts of job experience in many different jobs. Your answers to these questions will help us to know if the goal of diversity is being achieved. Therefore, it is very important that you give accurate answers to these questions.

Please read each question carefully and mark your answer by putting an in the box beside your answer, or by writing an answer on the line provided.

B1. What is the title of your job? (PLEASE PRINT)

B2. For how long have you worked at this job? (Mark one box)

- Ten years or more
- At least 6 years, but less than 10 years
- At least 3 years, but less than 6 years
- At least 1 year, but less than 3 years
- At least 3 month, but less than 12 months
- At least 1 month, but less than 3 months
- Less than 1 month

B3. In what year were you born? 1 9 ____

B4. Are you male or female? (Mark one box)

- Male
- Female

B5. Are you Hispanic or Latino? (Mark one box)

- Yes
- No

B6. What is your race? (Mark one or more boxes)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

B7. Do you have any of the following long-lasting conditions?

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| a. Blindness, deafness, or a severe vision or hearing impairment?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?..... | <input type="checkbox"/> | <input type="checkbox"/> |

B8. Because of a physical, mental, or emotional condition lasting 6 months or more, do you have any difficulty doing any of the following activities?

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| a. Learning, remembering or concentrating?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Dressing, bathing, or getting around inside the home? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Going outside the home alone to shop or visit a doctor's office?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Working at a job or business? | <input type="checkbox"/> | <input type="checkbox"/> |

Instructions for Making Knowledge Ratings

These questions are about work-related areas of knowledge. **Knowledge areas** are sets of facts and principles needed to deal with problems and issues that are part of a job. You will be asked about a series of different areas of knowledge and how they relate to *your current job* - that is, the job you hold now.

Each knowledge area in this questionnaire is named and defined.

For example:

Economics and Accounting

Knowledge of economic and accounting principles, practices, the financial markets, banking and the analysis and reporting of financial data.

You are then asked two questions about each knowledge area:

A How important is the knowledge area to the performance of your current job?

For example:

How important is ECONOMICS AND ACCOUNTING knowledge to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	<input checked="" type="checkbox"/>	⑤

Mark your answer by putting an X through the number that represents your answer.

Do not mark on the line between the numbers.

***If you rate the knowledge area as Not Important to the performance of your job, mark the one [X] then skip over question B and proceed to the next knowledge area on the next page.**

B What level of the knowledge is needed to perform your current job?

To help you understand what we mean by **level**, we provide you with examples of job-related activities at different levels. For example:

What level of ECONOMICS AND ACCOUNTING knowledge is needed to perform *your current job*?

Answer billing questions from credit card customers	Develop financial investment programs for individual clients	Keep a major corporation's financial records	
9	9	9	
①	<input checked="" type="checkbox"/>	③	④
			⑤

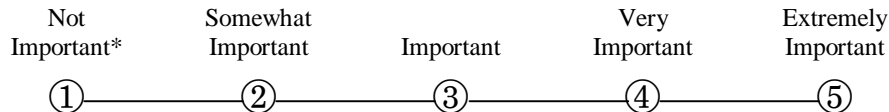
Highest Level

Mark your answer the same way you did for the first question.

1. Administration and Management

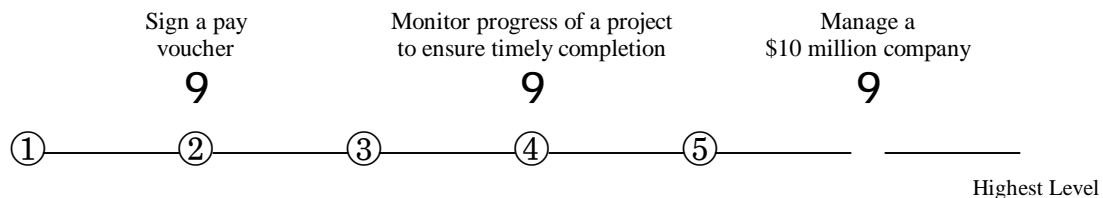
Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

How important is ADMINISTRATION AND MANAGEMENT knowledge to the performance of your current job?



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

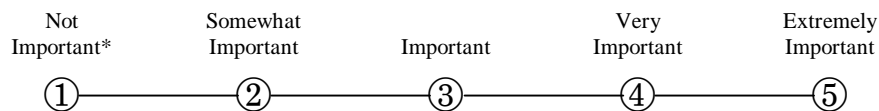
What level of ADMINISTRATION AND MANAGEMENT knowledge is needed to perform your current job?



2. Clerical

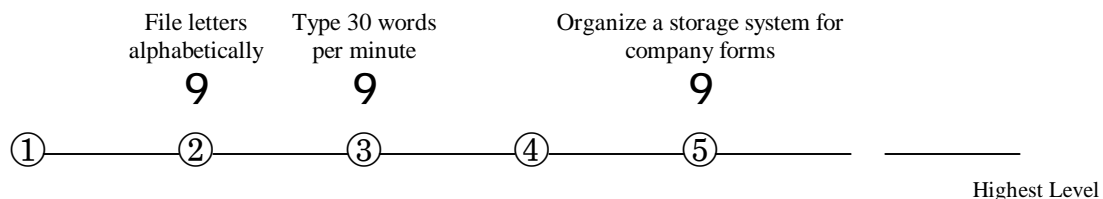
Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

A. How important is CLERICAL knowledge to the performance of your current job?



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

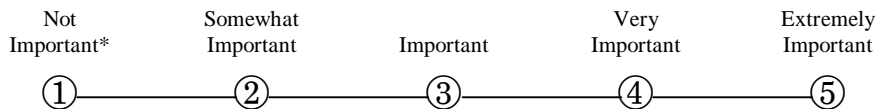
B. What level of CLERICAL knowledge is needed to perform your current job?



15. Physics

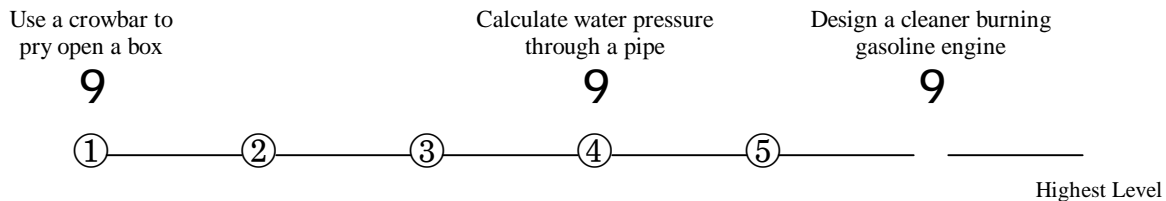
Knowledge and prediction of physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub-atomic structures and processes.

A. How important is knowledge of PHYSICS to the performance of *your current job*?



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

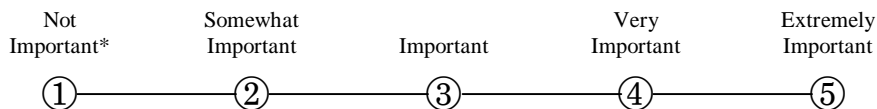
B. What level of PHYSICS knowledge is needed to perform *your current job*?



16. Chemistry

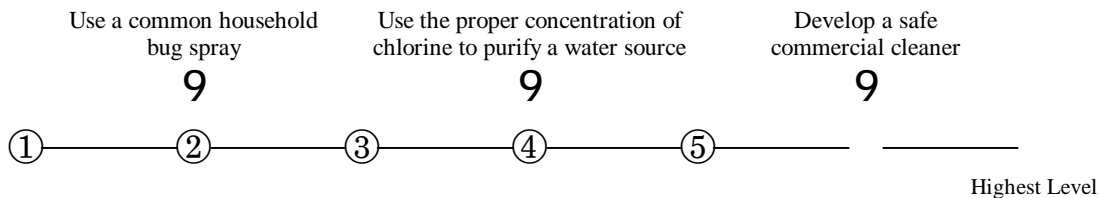
Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

A. How important is knowledge of CHEMISTRY to the performance of *your current job*?



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

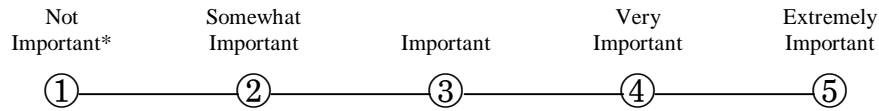
B. What level of CHEMISTRY knowledge is needed to perform *your current job*?



17. Biology

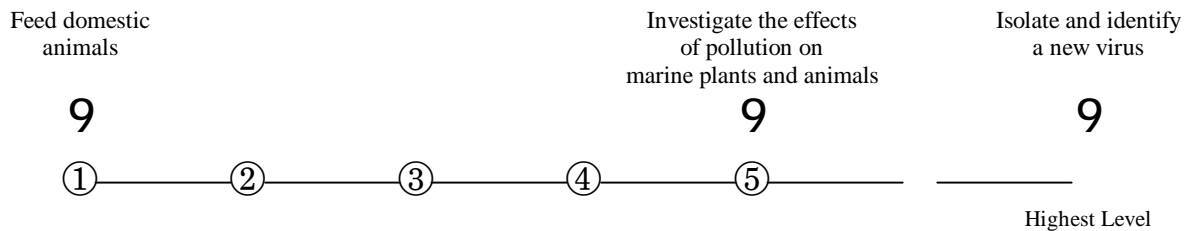
Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

A. How important is knowledge of **BIOLOGY** to the performance of *your current job*?



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

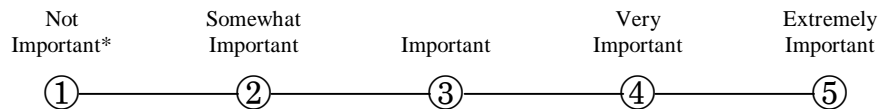
B. What level of **BIOLOGY** knowledge is needed to perform *your current job*?



18. Psychology

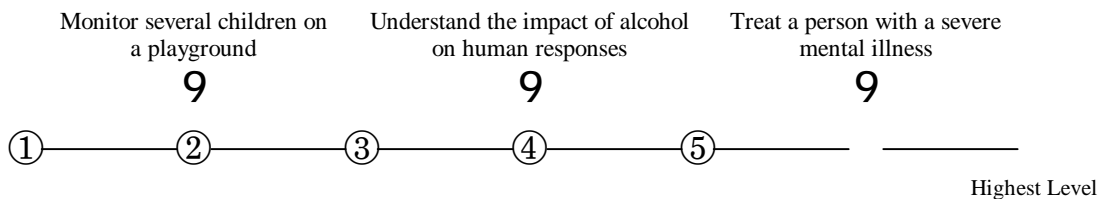
Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

A. How important is knowledge of **PSYCHOLOGY** to the performance of *your current job*?



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

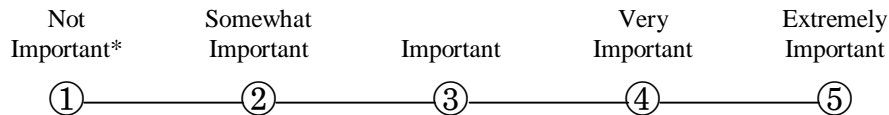
B. What level of **PSYCHOLOGY** knowledge is needed to perform *your current job*?



19. Sociology and Anthropology

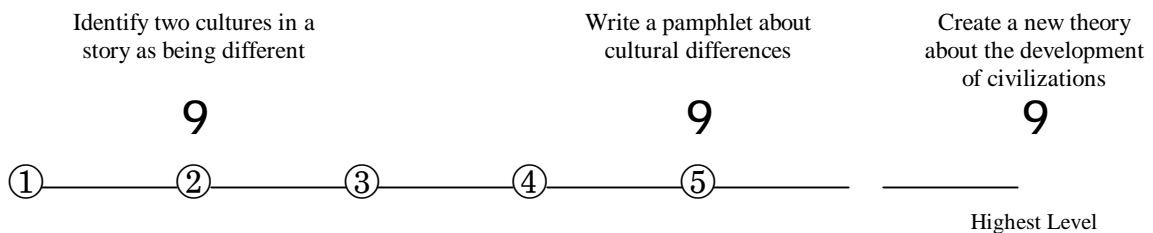
Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

A. How **important** is knowledge of **SOCIOLOGY AND ANTHROPOLOGY** to the performance of *your current job*?



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

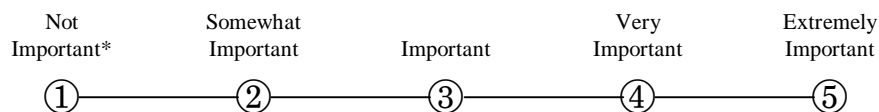
B. What **level** of knowledge of **SOCIOLOGY AND ANTHROPOLOGY** is needed to perform *your current job*?



20. Geography

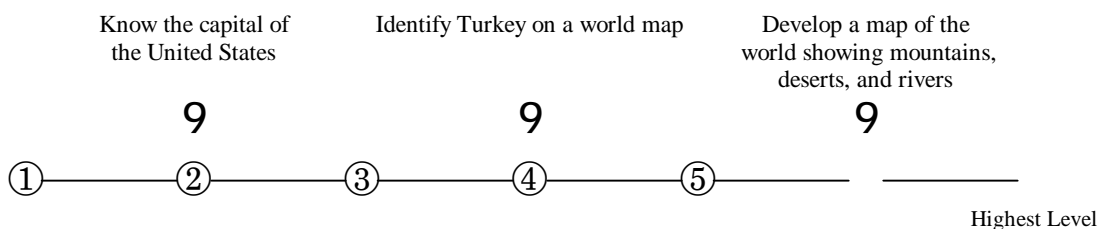
Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

A. How **important** is knowledge of **GEOGRAPHY** to the performance of *your current job*?



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

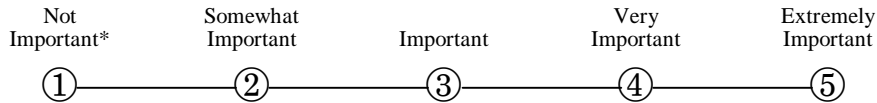
B. What **level** of knowledge of **GEOGRAPHY** is needed to perform *your current job*?



21. Medicine and Dentistry

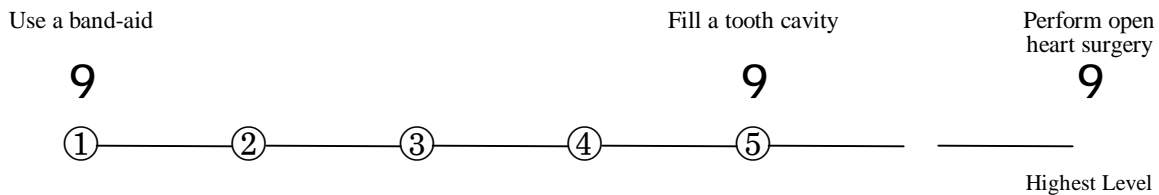
Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

A. How **important** is knowledge of **MEDICINE AND DENTISTRY** to the performance of *your current job*?



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

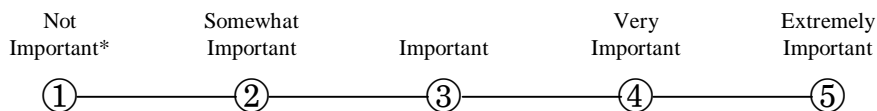
B. What **level** of **MEDICINE AND DENTISTRY** knowledge is needed to perform *your current job*?



22. Therapy and Counseling

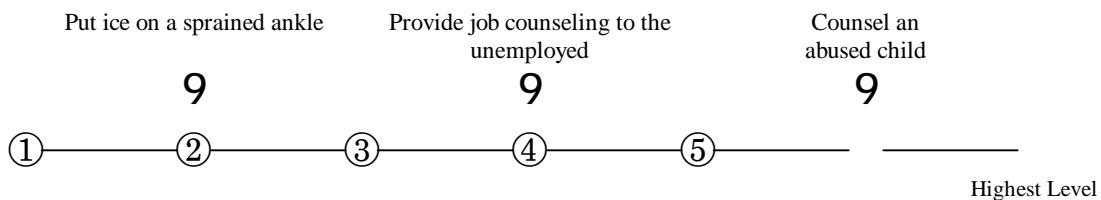
Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

A. How **important** is knowledge of **THERAPY AND COUNSELING** to the performance of *your current job*?



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

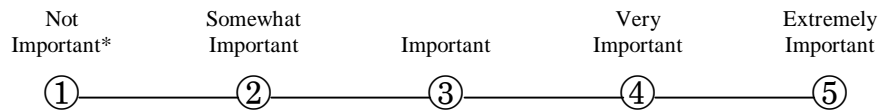
B. What **level** of **THERAPY AND COUNSELING** knowledge is needed to perform *your current job*?



27. History and Archeology

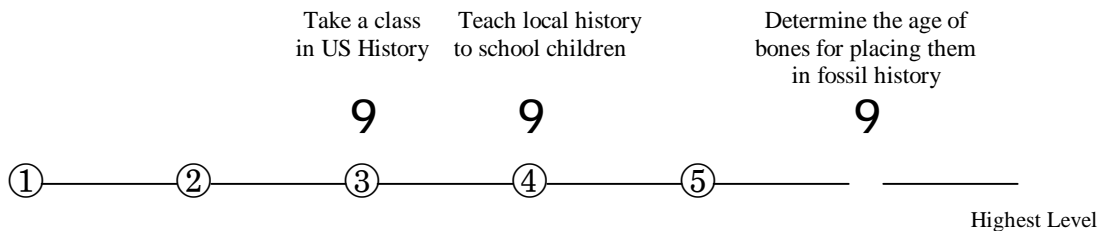
Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

A. How important is knowledge of HISTORY AND ARCHEOLOGY to the performance of *your current job*?



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

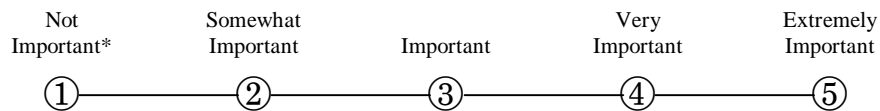
B. What level of knowledge of HISTORY AND ARCHEOLOGY is needed to perform *your current job*?



28. Philosophy and Theology

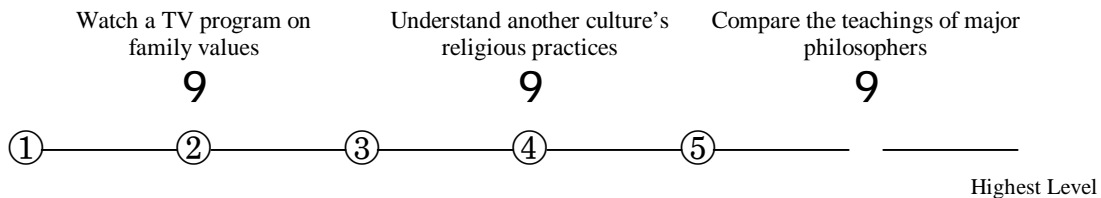
Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

A. How important is knowledge of PHILOSOPHY AND THEOLOGY to the performance of *your current job*?



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

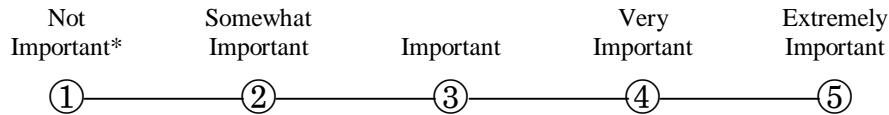
B. What level of knowledge of PHILOSOPHY AND THEOLOGY is needed to perform *your current job*?



31. Telecommunications

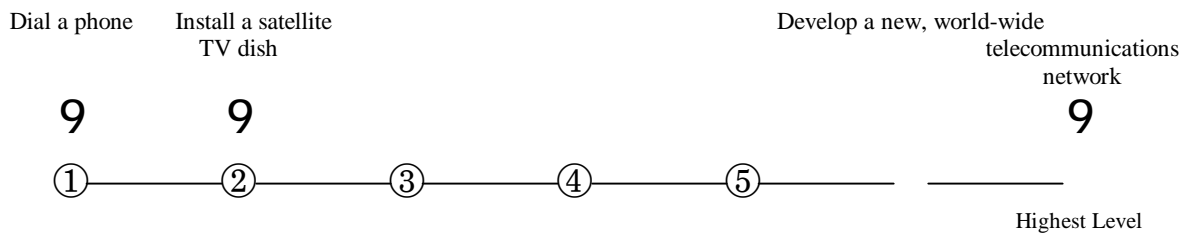
Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

A. How **important** is knowledge TELECOMMUNICATIONS to the performance of *your current job*?



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

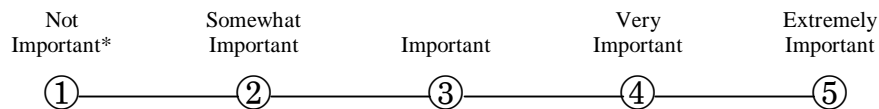
B. What **level** of TELECOMMUNICATIONS knowledge is needed to perform *your current job*?



32. Communications and Media

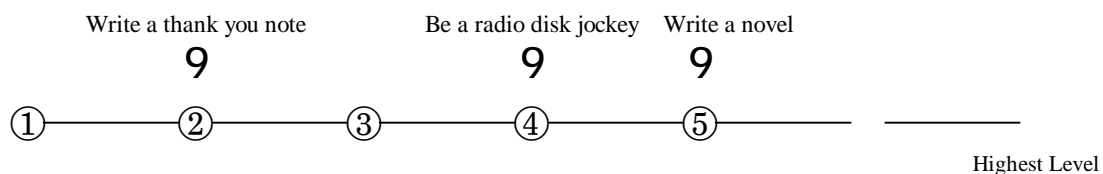
Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

A. How **important** is knowledge of COMMUNICATIONS AND MEDIA to the performance of *your current job*?



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

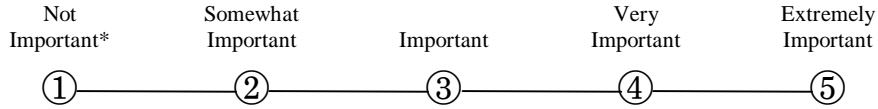
B. What **level** of COMMUNICATIONS AND MEDIA knowledge is needed to perform *your current job*?



33. Transportation

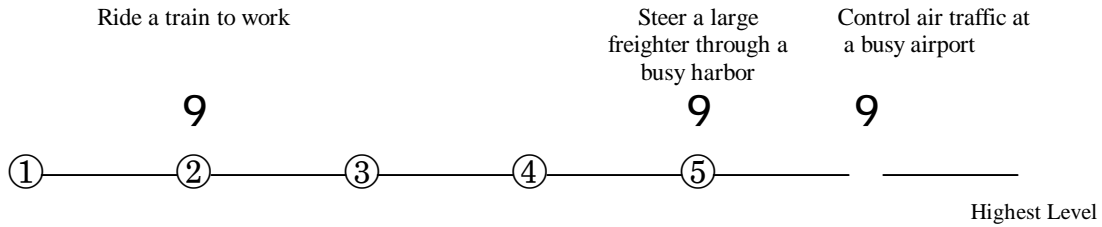
Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

A. How important is knowledge of TRANSPORTATION to the performance of *your current job*?



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

B. What level of TRANSPORTATION knowledge is needed to perform *your current job*?



Education and Training Questionnaire



Instructions for Completing Education and Training Questions

In these questions, you are asked about the education and experience requirements for this job. Please read each question carefully and mark your answer by putting an in the box beside your answer.

REQUIRED LEVEL OF EDUCATION

1. Please indicate the level of education required to perform this job.

(Note that this does **not** mean the level of education that you personally have achieved.)

- Less than a High School Diploma**
- High School Diploma** (or GED or High School Equivalence Certificate)
- Post-Secondary Certificate** - awarded for training completed after high school (e.g., in Personal Services, Engineering-Related Technologies, Vocational Home Economics, Construction Trades, Mechanics and Repairers, Precision Production Trades)
- Some College Courses**
- Associate's Degree** (or other 2-year degree)
- Bachelor's Degree**
- Post-Baccalaureate Certificate** - awarded for completion of an organized program of study requiring 30 credits beyond the Bachelor's degree; designed for people who have completed a Baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of Master.
- Master's Degree**
- Post-Master's Certificate** - awarded for completion of an organized program of study requiring 60 credit hours beyond the Master's degree, but does not meet the requirements of academic degrees at the doctoral level.
- First Professional Degree** - awarded for completion of a program that
 - requires at least 2 years of college work before entrance into the program,
 - includes a total of at least 6 academic years of work to complete, and
 - provides all remaining academic requirements to begin practice in a profession
- Doctoral Degree**
- Post-Doctoral Degree**

2. **If someone were being hired to perform this job, how much RELATED WORK EXPERIENCE would be required?** (That is, having other jobs that prepare the worker for the job)

- None
- Up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 6 years
- Over 6 years, up to and including 8 years
- Over 8 years, up to and including 10 years
- Over 10 years

3. **If someone were being hired to perform this job, how much ON-SITE OR IN-PLANT TRAINING would be required?** (That is, organized classroom study provided by the employer)

- None
- Up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 6 years
- Over 6 years, up to and including 8 years
- Over 8 years, up to and including 10 years
- Over 10 years

4. If someone were being hired to perform this job, how much ON-THE-JOB TRAINING would be required? (That is, serving as a learner or trainee on the job under instruction of a more experienced worker)

- None
- Up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 6 years
- Over 6 years, up to and including 8 years
- Over 8 years, up to and including 10 years
- Over 10 years

5. If someone were being hired to perform this job, how much APPRENTICESHIP would be required? (That is, having served in a registered US Department of Labor apprenticeship program and received a certificate of completion)

- None
- Up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 6 years
- Over 6 years, up to and including 8 years
- Over 8 years, up to and including 10 years
- Over 10 years

Work Styles Questionnaire



Instructions for Making Work Style Ratings

These questions are about work styles. A **Work Style** is a personal characteristic that can affect how well someone does a job. You will be asked about a series of different work styles and how they relate to your current job - that is, the job you hold now.

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

Stress Tolerance	The job requires you to deal calmly and effectively with high stress.
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Then you are asked *How important is this characteristic to the performance of your current job?* For example:

How <u>important</u> is STRESS TOLERANCE to the performance of your current job?				
Not Important*	Somewhat Important	Very Important	Extremely Important	Important
①	②	③	④	⑤

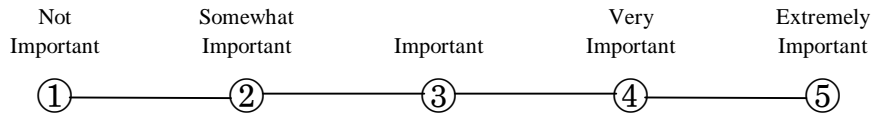
Mark your answer by putting an X through the number that represents your answer.

Do not mark on the line between the numbers.

1. Achievement/Effort

Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

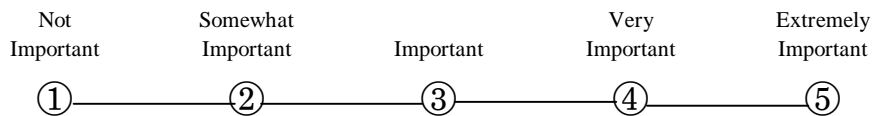
How important is ACHIEVEMENT/EFFORT to the performance of *your current job*?



2. Persistence

Job requires persistence in the face of obstacles.

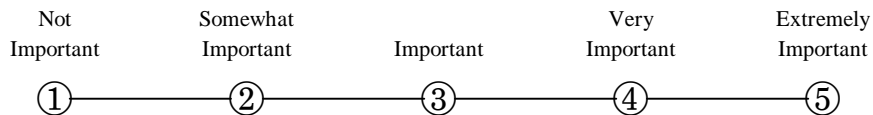
How important is PERSISTENCE to the performance of *your current job*?



3. Initiative

Job requires a willingness to take on responsibilities and challenges.

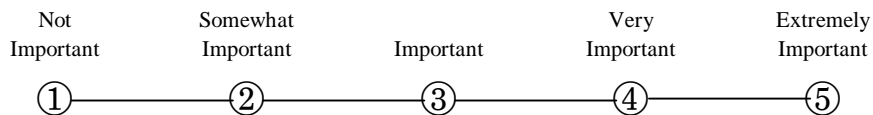
How important is INITIATIVE to the performance of *your current job*?



4. Leadership

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

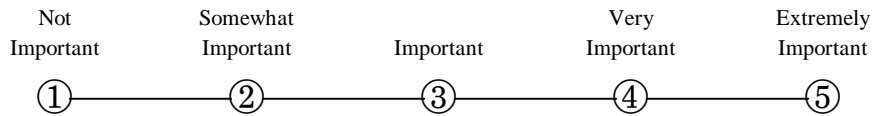
How important is LEADERSHIP to the performance of *your current job*?



5. Cooperation

Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

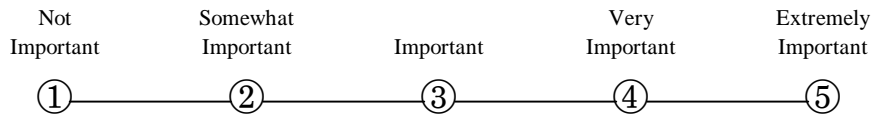
How important is COOPERATION to the performance of *your current job*?



6. Concern for Others

Job requires being sensitive to others' needs and feelings and being understanding and helpful to others on the job.

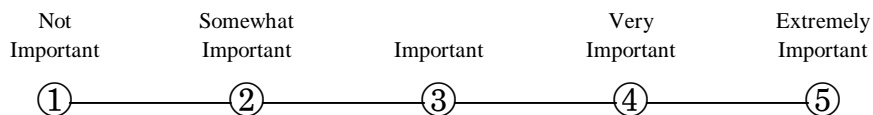
How important is CONCERN FOR OTHERS to the performance of *your current job*?



7. Social Orientation

Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

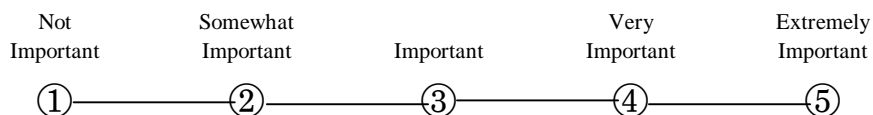
How important is SOCIAL ORIENTATION to the performance of *your current job*?



8. Self-Control

Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

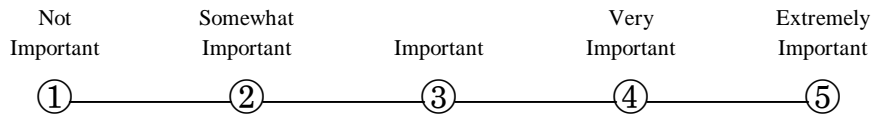
How important is SELF-CONTROL to the performance of *your current job*?



9. Stress Tolerance

Job requires accepting criticism and dealing calmly and effectively with high-stress situations.

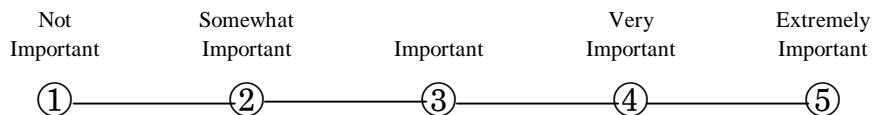
How important is STRESS TOLERANCE to the performance of *your current job*?



10. Adaptability/Flexibility

Job requires being open to change (positive or negative) and to considerable variety in the workplace.

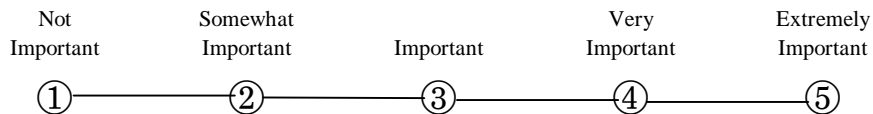
How important is ADAPTABILITY/FLEXIBILITY to the performance of *your current job*?



11. Dependability

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

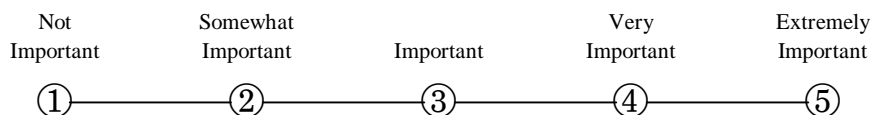
How important is DEPENDABILITY to the performance of *your current job*?



12. Attention to Detail

Job requires being careful about details and thorough in completing tasks.

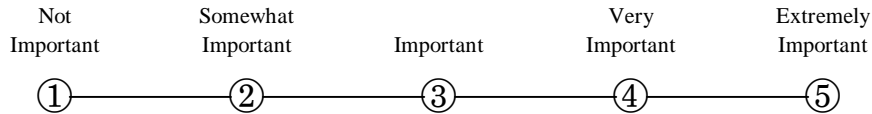
How important is ATTENTION TO DETAIL to the performance of *your current job*?



13. Integrity

Job requires being honest and ethical.

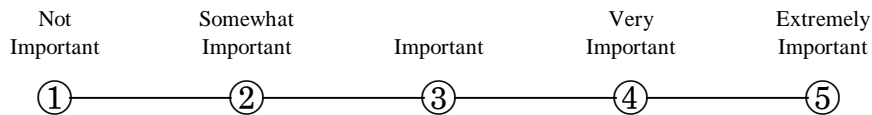
How important is INTEGRITY to the performance of *your current job*?



14. Independence

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

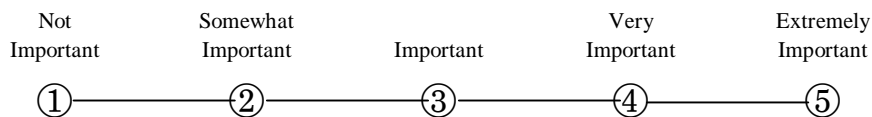
How important is INDEPENDENCE to the performance of *your current job*?



15. Innovation

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

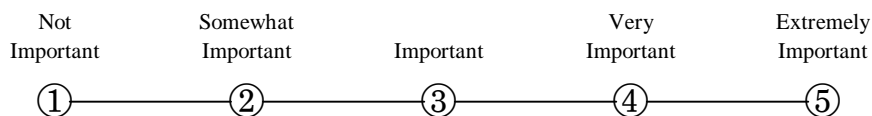
How important is INNOVATION to the performance of *your current job*?



16. Analytical Thinking

Job requires analyzing information and using logic to address work-related issues and problems.

How important is ANALYTICAL THINKING to the performance of *your current job*?



Background Information

This survey is designed to capture the diversity of American workers. This questionnaire will be administered to a large number of workers with differing amounts of job experience in many different jobs. Your answers to these questions will help us to know if the goal of diversity is being achieved. Therefore, it is very important that you give accurate answers to these questions.

Please read each question carefully and mark your answer by putting an in the box beside your answer, or by writing an answer on the line provided.

B1. What is the title of your job? (PLEASE PRINT)

B2. For how long have you worked at this job? (Mark one box)

- Ten years or more
- At least 6 years, but less than 10 years
- At least 3 years, but less than 6 years
- At least 1 year, but less than 3 years
- At least 3 month, but less than 12 months
- At least 1 month, but less than 3 months
- Less than 1 month

B3. In what year were you born? 1 9 ____

B4. Are you male or female? (Mark one box)

- Male
- Female

B5. Are you Hispanic or Latino? (Mark one box)

- Yes
- No

B6. What is your race? (Mark one or more boxes)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

B7. Do you have any of the following long-lasting conditions?

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| a. Blindness, deafness, or a severe vision or hearing impairment?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| b. A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?..... | <input type="checkbox"/> | <input type="checkbox"/> |

B8. Because of a physical, mental, or emotional condition lasting 6 months or more, do you have any difficulty doing any of the following activities?

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| a. Learning, remembering or concentrating?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Dressing, bathing, or getting around inside the home? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. Going outside the home alone to shop or visit a doctor's office?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Working at a job or business?..... | <input type="checkbox"/> | <input type="checkbox"/> |

Instructions for Making Knowledge Ratings

These questions are about work-related areas of knowledge. **Knowledge areas** are sets of facts and principles needed to deal with problems and issues that are part of a job. You will be asked about a series of different areas of knowledge and how they relate to *your current job* - that is, the job you hold now.

Each knowledge area in this questionnaire is named and defined.

For example:

Economics and Accounting

Knowledge of economic and accounting principles, practices, the financial markets, banking and the analysis and reporting of financial data.

You are then asked two questions about each knowledge area:

A How important is the knowledge area to the performance of your current job?

For example:

How important is ECONOMICS AND ACCOUNTING knowledge to the performance of *your current job*?

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	<input checked="" type="checkbox"/>	⑤

Mark your answer by putting an X through the number that represents your answer.

Do not mark on the line between the numbers.

***If you rate the knowledge area as Not Important to the performance of your job, mark the one [X] then skip over question B and proceed to the next knowledge area on the next page.**

B What level of the knowledge is needed to perform your current job?

To help you understand what we mean by **level**, we provide you with examples of job-related activities at different levels. For example:

What level of ECONOMICS AND ACCOUNTING knowledge is needed to perform *your current job*?

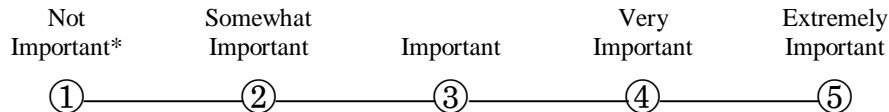
Answer billing questions from credit card customers	Develop financial investment programs for individual clients	Keep a major corporation's financial records			
9	9	9			
①	<input checked="" type="checkbox"/>	③	④	⑤	_____
Highest Level					

Mark your answer the same way you did for the first question.

1. Administration and Management

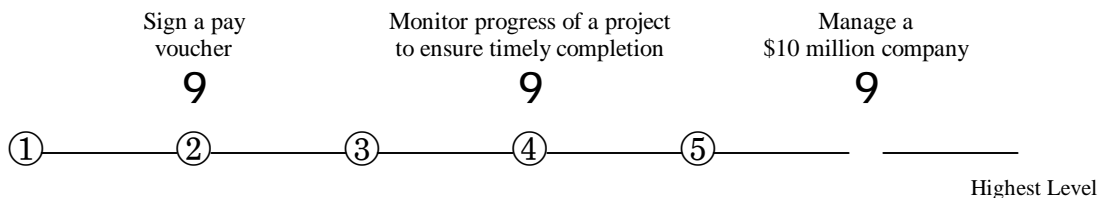
Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

How important is ADMINISTRATION AND MANAGEMENT knowledge to the performance of your current job?



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

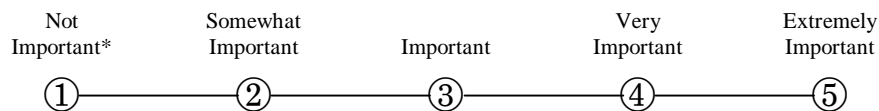
What level of ADMINISTRATION AND MANAGEMENT knowledge is needed to perform your current job?



2. Clerical

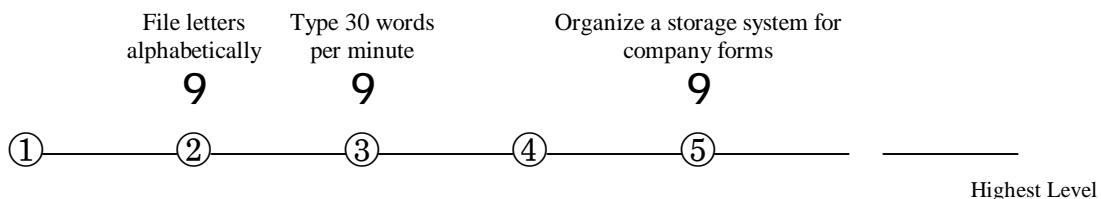
Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

A. How important is CLERICAL knowledge to the performance of your current job?



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

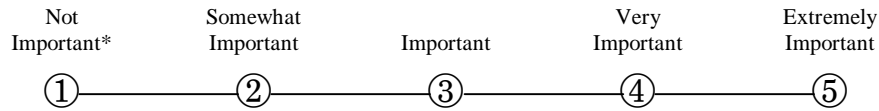
B. What level of CLERICAL knowledge is needed to perform your current job?



17. Biology

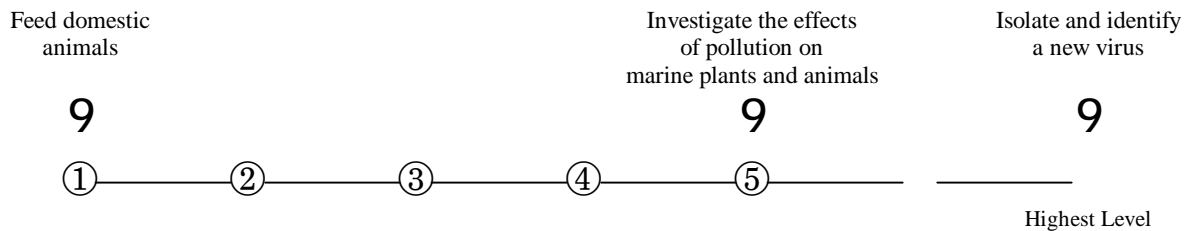
Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

A. How important is knowledge of **BIOLOGY** to the performance of *your current job*?



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

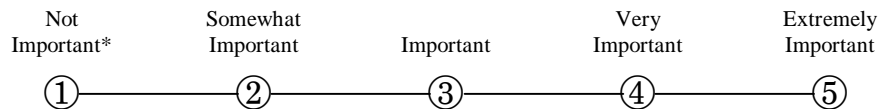
B. What level of **BIOLOGY** knowledge is needed to perform *your current job*?



18. Psychology

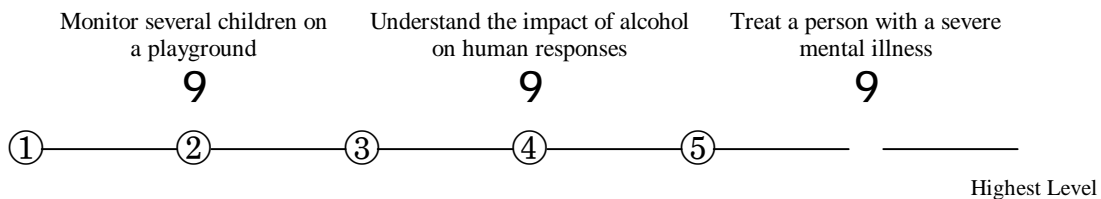
Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

A. How important is knowledge of **PSYCHOLOGY** to the performance of *your current job*?



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

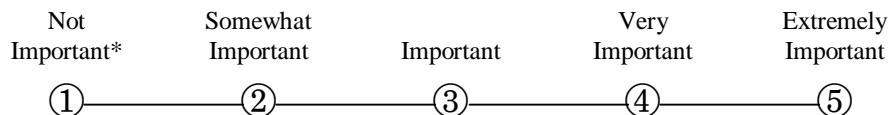
B. What level of **PSYCHOLOGY** knowledge is needed to perform *your current job*?



19. Sociology and Anthropology

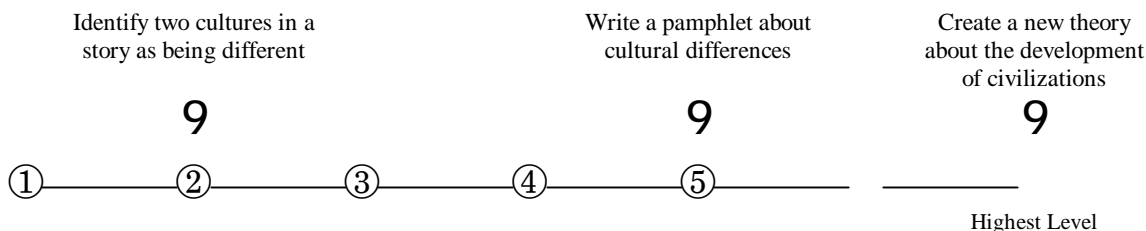
Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

A. How important is knowledge of **SOCIOLOGY AND ANTHROPOLOGY** to the performance of *your current job*?



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

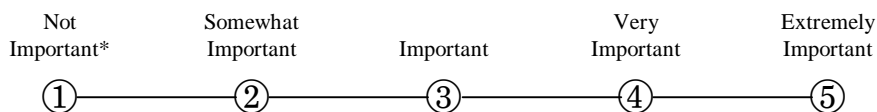
B. What level of knowledge of **SOCIOLOGY AND ANTHROPOLOGY** is needed to perform *your current job*?



20. Geography

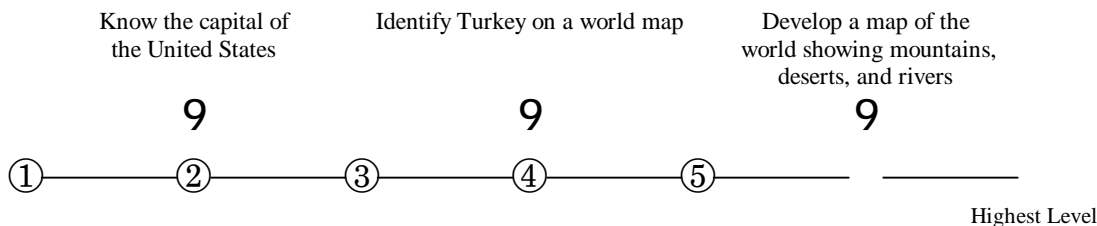
Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

A. How important is knowledge of **GEOGRAPHY** to the performance of *your current job*?



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

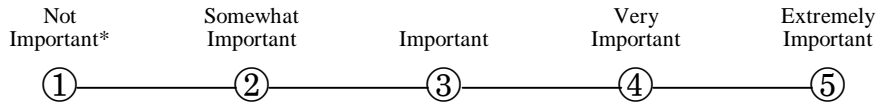
B. What level of knowledge of **GEOGRAPHY** is needed to perform *your current job*?



21. Medicine and Dentistry

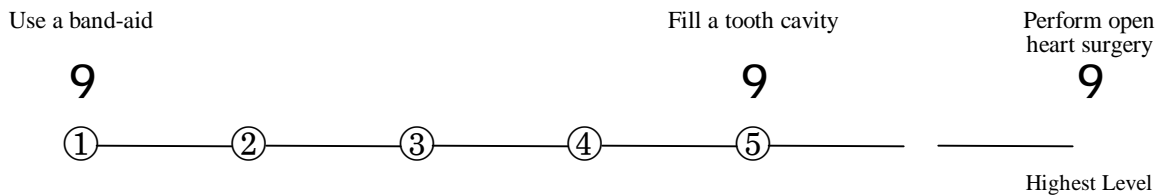
Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

A. How **important** is knowledge of **MEDICINE AND DENTISTRY** to the performance of *your current job*?



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

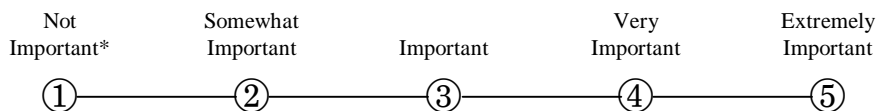
B. What **level** of **MEDICINE AND DENTISTRY** knowledge is needed to perform *your current job*?



22. Therapy and Counseling

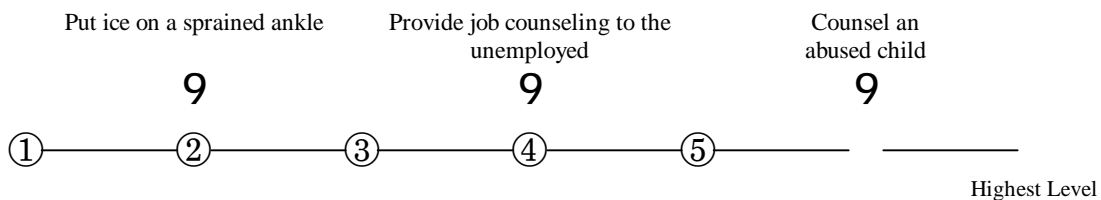
Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

A. How **important** is knowledge of **THERAPY AND COUNSELING** to the performance of *your current job*?



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

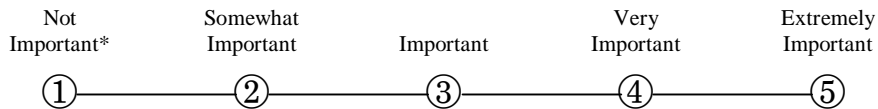
B. What **level** of **THERAPY AND COUNSELING** knowledge is needed to perform *your current job*?



23. Education and Training

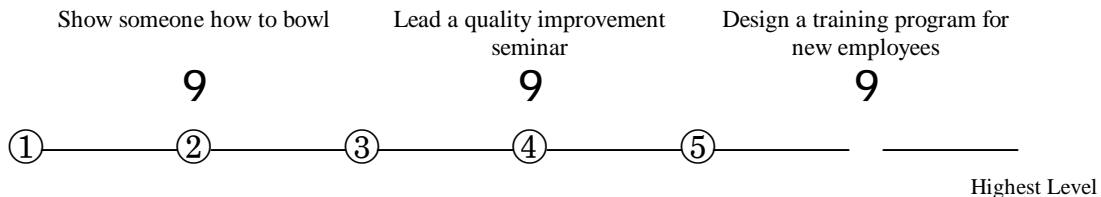
Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

A. How **important** is knowledge of EDUCATION AND TRAINING to the performance of *your current job*?



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

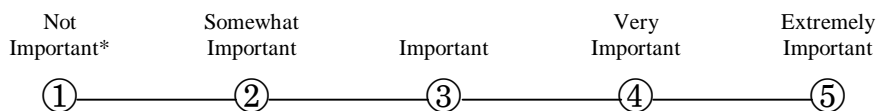
B. What **level** of EDUCATION AND TRAINING knowledge is needed to perform *your current job*?



24. English Language

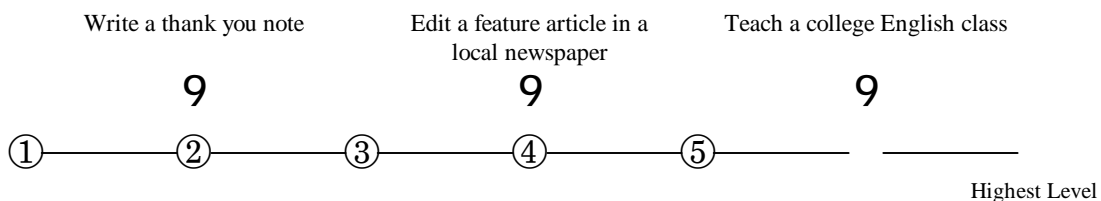
Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

A. How **important** is knowledge of the ENGLISH LANGUAGE to the performance of *your current job*?



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

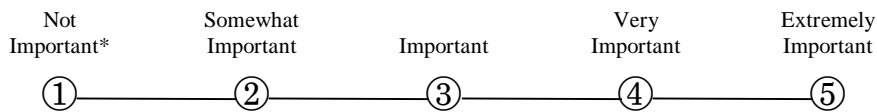
B. What **level** of ENGLISH LANGUAGE knowledge is needed to perform *your current job*?



25. Foreign Language

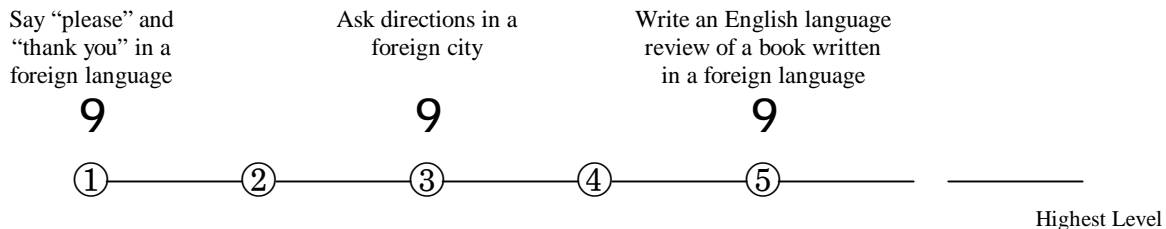
Knowledge of the structure and content of a foreign (non-English) language including the meaning and spelling of words, rules of composition and grammar, and pronunciation.

A. How **important** is knowledge of a FOREIGN LANGUAGE to the performance of *your current job*?



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

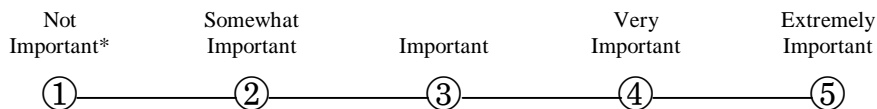
B. What **level** of FOREIGN LANGUAGE knowledge is needed to perform *your current job*?



26. Fine Arts

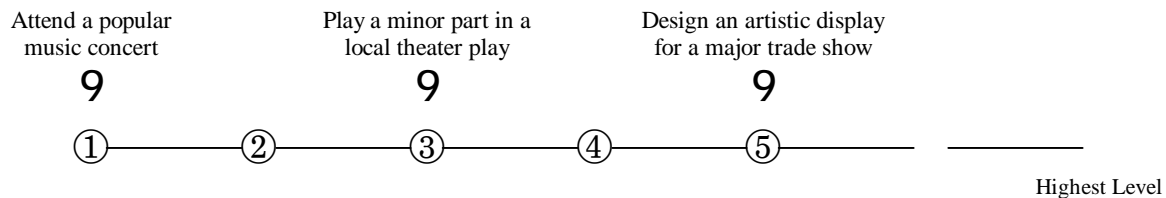
Knowledge of the theory and techniques required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.

A. How **important** is knowledge of FINE ARTS to the performance of *your current job*?



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

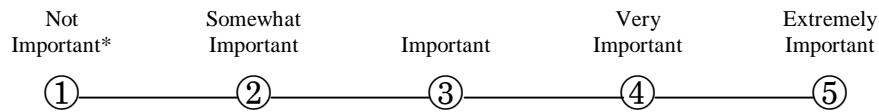
B. What **level** of FINE ARTS knowledge is needed to perform *your current job*?



27. History and Archeology

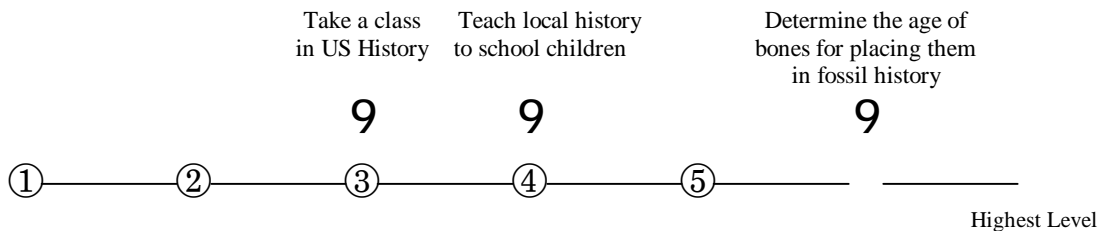
Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

A. How important is knowledge of HISTORY AND ARCHEOLOGY to the performance of *your current job*?



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

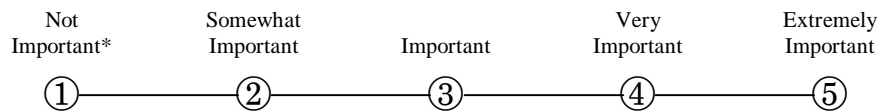
B. What level of knowledge of HISTORY AND ARCHEOLOGY is needed to perform *your current job*?



28. Philosophy and Theology

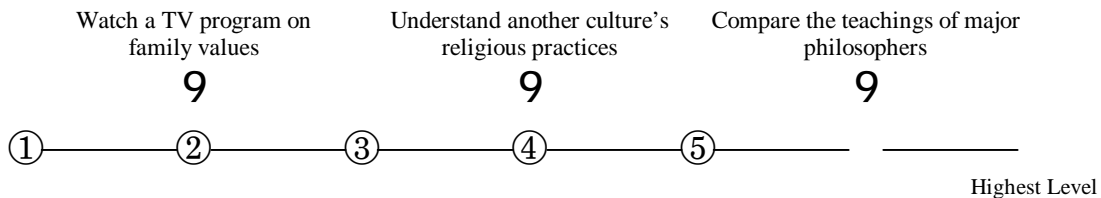
Knowledge of different philosophical systems and religions. This includes their basic principles, values, ethics, ways of thinking, customs, practices, and their impact on human culture.

A. How important is knowledge of PHILOSOPHY AND THEOLOGY to the performance of *your current job*?



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

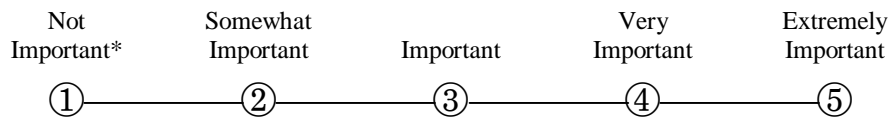
B. What level of knowledge of PHILOSOPHY AND THEOLOGY is needed to perform *your current job*?



29. Public Safety and Security

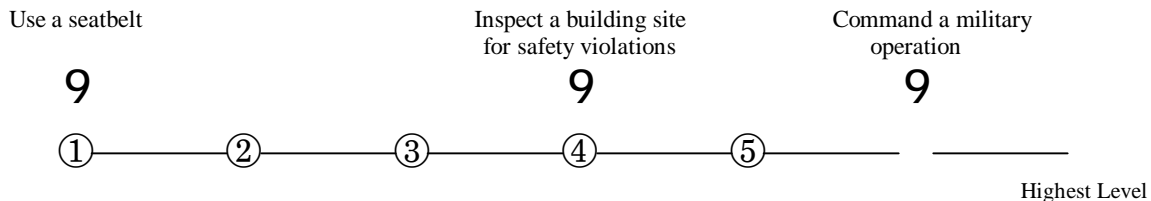
Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

A. How important is PUBLIC SAFETY AND SECURITY knowledge to the performance of your current job?



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

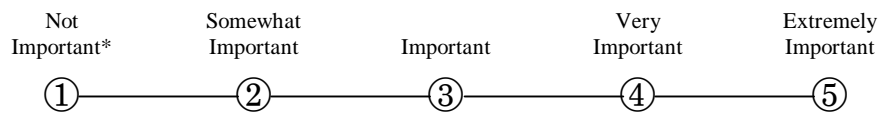
B. What level of PUBLIC SAFETY AND SECURITY knowledge is needed to perform your current job?



30. Law and Government

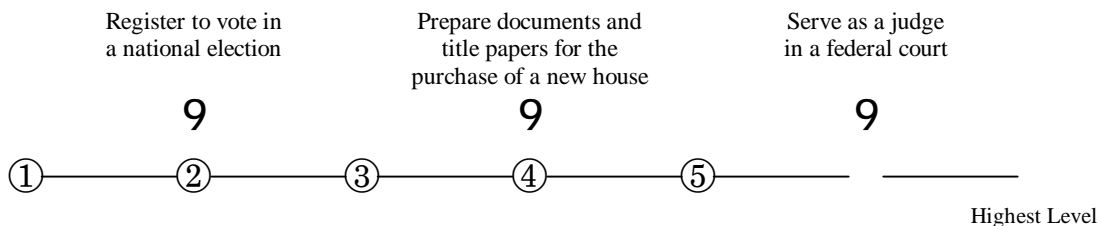
Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

A. How important is knowledge of LAW AND GOVERNMENT to the performance of your current job?



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

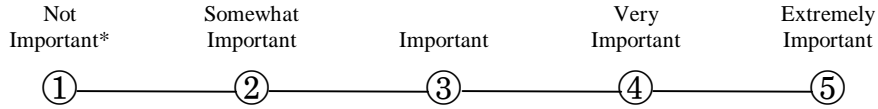
B. What level of knowledge of LAW AND GOVERNMENT is needed to perform your current job?



33. Transportation

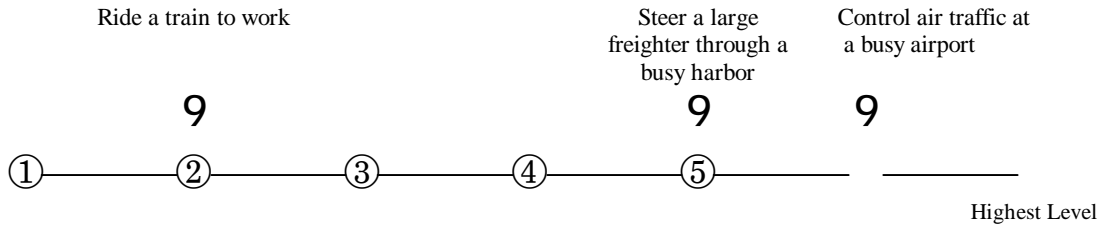
Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

A. How important is knowledge of TRANSPORTATION to the performance of *your current job*?



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

B. What level of TRANSPORTATION knowledge is needed to perform *your current job*?



Instructions for Completing Education and Training Questions

In these questions, you are asked about the education and experience requirements for this job. Please read each question carefully and mark your answer by putting an in the box beside your answer.

REQUIRED LEVEL OF EDUCATION

1. Please indicate the level of education required to perform this job.

*(Note that this does **not** mean the level of education that you personally have achieved.)*

- Less than a High School Diploma**
- High School Diploma** (or GED or High School Equivalence Certificate)
- Post-Secondary Certificate** - awarded for training completed after high school (e.g., in Personal Services, Engineering-Related Technologies, Vocational Home Economics, Construction Trades, Mechanics and Repairers, Precision Production Trades)
- Some College Courses**
- Associate's Degree** (or other 2-year degree)
- Bachelor's Degree**
- Post-Baccalaureate Certificate** - awarded for completion of an organized program of study requiring 30 credits beyond the Bachelor's degree; designed for people who have completed a Baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of Master.
- Master's Degree**
- Post-Master's Certificate** - awarded for completion of an organized program of study requiring 60 credit hours beyond the Master's degree, but does not meet the requirements of academic degrees at the doctoral level.
- First Professional Degree** - awarded for completion of a program that
 - requires at least 2 years of college work before entrance into the program,
 - includes a total of at least 6 academic years of work to complete, and
 - provides all remaining academic requirements to begin practice in a profession
- Doctoral Degree**
- Post-Doctoral Degree**

2. **If someone were being hired to perform this job, how much RELATED WORK EXPERIENCE would be required?** (That is, having other jobs that prepare the worker for the job)

- None
- Up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 6 years
- Over 6 years, up to and including 8 years
- Over 8 years, up to and including 10 years
- Over 10 years

3. **If someone were being hired to perform this job, how much ON-SITE OR IN-PLANT TRAINING would be required?** (That is, organized classroom study provided by the employer)

- None
- Up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 6 years
- Over 6 years, up to and including 8 years
- Over 8 years, up to and including 10 years
- Over 10 years

4. If someone were being hired to perform this job, how much ON-THE-JOB TRAINING would be required? (That is, serving as a learner or trainee on the job under instruction of a more experienced worker)

- None
- Up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 6 years
- Over 6 years, up to and including 8 years
- Over 8 years, up to and including 10 years
- Over 10 years

5. If someone were being hired to perform this job, how much APPRENTICESHIP would be required? (That is, having served in a registered US Department of Labor apprenticeship program and received a certificate of completion)

- None
- Up to and including 1 month
- Over 1 month, up to and including 3 months
- Over 3 months, up to and including 6 months
- Over 6 months, up to and including 1 year
- Over 1 year, up to and including 2 years
- Over 2 years, up to and including 4 years
- Over 4 years, up to and including 6 years
- Over 6 years, up to and including 8 years
- Over 8 years, up to and including 10 years
- Over 10 years

Instructions for Making Work Style Ratings

These questions are about work styles. A **Work Style** is a personal characteristic that can affect how well someone does a job. You will be asked about a series of different work styles and how they relate to your current job - that is, the job you hold now.

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

Stress Tolerance	The job requires you to deal calmly and effectively with high stress.
-------------------------	---

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

How <u>important</u> is STRESS TOLERANCE to the performance of your current job?				
Not Important*	Somewhat Important	Very Important	Extremely Important	Important
①	②	③	④	⑤

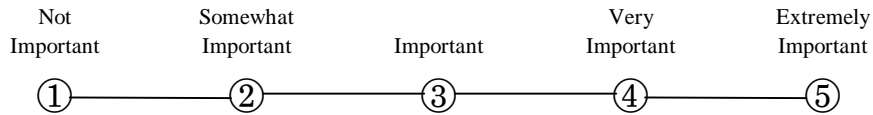
Mark your answer by putting an X through the number that represents your answer.

Do not mark on the line between the numbers.

1. Achievement/Effort

Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

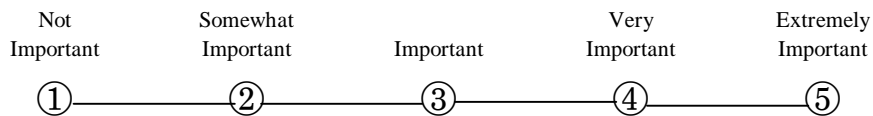
How important is ACHIEVEMENT/EFFORT to the performance of *your current job*?



2. Persistence

Job requires persistence in the face of obstacles.

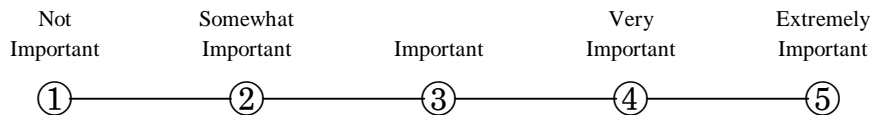
How important is PERSISTENCE to the performance of *your current job*?



3. Initiative

Job requires a willingness to take on responsibilities and challenges.

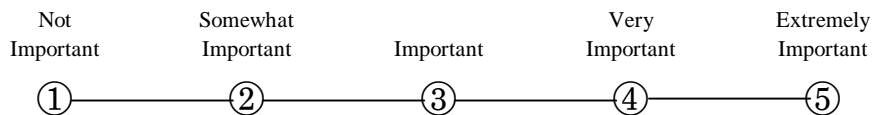
How important is INITIATIVE to the performance of *your current job*?



4. Leadership

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

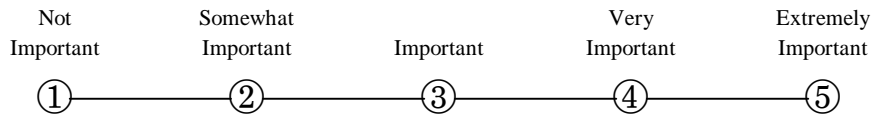
How important is LEADERSHIP to the performance of *your current job*?



5. Cooperation

Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

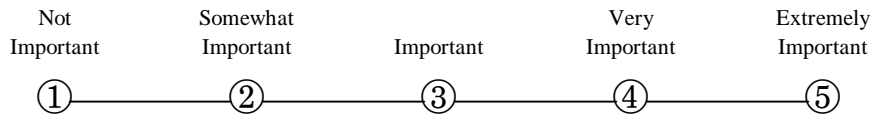
How important is COOPERATION to the performance of *your current job*?



6. Concern for Others

Job requires being sensitive to others' needs and feelings and being understanding and helpful to others on the job.

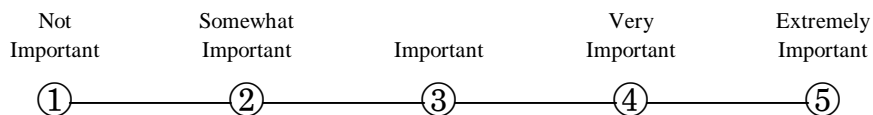
How important is CONCERN FOR OTHERS to the performance of *your current job*?



7. Social Orientation

Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

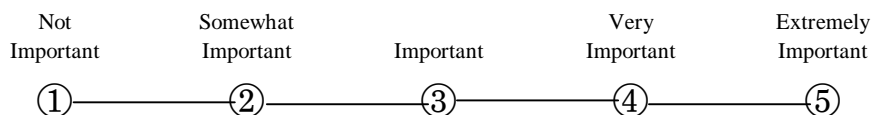
How important is SOCIAL ORIENTATION to the performance of *your current job*?



8. Self-Control

Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

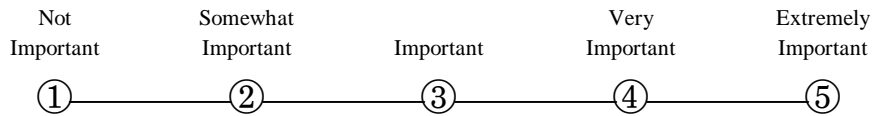
How important is SELF-CONTROL to the performance of *your current job*?



9. Stress Tolerance

Job requires accepting criticism and dealing calmly and effectively with high-stress situations.

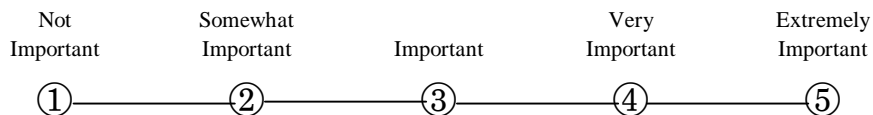
How important is STRESS TOLERANCE to the performance of *your current job*?



10. Adaptability/Flexibility

Job requires being open to change (positive or negative) and to considerable variety in the workplace.

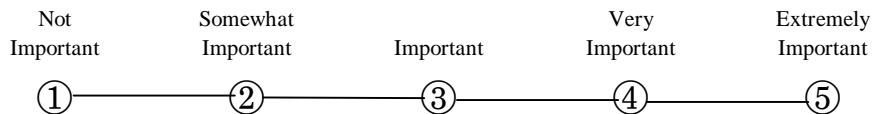
How important is ADAPTABILITY/FLEXIBILITY to the performance of *your current job*?



11. Dependability

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

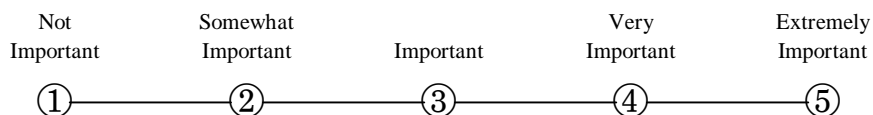
How important is DEPENDABILITY to the performance of *your current job*?



12. Attention to Detail

Job requires being careful about details and thorough in completing tasks.

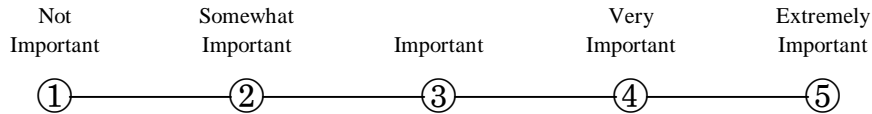
How important is ATTENTION TO DETAIL to the performance of *your current job*?



13. Integrity

Job requires being honest and ethical.

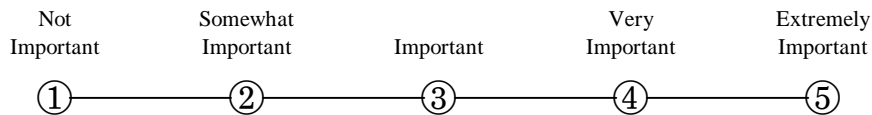
How important is INTEGRITY to the performance of *your current job*?



14. Independence

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

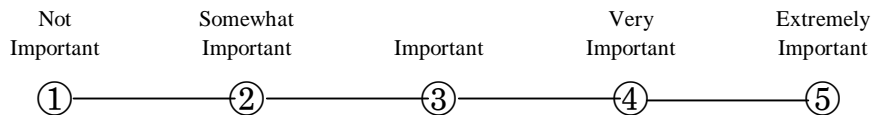
How important is INDEPENDENCE to the performance of *your current job*?



15. Innovation

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

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



16. Analytical Thinking

Job requires analyzing information and using logic to address work-related issues and problems.

How important is ANALYTICAL THINKING to the performance of *your current job*?

