

The Common-Metric System™ *with* The Common-Metric Questionnaire®: A Job Analysis System

Paper & Pencil Version

You are about to describe the work performed on a specific position or job using the Common-Metric System™. Answer each question accurately.

Don't worry if many of the questions do not apply! These questions are written at a GENERAL level, and they are meant to describe all types of jobs. As such, many of the questions will probably NOT apply to this specific job; this is normal.

Answer the questions as they apply to the CURRENT job; you may have to think back several months to one year to get a complete picture of it. If the job has CHANGED recently, be sure to describe the job as it is NOW performed.

You may find activities listed that you performed on a DIFFERENT job, but which are NOT part of the CURRENT job. Do NOT rate those activities here -- even if you are still able to perform them -- if they are not REQUIRED on this job.

How to Mark Your Answers

1. Record all of your answers in this booklet.
2. Please read all instructions carefully before making any marks.
3. Use a black lead pencil.
4. Print your answers neatly, and make neat marks. Make no stray marks.
5. Erase mistakes cleanly and completely.

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Collect Version 2.0 Build 118

Section 1 - Information on the Position Incumbent

This section asks questions regarding the position "incumbent" -- that is, the person who holds the position being rated. If you are rating your OWN position, please complete these questions based on your own characteristics.

If you are rating a position that you do NOT personally perform, answer these questions by describing THE PERSON WHO PERFORMS THE JOB.

1. First Name: _____ _____	2. M. I.: _____	3. Last Name: _____	4. Age: _____	5. Type of Rater (check only one): <input type="radio"/> I'm rating my own job <input type="radio"/> I supervise the job being rated <input type="radio"/> I'm a professional job analyst <input type="radio"/> TEAM-based rating of this job <input type="radio"/> Other	6. Highest Level of Education Earned: (Check one only) <input type="radio"/> None <input type="radio"/> 8 th Grade or less <input type="radio"/> 9 th to 12 th grade <input type="radio"/> High school diploma or GED <input type="radio"/> Voc/tech beyond HS, no degree <input type="radio"/> Some College, no degree <input type="radio"/> 2-year college degree <input type="radio"/> Bachelor's degree <input type="radio"/> 2 or more Bachelor's degrees <input type="radio"/> Master's degree <input type="radio"/> 2 or more Master's degrees <input type="radio"/> Doctoral degree (Ph.D., MD, JD, etc.) <input type="radio"/> 2 or more Doctoral degrees									
7. Ethnic Group: <input type="radio"/> Black <input type="radio"/> White <input type="radio"/> Hispanic <input type="radio"/> Asian/Pacific <input type="radio"/> Native American <input type="radio"/> Other	8. Gender: <input type="radio"/> Male <input type="radio"/> Female	9. I.D. Number (max 9 numbers): <table border="1" style="width:100%; height:40px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>											10. Total time you have held THIS job: Years _____ Months _____	11. Total time you have worked for this employer: Years _____ Months _____
12. Total YEARLY compensation received. Round amounts to whole dollars, and do NOT include performance-or merit-based bonuses; max 9 numbers. <table border="1" style="width:100%; height:60px;"> <tr> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> <td style="width:10%;"></td> </tr> </table>											13. Have you ever left, then later rejoined, this organization? <input type="radio"/> Yes <input type="radio"/> No			

Section 2: General Information on the Job, Position, and Organization

This section of the Common-Metric System™ asks you to describe general aspects of the WORK ITSELF. These questions are distinct from characteristics of the incumbent who performs the work.

Be sure to answer ALL questions. If you need help, ask your supervisor or someone in Personnel for information.

1. Organization (max 16 characters): _____	2. Department/Unit (max 16 characters): _____	3. ZIP Code (max 5 characters): _____	4. Job Title or Code (max 56 characters): _____	5. Position ID (max 14 characters). The Position ID is a unique series of letters and/or numbers that identifies this position. Required. <table border="1" data-bbox="2178 491 2787 614"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					
HOURS 6. Hours per week worked: Check one only. <input type="radio"/> Full-time (35 + hours), same number of hours each week <input type="radio"/> Full-time, VARIABLE number of hours each week (include overtime and shift work) <input type="radio"/> Full-time, TEMPORARY work <input type="radio"/> Part-time (less than 35 hours), same number of hours each week <input type="radio"/> Part-time, VARIABLE number of hours each week		7. Who decides how many? Check only one. <input type="radio"/> I work a CONSTANT number of hours each week <input type="radio"/> I decide how many hours I work <input type="radio"/> My supervisor decides the number of hours I will work each week	8. Are there seasonal changes in the number of hours you work? <input type="radio"/> Yes <input type="radio"/> No	TRAVEL 9. How much do you travel? Check only one. <input type="radio"/> This job does NOT require travel <input type="radio"/> 1-25 percent travel time <input type="radio"/> 26-50 percent travel time <input type="radio"/> 51-75 percent travel time <input type="radio"/> 76-100 percent travel time If this job requires travel, check one of the following: <input type="radio"/> This job requires in-town travel WITHOUT overnight stays <input type="radio"/> This job requires out-of-town travel but NO overnight stays <input type="radio"/> This job requires overnight trips and travel																					
10. Clothing Required: Check all that apply. <input type="radio"/> Business suits or office attire <input type="radio"/> Work clothing supplied by you, including blue jeans or overalls <input type="radio"/> Work uniform supplied by your employer <input type="radio"/> Protective safety gear (hard hats, safety glasses, special shoes, etc.)		11. Licenses or certifications that are REQUIRED to perform this job: Check only one. <input type="radio"/> None <input type="radio"/> One in professional/specialty area <input type="radio"/> More than one in one area <input type="radio"/> One or more in DIFFERENT areas	12. Budget (max 10 numbers) Size of the ANNUAL amount that YOU are authorized to spend/approve. <table border="1" data-bbox="1491 1251 1961 1417"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																					13. Incentive or Bonus Systems: Check all that apply. <input type="radio"/> Incentives/bonuses based on THIS worker's performance <input type="radio"/> Incentives/bonuses based on QUALITY of work <input type="radio"/> Incentives/bonuses based on QUANTITY of work <input type="radio"/> Incentives/bonuses based on GROUP performance (e.g., gainsharing)	

Section 3: Supervision Given and Received

This section of the survey asks you to describe the kinds of supervision you receive, and the kinds of supervision you give to others (if any).

On questions that deal with people you supervise, make sure to describe only those who FORMALLY report to you. Typically, you will have hire/fire authority over them, direct their work activities, and/or evaluate their performance.

Supervision You GIVE to Others

If you have formal supervisory authority over other people, please complete the questions below. "Formal supervisory authority" typically includes the ability to discipline them, direct their activities, and appraise their performance.

NOTE: Do NOT count people more than once. If you do not have formal supervisory authority, move on to the next section, "Supervision RECEIVED."

Enter the number of people DIRECTLY supervised who are...			
			NON-SUPERVISORY employees (max 3 numbers, must be between 0 and 500)
			PROFESSIONAL or TECHNICAL SPECIALTY employees (max 3 numbers, must be between 0 and 500)
			SUPERVISORY or MANAGERIAL employees (max 3 numbers, must be between 0 and 500)
			People in CUSTODY (e.g., prisoners, detainees) (max 4 numbers, must be between 0 and 9999)

Enter the total number of employees reporting INDIRECTLY to you (i.e., through one or more layers of management).			
			Total number of INDIRECT reports (max 4 numbers)

Directions on How to Answer Remaining Questions

The remaining sections present questions about different aspects of your current job.

Read each of the numbered questions on the left (see the example presented below). Decide whether or not you perform the activity described in each question. In making your decision, remember to answer questions as they apply to **your current job as you have performed it over the last several months to one year**. If you need help, ask your supervisor or someone in Personnel.

If you do NOT perform the activity described in a question, do NOT make a check mark. Go on to the next activity question.

Whenever a question describes an activity that you do perform in your job, make a check mark, an 'x', or darken the circle located to the right of the question, in the 'YES' column. After you make a check mark, answer ALL of the multiple choice questions that are presented to the right of the question. You will either be directed to "Choose the one best answer," or "Choose all that apply." Mark your answers by making a check mark, an 'x', or by darkening the circle with the appropriate letter in the column immediately below the multiple choice question. After you have responded to ALL of the multiple choice questions, go on to the next activity question.

EXAMPLE

Example: As part of your job, DO YOU... (If yes, mark the circle to the right and answer the multiple choice questions)		Y E S	If Yes, how OFTEN do you perform this activity? Choose the one best answer.					How CRITICAL is this activity to accomplishing the main mission of your job? Choose the one best answer		
			Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical
1.	Work in pairs?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
2.	Work in teams?	<input checked="" type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input checked="" type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input checked="" type="radio"/> c

In this example, there are two activity questions:

- As part of your job, DO YOU... Work in pairs?** The 'YES' circle to the right of this question has been left blank, indicating that this activity is not performed in the job. The multiple choice letters presented to the right of the activity question have also been left blank.
- As part of your job, DO YOU... Work in teams?** The 'YES' circle to the right of this question had been marked, indicating that this activity is performed. Two multiple choice questions are presented for this activity:
 - If Yes, how OFTEN do you perform this activity?** The possible answers are presented below the question. You are instructed to choose the one best answer. In our example, the answer selected is "Every few weeks to monthly." This answer is indicated by making an 'X' in the circle next to the letter, "d," indicating that you work in teams every few weeks to monthly.
 - How CRITICAL is this activity to accomplishing the main mission of your job?** You are again instructed to choose the one best answer. In our example, the answer selected is "Absolutely critical." This answer is indicated making an 'X' in the circle next to letter, "c". In other words, the answer indicates that you consider working in teams to be an absolutely critical activity for accomplishing the main mission of your job.

Supervision RECEIVED		Y E S	How CLOSE is this supervision? (Choose the one best answer)	How CRITICAL is this supervision to accomplishing the main mission of your job? (Choose the one best answer)						
			a. Major and minor job duties are monitored almost constantly b. Major and minor job duties are monitored regularly c. Only major job duties are monitored regularly d. Major job duties are monitored infrequently e. Almost no monitoring of job duties	Minor	Necessary	Critical				
1.	Your immediate supervisor?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
2.	Other supervisors in your OWN organization?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
3.	Other people who are NOT employees of your own organization (outside auditors, government inspectors, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c

Supervision GIVEN

Do you **DIRECTLY SUPERVISE** the work or activities of ...

			Minor	Necessary	Critical					
4.	Individuals who are in custody (e.g. inmates, prisoners, detainees)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
5.	Laborers (do NOT include workers directly involved in machine operations, manufacturing, production, or processing)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
6.	Workers directly involved in machine operations, manufacturing, production, or processing (and NOT counted in Laborers, above)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
7.	Union stewards or representatives?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
8.	Personal services employees (waiters, barbers, maids, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
9.	Clerical or support staff?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
10.	Marketing or sales employees?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
11.	Technical specialist or professional employees who DO NOT themselves have formal supervisory responsibilities?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
12.	Technical specialist or professional employees who DO have formal supervisory responsibilities?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
13.	First-line supervisors?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
14.	Mid-level managers (department managers, area managers, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
15.	Upper-level managers or executives (regional managers, VPs city managers, CEOs etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c

Section 4: Knowledge Areas & Occupational Skills

This section of the questionnaire describes the knowledge and skills you use to perform your job. Describe only those that are REQUIRED to perform your job; do NOT rate knowledge or skill areas you possess, but which are not REQUIRED for this job.

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas	If Yes, how OFTEN do you use this knowledge or skill? Choose the one best answer.	How CRITICAL is having this knowledge or skill to accomplishing the main mission of your job? Choose the one best answer.	Were you required to possess this knowledge BEFORE starting your job?	How did you ACQUIRE this knowledge? Choose all that apply.
<p>On this job, do you use knowledge or skill in the general category of...</p> <p>If yes, rate the sub-areas to the right. If no, go to the next general category.</p>	<p>Does the job require use of KNOWLEDGE or SKILL in...</p> <p>Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.</p>	<p>f. Constantly to hourly g. Every few hours to daily h. Every few day to weekly i. Every few weeks to monthly j. Every few months to yearly</p> <p>Hourly Daily Weekly Monthly Yearly</p>	<p>a. Part of my job, but of relatively minor importance b. Necessary, but not critical c. Absolutely critical</p> <p>Minor Necessary Critical</p>	<p>a. No b. Yes</p> <p>No Yes</p>	<p>a. On the job (OTJ) experience (on this job or a previous job) b. Formal on the job training or education program c. School, university, college, trade, or vocational technical school</p> <p>OTJ Training School</p>
<p>Animal Management</p>	1. <input type="radio"/> Animal Caretaking	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	2. <input type="radio"/> Animal Husbandry, Breeding, or Training	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	3. <input type="radio"/> Fish, Game, Wildlife Management/Conservation	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	4. <input type="radio"/> Veterinary Medicine	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
<p>Architecture</p>	5. <input type="radio"/> Architecture (not including Landscape Architecture, Interior Design)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	6. <input type="radio"/> Landscape Architecture	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	7. <input type="radio"/> Interior Design	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
<p>Art</p>	8. <input type="radio"/> Fine Art, Art History	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	9. <input type="radio"/> Theater/Drama/Dance	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	10. <input type="radio"/> Visual/Graphic Art – Including Painting, Printmaking, Drawing, Photography, Sculpture, Ceramics, Sewing, Weaving, Lettering, Design, Packaging, Drafting	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
<p>Business Administration— Finance and Accounting</p>	11. <input type="radio"/> Accounting	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	12. <input type="radio"/> Auditing, Appraisal	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	13. <input type="radio"/> Banking	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	14. <input type="radio"/> Budgeting	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	15. <input type="radio"/> Cash Management	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	16. <input type="radio"/> Commerce, Trade, International Trade	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	17. <input type="radio"/> Insurance	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	18. <input type="radio"/> Investments	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	19. <input type="radio"/> Purchasing/Procurement	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	20. <input type="radio"/> Real Estate	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
21. <input type="radio"/> Tax	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	
<p>Business Administration— Human Resources/ Personnel</p>	22. <input type="radio"/> Benefits, Worker's Compensation	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	23. <input type="radio"/> Employee Supervision And Development Including Motivation, Leadership, Performance Appraisal, Training, Career Pathing, Staffing, Organizational Development	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	24. <input type="radio"/> Employee/Labor Relations, Collective Bargaining	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	25. <input type="radio"/> Job Analysis, Classification, Compensation	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	26. <input type="radio"/> Occupational Health And Safety	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas	If Yes, how OFTEN do you use this knowledge or skill? Choose the one best answer.	How CRITICAL is having this knowledge or skill to accomplishing the main mission of your job? Choose the one best answer.	Were you required to possess this knowledge BEFORE starting your job?	How did you ACQUIRE this knowledge? Choose all that apply.
<p>On this job, do you use knowledge or skill in the general category of...</p> <p>If yes, rate the sub-areas to the right. If no, go to the next general category.</p>	<p>Does the job require use of KNOWLEDGE or SKILL in...</p> <p>Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.</p>	<p>f. Constantly to hourly g. Every few hours to daily h. Every few day to weekly i. Every few weeks to monthly j. Every few months to yearly</p> <p>Hourly Daily Weekly Monthly Yearly</p>	<p>a. Part of my job, but of relatively minor importance b. Necessary, but not critical c. Absolutely critical</p> <p>Minor Necessary Critical</p>	<p>a. No b. Yes</p> <p>No Yes</p>	<p>a. On the job (OTJ) experience (on this job or a previous job) b. Formal on the job training or education program c. School, university, college, trade, or vocational technical school</p> <p>OTJ Training School</p>
	<p>27. <input type="radio"/> Selection, including Recruitment, Interviewing, Testing, Placement, Hiring</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c <input type="radio"/>d <input type="radio"/>e</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>	<p><input type="radio"/>a <input type="radio"/>b</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas	If Yes, how OFTEN do you use this knowledge or skill? Choose the one best answer.	How CRITICAL is having this knowledge or skill to accomplishing the main mission of your job? Choose the one best answer.	Were you required to possess this knowledge BEFORE starting your job?	How did you ACQUIRE this knowledge? Choose all that apply.
On this job, do you use knowledge or skill in the general category of... <small>If yes, rate the sub-areas to the right. If no, go to the next general category.</small>	Does the job require use of KNOWLEDGE or SKILL in... <small>Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.</small>	a. Constantly to hourly b. Every few hours to daily c. Every few day to weekly d. Every few weeks to monthly e. Every few months to yearly Hourly Daily Weekly Monthly Yearly	a. Part of my job, but of relatively minor importance b. Necessary, but not critical c. Absolutely critical Minor Necessary Critical	a. No b. Yes No Yes	a. On the job (OTJ) experience (on this job or a previous job) b. Formal on the job training or education program c. School, university, college, trade, or vocational technical school OTJ Training School
Business Administration—Management and Production	28. <input type="radio"/> Inventory Control, Warehousing	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	29. <input type="radio"/> Manufacturing/Industrial Production Management	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	30. <input type="radio"/> Operations Research, Quality Control, Systems Analysis	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	31. <input type="radio"/> Organization Strategic Planning	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	32. <input type="radio"/> Private Sector Administration	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	33. <input type="radio"/> Project/Program/Grant Management, Contract Compliance	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	34. <input type="radio"/> Public Sector Administration (e.g. municipal, police, hospital)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	35. <input type="radio"/> Records Control, Bookkeeping	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Business Administration—Sales and Marketing	36. <input type="radio"/> Marketing, Market Research, Pricing	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	37. <input type="radio"/> Merchandising, Retailing, Wholesaling, Distribution	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	38. <input type="radio"/> Promotion, Advertising	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	39. <input type="radio"/> Sales	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Computer Science	40. <input type="radio"/> CASE Tool Analysis	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	41. <input type="radio"/> Computer Architecture/Software Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	42. <input type="radio"/> Computer Based Training Programming	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	43. <input type="radio"/> Database Administration	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	44. <input type="radio"/> Data Modeling	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	45. <input type="radio"/> Computer Operations	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	46. <input type="radio"/> Geographic Information Systems	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	47. <input type="radio"/> Help Desk Analysis	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	48. <input type="radio"/> Information Technology Project Management	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	49. <input type="radio"/> Internet/Web Design	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	50. <input type="radio"/> Network Management	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	51. <input type="radio"/> Programming	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	52. <input type="radio"/> Telecommunications Design/Management	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas	If Yes, how OFTEN do you use this knowledge or skill? Choose the one best answer.	How CRITICAL is having this knowledge or skill to accomplishing the main mission of your job? Choose the one best answer.	Were you required to possess this knowledge BEFORE starting your job?	How did you ACQUIRE this knowledge? Choose all that apply.
<p>On this job, do you use knowledge or skill in the general category of... If yes, rate the sub-areas to the right. If no, go to the next general category.</p>	<p>Does the job require use of KNOWLEDGE or SKILL in... Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.</p>	<p>k. Constantly to hourly l. Every few hours to daily m. Every few day to weekly n. Every few weeks to monthly o. Every few months to yearly</p> <p>Hourly Daily Weekly Monthly Yearly</p>	<p>d. Part of my job, but of relatively minor importance e. Necessary, but not critical f. Absolutely critical</p> <p>Minor Necessary Critical</p>	<p>c. No d. Yes</p> <p>No Yes</p>	<p>d. On the job (OTJ) experience (on this job or a previous job) e. Formal on the job training or education program f. School, university, college, trade, or vocational technical school</p> <p>OTJ Training School</p>
<p>Construction Trades and Structural Work</p>	53. <input type="radio"/> Bricklaying, Stonemasonry, Tilesetting	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	54. <input type="radio"/> Carpentry	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	55. <input type="radio"/> Concrete Masonry, Concrete/Asphalt Work	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	56. <input type="radio"/> Drywalling	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	57. <input type="radio"/> Electrical	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	58. <input type="radio"/> Flooring	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	59. <input type="radio"/> Glazing	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	60. <input type="radio"/> Heating, ventilation, air conditioning, refrigeration	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	61. <input type="radio"/> Insulation	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	62. <input type="radio"/> Painting, Paperhanging	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	63. <input type="radio"/> Plastering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	64. <input type="radio"/> Plumbing, Pipefitting	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	65. <input type="radio"/> Roofing	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	66. <input type="radio"/> Sheet-metal Work	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
67. <input type="radio"/> Structural And Reinforcing Ironwork	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	
<p>Education and Training</p>	68. <input type="radio"/> Curriculum/Instruction—Elementary/Secondary	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	69. <input type="radio"/> Curriculum/Instruction—College/University	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	70. <input type="radio"/> Curriculum/Instruction—Vocational/Trades	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	71. <input type="radio"/> Special Education	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	72. <input type="radio"/> Education Administration	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
<p>Engineering</p>	73. <input type="radio"/> Aerospace Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	74. <input type="radio"/> Biological, Agricultural Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	75. <input type="radio"/> Chemical Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	76. <input type="radio"/> Civil, Environmental Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	77. <input type="radio"/> Electrical, Electronics, Computer Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	78. <input type="radio"/> Industrial, Manufacturing Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	79. <input type="radio"/> Mechanical Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	80. <input type="radio"/> Nuclear Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	81. <input type="radio"/> Petroleum Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	82. <input type="radio"/> Structural Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas	If Yes, how OFTEN do you use this knowledge or skill? Choose the one best answer.	How CRITICAL is having this knowledge or skill to accomplishing the main mission of your job? Choose the one best answer.	Were you required to possess this knowledge BEFORE starting your job?	How did you ACQUIRE this knowledge? Choose all that apply.
<p>On this job, do you use knowledge or skill in the general category of... If yes, rate the sub-areas to the right. If no, go to the next general category.</p>	<p>Does the job require use of KNOWLEDGE or SKILL in... Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.</p>	<p>a. Constantly to hourly b. Every few hours to daily c. Every few day to weekly d. Every few weeks to monthly e. Every few months to yearly</p> <p>Hourly Daily Weekly Monthly Yearly</p>	<p>a. Part of my job, but of relatively minor importance b. Necessary, but not critical c. Absolutely critical</p> <p>Minor Necessary Critical</p>	<p>a. No b. Yes</p> <p>No Yes</p>	<p>a. On the job (OTJ) experience (on this job or a previous job) b. Formal on the job training or education program c. School, university, college, trade, or vocational technical school</p> <p>OTJ Training School</p>
English Language	83. <input type="radio"/> English Language	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	84. <input type="radio"/> English Literature	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Food Services	85. <input type="radio"/> Culinary Arts/Food Preparation-Including Baking, Cooking, Handling, Storage, Decoration	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	86. <input type="radio"/> Culinary Arts/Meal Planning	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	87. <input type="radio"/> Food Delivery, Distribution	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	88. <input type="radio"/> Food Service	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	89. <input type="radio"/> Nutrition, Dietetics, Food Science, & Technology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Foreign Languages (i.e., languages other than English, NOT including computer languages)	90. <input type="radio"/> Foreign Languages	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	91. <input type="radio"/> Foreign Literature	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Geography	92. <input type="radio"/> Local/Regional – Including Street Addresses, Landmarks	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	93. <input type="radio"/> World	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Health and Human Services	94. <input type="radio"/> Caretaking Services (e.g., elder care, day care)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	95. <input type="radio"/> Mental Health-Counseling, Therapy, Treatment	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	96. <input type="radio"/> Physical Health (Including Speech, Language, Hearing, Vision) – Rehabilitation, Therapy	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	97. <input type="radio"/> Public Health & Safety-Including Investigation/Inspection, Licenses/Registration, Contamination/Disease/Pest Control	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	98. <input type="radio"/> Social Work & Welfare—Including Protective Services, Placement Services, Immigration	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	99. <input type="radio"/> Vocational Counseling, Vocational Rehabilitation, Including Employment Counseling, Habilitation	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas	If Yes, how OFTEN do you use this knowledge or skill? Choose the one best answer.	How CRITICAL is having this knowledge or skill to accomplishing the main mission of your job? Choose the one best answer.	Were you required to possess this knowledge BEFORE starting your job?	How did you ACQUIRE this knowledge? Choose all that apply.
<p>On this job, do you use knowledge or skill in the general category of...</p> <p>If yes, rate the sub-areas to the right. If no, go to the next general category.</p>	<p>Does the job require use of KNOWLEDGE or SKILL in...</p> <p>Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.</p>	<p>a. Constantly to hourly b. Every few hours to daily c. Every few day to weekly d. Every few weeks to monthly e. Every few months to yearly</p> <p>Hourly Daily Weekly Monthly Yearly</p>	<p>a. Part of my job, but of relatively minor importance b. Necessary, but not critical c. Absolutely critical</p> <p>Minor Necessary Critical</p>	<p>a. No b. Yes</p> <p>No Yes</p>	<p>a. On the job (OTJ) experience (on this job or a previous job) b. Formal on the job training or education program c. School, university, college, trade, or vocational technical school</p> <p>OTJ Training School</p>
Life Sciences	100. <input type="radio"/> Agriculture, Agronomy, Horticulture, Forestry, Botany, Mycology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	101. <input type="radio"/> Biology, Biochemistry	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	102. <input type="radio"/> Entomology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	103. <input type="radio"/> Marine Sciences, Oceanography	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	104. <input type="radio"/> Microbiology, Cellular Physiology, Histology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	105. <input type="radio"/> Ornithology, Ethnology, Zoology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Machine Trades	106. <input type="radio"/> Machine Construction And Repair	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	107. <input type="radio"/> Machine Operation	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Mass Communication	108. <input type="radio"/> Journalism, Photojournalism	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	109. <input type="radio"/> Public Relations, Public Information, Tourism	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	110. <input type="radio"/> Publishing	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Materials Processing Work	111. <input type="radio"/> Metalworking Including Welding, Cutting	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	112. <input type="radio"/> Plastic-Working	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	113. <input type="radio"/> Working with materials other than metal or plastic (e.g. wood, clay, stone)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Mathematics and Statistics	114. <input type="radio"/> Mathematics - ONLY Addition And Subtraction	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	115. <input type="radio"/> Mathematics - ONLY Multiplication, Division, Fractions, Decimals, Percentages	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	116. <input type="radio"/> Mathematics and Basic Statistics – including Algebra, Geometry, Univariate Statistics	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	117. <input type="radio"/> Mathematics And Advanced Statistics— including Trigonometry, Calculus, Multivariate Statistics	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Medical Sciences	118. <input type="radio"/> First Aid/Emergency Care (e.g., CPR)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	119. <input type="radio"/> Nursing	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	120. <input type="radio"/> Dentistry	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	121. <input type="radio"/> General Medicine - Practice	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	122. <input type="radio"/> General Medicine-Research	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	123. <input type="radio"/> Specialty Medicine-Practice	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	124. <input type="radio"/> Specialty Medicine-Research--Includes Epidemiology, Bacteriology, Hematology, Parasitology, Serology, Toxicology, Virology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	125. <input type="radio"/> Mortuary Science	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	126. <input type="radio"/> Lab/Medical Technology, Including Radiology, Biomedical Engineering	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Museum, Library, & Archival Sciences	127. <input type="radio"/> Archival Science	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	128. <input type="radio"/> Library Science	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	129. <input type="radio"/> Museum Science	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas	If Yes, how OFTEN do you use this knowledge or skill? Choose the one best answer.	How CRITICAL is having this knowledge or skill to accomplishing the main mission of your job? Choose the one best answer.	Were you required to possess this knowledge BEFORE starting your job?	How did you ACQUIRE this knowledge? Choose all that apply.
<p>On this job, do you use knowledge or skill in the general category of...</p> <p>If yes, rate the sub-areas to the right. If no, go to the next general category.</p>	<p>Does the job require use of KNOWLEDGE or SKILL in... Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.</p>	<p>p. Constantly to hourly q. Every few hours to daily r. Every few day to weekly s. Every few weeks to monthly t. Every few months to yearly</p> <p>Hourly Daily Weekly Monthly Yearly</p>	<p>g. Part of my job, but of relatively minor importance h. Necessary, but not critical i. Absolutely critical</p> <p>Minor Necessary Critical</p>	<p>e. No f. Yes</p> <p>No Yes</p>	<p>g. On the job (OTJ) experience (on this job or a previous job) h. Formal on the job training or education program i. School, university, college, trade, or vocational technical school</p> <p>OTJ Training School</p>
Music	130. <input type="radio"/> Music Education	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	131. <input type="radio"/> Music History	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	132. <input type="radio"/> Music Performance - Including Instrumental or Vocal	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Natural Resource Extraction	133. <input type="radio"/> Forest Logging	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	134. <input type="radio"/> Fuel Extraction	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	135. <input type="radio"/> Minerals Mining	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Parks & Recreation	136. <input type="radio"/> Athletics, Sports, Physical Fitness	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	137. <input type="radio"/> Management Of Parks, Grounds, Recreation Facilities (e.g., swimming pools, ice skating rinks, gyms, tennis courts)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	138. <input type="radio"/> Maintenance Of Parks, Grounds, Recreation Facilities (Including Landscaping, Groundskeeping, Tree Trimming, Weed Control)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Personal Service Work	139. <input type="radio"/> Barbering, Cosmetology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	140. <input type="radio"/> Housekeeping, Custodial, & Domestic Service	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Physical Sciences	141. <input type="radio"/> Astronomy, Meteorology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	142. <input type="radio"/> Chemistry	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	143. <input type="radio"/> Environmental Science	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	144. <input type="radio"/> Geology, Mineralogy, Geophysics, Hydrology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	145. <input type="radio"/> Physics	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Public & Private Law	146. <input type="radio"/> Civil Law-Justice & Investigation – including Business & Employment Law	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Enforcement, Security & Defense	147. <input type="radio"/> Civil Law-Law Enforcement – including Business & Employment Law	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	148. <input type="radio"/> Corrections, Correctional Institutionalization	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	149. <input type="radio"/> Criminal Law—Justice And Investigation	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	150. <input type="radio"/> Criminal Law—Law Enforcement	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	151. <input type="radio"/> Facilities & Property Security	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	152. <input type="radio"/> Fire Protection, Prevention, Suppression	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	153. <input type="radio"/> Military Science & Civil Defense	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas	If Yes, how OFTEN do you use this knowledge or skill? Choose the one best answer.	How CRITICAL is having this knowledge or skill to accomplishing the main mission of your job? Choose the one best answer.	Were you required to possess this knowledge BEFORE starting your job?	How did you ACQUIRE this knowledge? Choose all that apply.
<p>On this job, do you use knowledge or skill in the general category of...</p> <p>If yes, rate the sub-areas to the right. If no, go to the next general category.</p>	<p>Does the job require use of KNOWLEDGE or SKILL in...</p> <p>Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.</p>	<p>p. Constantly to hourly q. Every few hours to daily r. Every few day to weekly s. Every few weeks to monthly t. Every few months to yearly</p> <p>Hourly Daily Weekly Monthly Yearly</p>	<p>g. Part of my job, but of relatively minor importance h. Necessary, but not critical i. Absolutely critical</p> <p>Minor Necessary Critical</p>	<p>e. No f. Yes</p> <p>No Yes</p>	<p>g. On the job (OTJ) experience (on this job or a previous job) h. Formal on the job training or education program i. School, university, college, trade, or vocational technical school</p> <p>OTJ Training School</p>
<p>Public Works & Utilities</p>	<p>154. <input type="radio"/> Electricity, Gas, & Steam</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c <input type="radio"/>d <input type="radio"/>e</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>	<p><input type="radio"/>a <input type="radio"/>b</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>
	<p>155. <input type="radio"/> Mass Transportation, Including Airports, Railroads, Subways, Buses</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c <input type="radio"/>d <input type="radio"/>e</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>	<p><input type="radio"/>a <input type="radio"/>b</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>
	<p>156. <input type="radio"/> Nuclear Power</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c <input type="radio"/>d <input type="radio"/>e</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>	<p><input type="radio"/>a <input type="radio"/>b</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>
	<p>157. <input type="radio"/> Solid Waste</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c <input type="radio"/>d <input type="radio"/>e</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>	<p><input type="radio"/>a <input type="radio"/>b</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>
	<p>158. <input type="radio"/> Streets & Traffic Control Including Roads, Highways, Bridges, Tunnels</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c <input type="radio"/>d <input type="radio"/>e</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>	<p><input type="radio"/>a <input type="radio"/>b</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>
<p>159. <input type="radio"/> Water, Waste Water, Sewage</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c <input type="radio"/>d <input type="radio"/>e</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>	<p><input type="radio"/>a <input type="radio"/>b</p>	<p><input type="radio"/>a <input type="radio"/>b <input type="radio"/>c</p>	

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas	If Yes, how OFTEN do you use this knowledge or skill? Choose the one best answer.	How CRITICAL is having this knowledge or skill to accomplishing the main mission of your job? Choose the one best answer.	Were you required to possess this knowledge BEFORE starting your job?	How did you ACQUIRE this knowledge? Choose all that apply.
<p>On this job, do you use knowledge or skill in the general category of...</p> <p>If yes, rate the sub-areas to the right. If no, go to the next general category.</p>	<p>Does the job require use of KNOWLEDGE or SKILL in...</p> <p>Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.</p>	<p>a. Constantly to hourly b. Every few hours to daily c. Every few day to weekly d. Every few weeks to monthly e. Every few months to yearly</p> <p>Hourly Daily Weekly Monthly Yearly</p>	<p>a. Part of my job, but of relatively minor importance b. Necessary, but not critical c. Absolutely critical</p> <p>Minor Necessary Critical</p>	<p>a. No b. Yes</p> <p>No Yes</p>	<p>a. On the job (OTJ) experience (on this job or a previous job) b. Formal on the job training or education program c. School, university, college, trade, or vocational technical school</p> <p>OTJ Training School</p>
Religion, Theology, Philosophy	160. <input type="radio"/> Philosophy	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	161. <input type="radio"/> Religion & Theology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Social Sciences	162. <input type="radio"/> Archeology, Anthropology, History	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	163. <input type="radio"/> Economics	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	164. <input type="radio"/> Political Science	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	165. <input type="radio"/> Psychology, Human Development, Human Factors	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	166. <input type="radio"/> Sociology	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	167. <input type="radio"/> Urban Planning & Renewal Including Land Use & Community Development	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Spoken & Expressive Communications	168. <input type="radio"/> American Sign Language	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	169. <input type="radio"/> Public Speaking	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Surveying	170. <input type="radio"/> Cartography	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	171. <input type="radio"/> Surveying	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Telecommunications	172. <input type="radio"/> Communication, Telecommunication Systems (e.g., Radio, Telephone, Teletype, Public Address Systems)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	173. <input type="radio"/> Broadcasting (e.g., Audio, TV, Radio, Firm)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Transportation	174. <input type="radio"/> Motor/Road Transportation	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	175. <input type="radio"/> Rail Transportation	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	176. <input type="radio"/> Water, Air Transportation	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
Written Communications	177. <input type="radio"/> Word Processing, Typing	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	178. <input type="radio"/> Writing, Editing—Business Text (e.g., letters, memos)-Includes Stenography, Dictation, Speedwriting	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	179. <input type="radio"/> Writing, Editing—Financial Text (e.g., ledgers, spreadsheets)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	180. <input type="radio"/> Writing, Editing—Legal Text (e.g., contracts, briefs)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	181. <input type="radio"/> Writing, Editing—Medical Text (e.g., medical records, medication orders)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	182. <input type="radio"/> Writing, Editing—Schematic Text (e.g., plans, blueprints, layouts)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
	183. <input type="radio"/> Writing, Editing—Scientific text (e.g., research articles)	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c

Section 5: Using Language

This section of the questionnaire describes the language(s) you use to perform your job. Describe only language(s) REQUIRED to perform your job; do NOT rate languages you may know, but which are not required on this job.

In performing your job, do you . . .

(If yes, mark the circle to the right and answer the multiple choice questions)

		Y E S	If yes, how OFTEN do you perform this activity? Choose the one best answer.					How CRITICAL is this activity to accomplishing the main mission of your job? Choose the one best answer.			Could you perform your job if you COULD NOT do this activity? Choose the one best answer.			What do you DO with this language? Choose all that apply.				
			Hour	Day	Week	Month	Year	Minor	Necessary	Critical	No	Yes	?	Write	Trans.	Edit	Sum	Copy
1.	Use SPOKEN words in English?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
2.	Use WRITTEN words in English?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
3.	Use SPOKEN words in a language other than English (do NOT include computer languages)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
4.	Use WRITTEN words in a language other than English (do NOT include computer languages)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
5.	Use computer programming languages designed to produce executable programs or applications (COBOL, C, Java, BASIC, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
6.	Use computer languages that do NOT produce executable programs (database queries, macros, document markup languages, HTML, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e

SECTION 6: Using Sight, Visual Information, and Other Senses

This section of the questionnaire describes the ways you use sight, visual information and your other senses to perform your job. Describe only activities that are REQUIRED to perform your job.

In performing your job, do you . . .

(If yes, mark the circle to the right and answer the multiple choice questions)

		Y E S	If yes, how OFTEN do you perform this activity? Choose the one best answer.					How CRITICAL is this activity to accomplishing the main mission of your job? Choose the one best answer.			Could you perform your job if you COULD NOT do this activity? Choose the one best answer.		
			Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical	No	Yes	?
1.	Use pictures, drawings, patterns, and graphs?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
2.	Use blueprints, maps, or similar documents?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
3.	Use displays, gauges, meters, or measuring instruments?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
4.	Observe the quantity or quality of materials or supplies?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
5.	Observe the PHYSICAL qualities of people or animals?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
6.	Observe the BEHAVIORS and actions of people or animals?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
7.	Observe the operation and performance of machines or equipment?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
8.	Use sight to see EXTREMELY SMALL details of CLOSE (arm's length or closer) objects?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
9.	Use sight to see details of DISTANT (farther than arm's length) objects?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
10.	Use sight to see differences in COLORS?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
11.	Use sight to see differences in PATTERNS or SHAPES?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
12.	Use sight to notice CHANGING EVENTS in the work environment?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
13.	Use sight to focus on an object under bright or glare lighting?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
14.	Use sight to see differences in the distance of objects?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
15.	Use sight to see objects to the side while looking forward?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
16.	Use sight to detect objects when there is low light?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
17.	Use hearing to identify and understand the speech of people?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
18.	Use hearing to identify the direction of a sound?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
19.	Use hearing to focus on one sound among many?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
20.	Use hearing to listen for differences in TONES or SOUND PATTERNS in the work environment?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
21.	Use hearing to listen for differences in LOUDNESS of sounds in the work environment?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
22.	Use hearing to notice CHANGING EVENTS in the work environment?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
23.	Use the sense of TASTE when dealing with materials in the work environment?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c

24.	Use the sense of SMELL when dealing with the work environment (only describe smells you MUST detect or evaluate to perform your job)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e		<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c		<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
25.	Use the sense of TOUCH to detect or evaluate objects in the work environment?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e		<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c		<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c

Section 7: Managerial & Business Decisions		Y E S	If yes, how OFTEN do you perform this activity? Choose the one best answer.					What is your role in MAKING these decisions? Choose the most typical answer.					What is the HIGHEST level that is DIRECTLY affected by these decisions? Choose the one best answer.					What is your role in IMPLEMENTING these decisions? Choose all that apply.				
This section of the questionnaire describes the managerial & business decisions you make when performing your job. Describe only decisions that are REQUIRED to perform your job.			a. Constantly to hourly b. Every few hours to daily c. Every few days to weekly d. Every few weeks to monthly e. Every few months to yearly					a. I have final approval authority for this decision b. I make the decision typically without changes from my supervisor c. I make the decision but need my supervisor's approval d. I give recommendations to the decision-makers e. I provide information or input to the decision-makers					a. Individual employees b. Individual work groups, teams, or projects c. Entire departments d. Entire divisions or regions e. The entire organization or parent corporation					a. None; others are responsible b. I delegate the implementation to others c. I work with people who do NOT report to me when implementing d. I work with other people who DO report to me directly to me when implementing e. I implement them myself				
Are you involved in the MAKING of decisions regarding . . . (If yes, mark the circle to the right and answer the multiple choice questions)																						
Managing FINANCIAL Resources		Hour Day Week Month Year																				
1.	Setting or changing the size of budgets?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
2.	Purchasing materials or supplies?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
3.	Purchasing capital equipment or facilities?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
4.	Managing investments or cash flow?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
Managing HUMAN Resources																						
5.	Increasing or decreasing the number of employees?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
6.	Increasing or decreasing employee salaries or benefits?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
7.	Establishing or changing the lines of authority or supervision?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
8.	Establishing or changing work procedures or policies?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
9.	Assigning employee responsibilities?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
Managing OPERATIONS and PRODUCTION																						
10.	Determining the kinds of equipment used in, or the process of, production?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
11.	Modifying or improving operations?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
12.	Evaluating the effectiveness of operations?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
13.	Setting or changing short-term performance goals?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
14.	Setting or changing annual (or longer-term) performance goals?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
Setting LONG-TERM BUSINESS STRATEGIES																						
15.	Taking on a new project?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
16.	Adding a new product or product line?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
17.	Changing the types or levels of services offered to customers or clients?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
18.	Shutting-down or phasing out segments of current operations?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
19.	Discontinuing products?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
20.	Discontinuing services?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
21.	Closing-down or abandoning projects?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
22.	Acquiring existing businesses?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
23.	Starting-up new businesses or subsidiaries?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
24.	Selling businesses or subsidiaries owned by your organization?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e

Section 8: Internal Contacts		Y E S	If Yes, how OFTEN is this activity performed on your job? Choose the one best answer.					Who INITIATES these contacts? Choose the one best answer.			What do you DO for or with them? Choose all that apply.												
This section of the questionnaire asks questions regarding the contacts you have with people who are IN YOUR OWN ORGANIZATION . Describe only those contacts that you HAVE TO CONTACT in order to perform the job. WITHIN your organization, do you contact . . . (If yes, mark the circle to the right and answer the multiple choice questions)			Hour	Day	Week	Month	Year	I	They	Varies	a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	k.	l.	m.
1.	People who are in custody (e.g., Inmates, prisoners, detainees)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
2.	Laborers (do NOT include workers directly involved in machine operations, manufacturing, production, or processing)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
3.	Workers involved in machine operations, manufacturing, production, or processing?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
4.	Union stewards or representatives?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
5.	Personal services employees (e.g., waiters, barbers, maids, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
6.	Clerical or support staff?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
7.	Marketing or sales employees?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
8.	Technical specialists or professional employees who do NOT have formal supervisory responsibilities?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
9.	Technical specialists or professional employees who DO have formal supervisory responsibilities?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
10.	First-line supervisors?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
11.	Mid-level managers (department managers, area managers, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
12.	Upper-level managers or executives (regional managers, V.P.'s, city managers, CEO's, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m

Section 9: External Contacts		Y E S	If Yes, how OFTEN is this activity performed on your job? Choose the one best answer.					Who INITIATES these contacts? Choose the one best answer.			What do you DO for or with them? Choose all that apply.												
This section of the questionnaire asks questions regarding the contacts you have with people who are OUTSIDE of your organization . Describe only those contacts that you HAVE TO CONTACT in order to perform your job. Do you contact people OUTSIDE your organization who are . . . (If yes, mark the circle to the right and answer the multiple choice questions)			Hour	Day	Week	Month	Year	I	They	Varies	a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	k.	l.	m.
1.	Infants, children, or juveniles?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
2.	Students?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
3.	Customers or clients?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
4.	The public or job applicants?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
5.	Members of the press or news media?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
6.	Government or regulatory officials?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
7.	Suppliers or sales representatives?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
8.	Contractors, subcontractors, consultants, or agents?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
9.	Unions or special interest groups?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
10.	Civic, community, or charitable organizations?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
11.	Non-managerial employees of OTHER organizations?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
12.	Managerial employees of OTHER organizations?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m
13.	Executives of OTHER organizations?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j	<input type="radio"/> k	<input type="radio"/> l	<input type="radio"/> m

Section 10: Meetings You Attend

Attending Meetings INITIATED by OTHER PEOPLE

This section of the questionnaire asks questions regarding the meetings you attend that are INITIATED BY OTHERS. Describe only those meetings that you HAVE TO ATTEND in order to perform the job.

In order to perform your job, do you ATTEND meetings to . . . (If yes, mark the circle to the right and answer the multiple choice questions)

**Y
E
S**

If Yes, How OFTEN?
Choose the one best answer.

- a. Constantly to hourly
- b. Every few hours to daily
- c. Every few days to weekly
- d. Every few weeks to monthly
- e. Every few months to yearly

Hourly Daily Weekly Monthly Yearly

Who from YOUR AREA of the organization attends? Choose all that apply.

- a. Non-supervisory employees
- b. Professional or technical employees
- c. First-line supervisors or mid-level managers
- d. Senior management or executives

Non-sup. Prof/Tech Super/Mngrs Sr. Mngrs

Who from OUTSIDE YOUR AREA of the organization attends? Choose all that apply.

- a. Non-supervisory employees
- b. Professional or technical employees
- c. First-line supervisors or mid-level managers
- d. Senior management or executives

Non-sup. Prof/Tech Super/Mngrs Sr. Mngrs

Who from OUTSIDE YOUR ORGANIZATION attends? Choose all that apply.

- a. Non-supervisory employees
- b. Technical specialists
- c. Professional workers
- d. Supervisors or mid-level managers
- e. Senior management or executives
- f. Regulatory officials
- g. Non-regulatory government officials
- h. The press or new media
- i. The public
- j. Customers or clients

1.	Consult or give specialized information?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
2.	Informally exchange information or ideas?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
3.	Formally exchange information or ideas?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
4.	Coordinate or schedule work activities?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
5.	Deliver or receive training, instruction, or education?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
6.	Supervise or evaluate projects or people?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
7.	Persuade or sell?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
8.	Formally bargain or negotiate?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
9.	Resolve conflicts or disputes?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
10.	Evaluate options or make a decision?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
11.	Diagnose or solve problems?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
12.	Set policies, rules, or procedures?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j

Section 11: Meetings You Chair or Initiate

CHAIRING or INITIATING Meetings

This section of the questionnaire asks questions regarding the meetings you INITIATE or CHAIR. Describe only those meetings that YOU CHAIR or INITIATE in order to perform the job.

In order to perform your job, do you CHAIR or INITIATE meetings to . . . (If yes, mark the circle to the right and answer the multiple choice questions)

**Y
E
S**

If Yes, How OFTEN?
Choose the one best answer.

- a. Constantly to hourly
- b. Every few hours to daily
- c. Every few days to weekly
- d. Every few weeks to monthly
- e. Every few months to yearly

Hourly Daily Weekly Monthly Yearly

Who from YOUR AREA of the organization attends? Choose all that apply.

- a. Non-supervisory employees
- b. Professional or technical employees
- c. First-line supervisors or mid-level managers
- e. Senior management or executives

Non-sup. Prof/Tech Super/Mngrs Sr. Mngrs

Who from OUTSIDE YOUR AREA of the organization attends? Choose all that apply.

- a. Non-supervisory employees
- b. Professional or technical employees
- c. First-line supervisors or mid-level managers
- d. Senior management or executives

Non-sup. Prof/Tech Super/Mngrs Sr. Mngrs

Who from OUTSIDE YOUR ORGANIZATION attends? Choose all that apply.

- a. Non-supervisory employees
- b. Technical specialists
- c. Professional workers
- d. Supervisors or mid-level managers
- e. Senior management or executives
- f. Regulatory officials
- g. Non-regulatory government officials
- h. The press or new media
- i. The public
- j. Customers or clients

1.	Consult or give specialized information?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
2.	Informally exchange information or ideas?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
3.	Formally exchange information or ideas?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
4.	Coordinate or schedule work activities?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
5.	Deliver or receive training, instruction, or education?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
6.	Supervise or evaluate projects or people?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
7.	Persuade or sell?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
8.	Formally bargain or negotiate?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
9.	Resolve conflicts or disputes?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
10.	Evaluate options or make a decision?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j
11.	Diagnose or solve problems?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f	<input type="radio"/> g	<input type="radio"/> h	<input type="radio"/> i	<input type="radio"/> j

Section 12: Required Physical Activities This section of the questionnaire describes the physical activities you perform on your job. Describe only activities that are REQUIRED to perform your job; do NOT rate activities you can perform, but that are not required on this job. In performing your job, do you... (If yes, mark the circle to the right and answer the multiple choice questions)		Y E S	If Yes, how OFTEN is this activity performed on your job? Choose the one best answer. a. Constantly to hourly b. Every few hours to daily c. Every few days to weekly d. Every few weeks to monthly e. Every few months to yearly	How CRITICAL is this to accomplishing the main mission of your job? Choose the one best answer. a. Part of my job, but of relatively minor importance b. Necessary, but not critical c. Absolutely critical	Could you perform your job if you COULD NOT do this activity? Choose the one best answer. a. No, ALL employees doing this job MUST be able to do this b. Yes, it is not ESSENTIAL to being able to perform this job c. I don't know
			Hourly Daily Weekly Monthly Yearly	Minor Necessary Critical	No Yes ?
1.	Kneel, crouch, or crawl?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
2.	Sit for long periods?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
3.	Stand for long periods?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
4.	Walk while working?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
5.	Run?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
6.	Climb staircases, ramps, or similar building features?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
7.	Climb ladders, scaffolding, etc.?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
8.	Climb without the aid of staircases, ladders, scaffolding, etc.?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
9.	Coordinate eyes, ears, hands, and feet?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
10.	Make precise arm-hand movements?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
11.	Make precise finger movements?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
12.	Move and coordinate individual fingers?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
13.	Maintain arm-hand steadiness?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
14.	Make fast arm movements?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
15.	Lift 10-20 lbs. by hand?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
16.	Lift 21-50 lbs. by hand?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
17.	Lift 51-100 lbs. by hand?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
18.	Lift over 100 lbs. by hand?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
19.	Carry 10-20 lbs. by hand for short distances (less than 50 ft.)?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
20.	Carry 21-50 lbs. by hand for short distances (less than 50 ft.)?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
21.	Carry 51-100 lbs. by hand for short distances (less than 50 ft.)?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
22.	Carry over 100 lbs. by hand for short distances (less than 50 ft.)?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
23.	Carry 10-20 lbs. by hand for long distances (more than 50 ft.)?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
24.	Carry 21-50 lbs. by hand for long distances (more than 50 ft.)?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
25.	Carry 51-100 lbs. by hand for long distances (more than 50 ft.)?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
26.	Carry over 100 lbs. by hand for long distances (more than 50 ft.)?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
27.	Push or pull light-weight objects (10-20 lbs.) by hand?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
28.	Push or pull medium-weight objects (21-50 lbs.) by hand?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
29.	Push or pull heavy-weight objects (51-100 lbs.) by hand?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
30.	Push or pull very heavy objects (over 100 lbs.) by hand?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
31.	Make rapid or repeated movements involving your whole body?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
32.	Make repeated exertions of significant physical force?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
33.	Make short bursts of maximum physical effort?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c
34.	Exert sustained physical effort for long periods?	<input type="radio"/>	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c	<input type="radio"/> a <input type="radio"/> b <input type="radio"/> c

Section 12 (continued): Required Physical Activities In performing your job, do you... (If yes, mark the circle to the right and answer the multiple choice questions)		<input type="radio"/>	If Yes, how OFTEN is this activity performed on your job? Choose the one best answer.					How CRITICAL is this to accomplishing the main mission of your job? Choose the one best answer.			Could you perform your job if you COULD NOT do this activity? Choose the one best answer.		
			f. Constantly to hourly	g. Every few hours to daily	h. Every few days to weekly	i. Every few weeks to monthly	j. Every few months to yearly	d. Part of my job, but of relatively minor importance	e. Necessary, but not critical	f. Absolutely critical	d. No, ALL employees doing this job MUST be able to do this	e. Yes, it is not ESSENTIAL to being able to perform this job	f. I don't know
			Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical	No	Yes	?
35.	Move or find objects without seeing them?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
36.	Maintain or regain your balance?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
37.	Extend, twist, or stretch your body for SHORT PERIODS of time?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
38.	Extend, twist, or stretch your body for LONG PERIODS of time?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
39.	Make repeated movements or exertions involving the abdomen and lower back?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
40.	Make quick foot, hand, or finger movements in response to a signal, display, or similar event?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
41.	Observe more than one signal, display, or similar source of information and quickly choose the movement or response needed?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
42.	Coordinate arms and legs?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c

Section 13: Equipment, Machine, and Tool Use This section of the questionnaire describes the equipment, machines, and tools you use when performing your job. Describe only activities that are REQUIRED to perform your job. In order to perform you job, DO YOU USE or do you OVERSEE the use of . . . (If yes, mark the circle to the right and answer the multiple choice questions)	Y E S	If Yes, how OFTEN? Choose the one best answer.	What are the MOST LIKELY results of IMPROPER use of this equipment on Property? Choose the one best answer.	What are the MOST LIKELY results of IMPROPER use of this equipment on People? Choose the one best answer.	Could you perform your job if you COULD NOT do this activity? Choose the one best answer.	What do YOU do with this equipment? Choose all that apply.
		a. Constantly to hourly b. Every few hours to daily c. Every few days to weekly d. Every few weeks to monthly e. Every few months to yearly	a. No damage to equipment b. Minor damage to equipment c. Moderate damage to equipment d. Serious damage to equipment e. Total destruction of equipment	a. No injuries or lost work time b. Minor injuries with no lost work time c. Serious injuries requiring medical treatment and lost work time d. Permanently disabling or life-threatening injuries e. Death to myself or others	a. No, ALL employees doing this job MUST be able to do this b. Yes, it is not ESSENTIAL to be able to do this c. I don't know	a. I operate or control it b. I test, debug, or diagnose problems with it c. I start, stop, monitor, or adjust its operation d. I feed materials into or remove materials from the equipment e. I supervise, direct, correct, or train other people who use it f. I assemble, disassemble, or repair it

COMPUTERS and OFFICE EQUIPMENT		Hourly Daily Weekly Month Yearly					No	Yes	?				
1.	Personal Computers (including peripherals such as printers, plotters, scanners, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
2.	Mainframe or other multi-use computers (including peripherals such as printers, plotters, tapedrives etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
3.	Other keyboard equipment (typewriter, calculator, adding machine, cash register, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
4.	Standard office equipment (copier, telephone, fax, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f

STATIONARY MACHINES		Hourly Daily Weekly Month Yearly					No	Yes	?				
5.	Cutting, welding, or forming machines?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
6.	Grinding, polishing, honing, pressing, or milling machines?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
7.	Drilling machines?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
8.	Canning, bottling, or packaging machines?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
9.	Printing presses or similar machines (do NOT include office copiers, duplicators, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
10.	Other machines that MOVE material, liquids, or gases (cranes, conveyors, pumps, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
11.	Other machines that PROCESS or CHANGE material, liquids, or gases (robots, scrubbers, boilers, dryers, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
12.	Technical, scientific, or medical machines (radar, x-ray, sonar, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f

MOBILE TOOLS and VEHICLES		Hourly Daily Weekly Month Yearly					No	Yes	?				
13.	Mobile MANUALLY-powered tools or equipment (wheelbarrow, hand truck, cart, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
14.	Mobile POWERED tools or equipment (lawn mower, floor polisher, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
15.	Light highway vehicles (car, van, pick-up, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
16.	Heavy Highway vehicles (bus, truck with more than 2 axles, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
17.	Off-road vehicles (bulldozer, tractor, grader, loader, dump truck, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
18.	Utility vehicles (fork lift, baggage cart, golf cart, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
19.	Air vehicles (planes, helicopters, gliders, etc.)? Do NOT count simply being a passenger in one.	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
20.	Water vehicles (motorboat, rowboat, etc.)? Do NOT count simply being a passenger in one.	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f

Section 13: (continued) Equipment, Machine, and Tool Use In order to perform your job, DO YOU USE or do you OVERSEE the use of . . . (If yes, mark the circle to the right and answer the multiple choice questions)	Y E S	If Yes, how OFTEN? Choose the one best answer.	What are the MOST LIKELY results of IMPROPER use of this equipment on Property? Choose the one best answer.	What are the MOST LIKELY results of IMPROPER use of this equipment on People? Choose the one best answer.	Could you perform your job if you COULD NOT do this activity? Choose the one best answer.	What do YOU do with this equipment? Choose all that apply.
		a. Constantly to hourly b. Every few hours to daily c. Every few days to weekly d. Every few weeks to monthly e. Every few months to yearly	a. No damage to equipment b. Minor damage to equipment c. Moderate damage to equipment d. Serious damage to equipment e. Total destruction of equipment	a. No injuries or lost work time b. Minor injuries with no lost work time c. Serious injuries requiring medical treatment and lost work time d. Permanently disabling or life-threatening injuries e. Death to myself or others	a. No, ALL employees doing this job MUST be able to do this b. Yes, it is not ESSENTIAL to be able to do this c. I don't know	a. I operate or control it b. I test, debug, or diagnose problems with it c. I start, stop, monitor, or adjust its operation d. I feed materials into or remove materials from the equipment e. I supervise, direct, correct, or train other people who use it f. I assemble, disassemble, or repair it

HAND-HELD TOOLS and WEAPONS		Hourly	Daily	Weekly	Month	Yearly	No	Yes	?				
21.	Electrically powered tools (hand-held drill, soldering iron, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
22.	Short-handled tools (paint brush, hammer, knife, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
23.	Long-handled tools (rake, mop, shovel, broom, hoe, pick, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
24.	Measuring devices (ruler, micrometer, thermometer, tape measure, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
25.	Specialized drawing or writing devices (brushes, templates, drafting tools, pens, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f
26.	Handguns, shotguns, or other weapons?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> f

Section 14: Environmental Conditions This section of the questionnaire describes your working environment, including exposure to physical risks and hazards. Describe only conditions you are REQUIRED to face when performing your job. As a direct result of your work actions, are you EXPOSED to . . . (If yes, mark the circle to the right and answer the multiple choice questions)		Y E S	If Yes, how OFTEN are you exposed to this on your job? Choose the one best answer.	If YES, what is the MOST LIKELY CONSEQUENCE of this exposure? (Pick the MOST SERIOUS consequence that could reasonably occur). Choose the one best answer.								
			a. Constantly to hourly b. Every few hours to daily c. Every few days to weekly d. Every few weeks to monthly e. Every few months to yearly Hourly Daily Weekly Monthly Yearly	a. No injuries or lost work time b. Minor injuries with no lost work time c. Serious injuries requiring medical treatment and lost work time d. Permanently disabling or life-threatening injuries e. Death of myself others No Minor Serious Permanent Death								
1.	Vibrations?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
2.	Temperatures higher than 90° F?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
3.	Temperatures lower than 60° F?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
4.	Poor lighting?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
5.	Adverse weather conditions (rain, snow, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
6.	Dirty working conditions?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
7.	In- or under-water working spaces?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
8.	Underground working spaces?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
9.	Cramped or confined work spaces?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
10.	Slippery floors or working surfaces?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
11.	Unstable floors or working surfaces?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
12.	High or elevated working surfaces?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
13.	Extremely loud noises at levels that requiring hearing protection?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
14.	Harmful or unpleasant odors (other than cigarette smoke)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
15.	Pollution or foreign substances require protective gear, clothing, or breathing equipment?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
16.	Radiation at levels that require protective gear or monitoring equipment?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
17.	Physical dangers from people (patients, the public, lawbreakers, prisoners, etc.)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
18.	Exposed moving mechanical parts?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
19.	Electrical shock?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
20.	Poisonous or hazardous chemicals?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e
21.	Explosives?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e

Section 15: Other Job Characteristics		Y E S	If Yes, how OFTEN is this characteristic or activity present in your job? Choose the one best answer.					If Yes, how CRITICAL is this to accomplishing the main mission of your job? Choose the one best answer.		
This final section of the survey asks you to describe a number of general characteristics of the job. When answering these questions, make sure that you rate each item as it applies to THIS JOB, and NOT based on how much of each you might PREFER to have.			Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical
Does your job allow you to . . . (If yes, mark the circle to the right and answer the multiple choice questions)										
1.	Determine what methods or equipment YOU will use?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
2.	Determine what methods or equipment OTHERS will use?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
3.	Influence the work activities of others outside your area?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
4.	Control your work pace or schedule of activities?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
5.	Select the projects you work on?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
6.	Use different skills?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
7.	Learn new skills on the job?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
8.	Produce an entirely finished product or perform a complete service?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
Does your job require you to . . .										
9.	Depend on others to complete their work before you can complete your work?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
10.	Complete your work so that others can complete theirs?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
11.	Deal with conflicts between different work goals or projects assigned to you?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
12.	Work with others on common tasks or projects?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
13.	Perform the same mental activities over and over?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
14.	Perform the same physical activities over and over?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
15.	Perform a number of different tasks over time?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
16.	Deal with people who are physically ill or hurt?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
17.	Deal with people who are mentally ill?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
18.	Deal with people who are distressed or upset?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
19.	Deal with people in situations that are highly stressful or difficult for you?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
20.	Deal with people over whom you have no authority?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
21.	Work where you are distracted or interrupted by other people?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
22.	Work under tight time pressures or deadlines?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
Do you learn about your job performance by . . .										
23.	Receiving feedback from your organization's customers or clients?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
24.	Receiving feedback from other employees (other than your supervisor)?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
25.	Receiving feedback from your supervisor?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c
26.	Judging for yourself how well you are performing?	<input type="radio"/>	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c	<input type="radio"/> d	<input type="radio"/> e	<input type="radio"/> a	<input type="radio"/> b	<input type="radio"/> c

Finished: Congratulations! You've reached the end of the Common-Metric System job analysis questionnaire.