The Common-Metric SystemTM 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 SystemTM. 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.

Copyright © 1998 by Personnel Systems & Technologies Corporation. All rights reserved. "CMQ" and "The Common-Metric Questionnaire" are registered trademarks of Personnel Systems & Technologies Corporation. Collect Version 2.0 Build 118

MISSION STATEMENT INSTRUCTIONS FOR JOB INCUMBENTS	Mission Statement Form
In preparation for answering questions about your job, you will need to think about the main mission—or primary purpose—of your job. In your opinion, why do you think your job exists? What is the most important contribution your job makes to your organization?	The MAIN MISSION of this job is:
In thinking about the main mission of your job, it may help to review the following categories of work activities. Review the list, and check those that apply to your job. Consider whether or not any of the categories you checked represent the reason your job exists.	
 Giving supervision to other employees Using specialized knowledge or occupational skills Using English or foreign languages Using computer programming languages Using sight and visual information Using hearing, taste, smell, or touch Managing financial resources Managing human resources Managing operations and production Setting long-term business strategies Contacting or working with other people in your organization Contacting or working with people outside your organization 	
 Attending meetings Chairing or initiating meetings Performing physical work activities Using computers or office equipment Using stationary machines Using mobile tools or vehicles Using hand-held tools or weapons Working in dangerous settings 	
On the form provided, describe the main mission of your job. In your own words, describe the reason you think your job exists. Try to keep your description brief, using only two or three sentences. If you would like feedback or help, you may wish to discuss your Mission Statement with the Project Administrator.	

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.

2. M. I.:	3. Last Name:	4. Age:	5. Type of Rater (check only one):
			O I'm rating my own job
			O I supervise the job being rated
			• I'm a professional job analyst
			O TEAM-based rating of this job
			O Other
8. Gender:	9. I.D. Number (max 9 numbers):	10. Total time you have held THIS	11. Total time you have worked for
O Male		JOD:	this employer:
O Female		Years	Years
		Months	Months
13. Have you ever left, then later retting organization? OT es; O Yes O No	zjoined,		
C	8. Gender: O Male Female I. 13. Have you ever left, then later rethis organization? S; O Yes	8. Gender: 9. I.D. Number (max 9 numbers): O Male O Female Image: Ima	8. Gender: 9. I.D. Number (max 9 numbers): 10. Total time you have held THIS job: O Male Years Years O Female Months Months I.I. 13. Have you ever left, then later rejoined, this organization? Yeas Yeas Yeas Yeas

	Highest Level of Education Earned: neck one only)
0	None
0	8 th Grade or less
0	9 th to 12 th grade
0	High school diploma or GED
0	Voc/tech beyond HS, no degree
0	Some College, no degree
0	2-year college degree
0	Bachelor's degree
0	2 or more Bachelor's degrees
0	Master's degree
0	2 or more Master's degrees
0	Doctoral degree (Ph.D., MD, JD, etc.)
0	2 or more Doctoral degrees

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. D	epartment/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.						
HOURS				TRAVEL						
6. Hours per week worked: Check one only.		7. Who decides how many? Check only	8. Are there seasonal changes in the	9. How much do you travel? Check only one.						
		one.	number of hours you work?							
O Full-time $(35 + hours)$, same number of hours e	ach week	O I work a CONSTANT number of hours	O Yes	O This job does NOT require travelO 1-25 percent travel time						
O Full-time, VARIABLE number of hours each w	week (include overtime and shift work)	each week		O 26-50 percent travel time						
			O No	O 51-75 percent travel time						
O Full-time, TEMPORARY work		O I decide how many hours I work		O 76-100 percent travel time						
• Part-time (less than 35 hours), same number of	hours each week	O My supervisor decides the number of hours I will work each week		If this job requires travel, check one of the following:						
O Part-time, VARIABLE number of hours each w	veek			O This job requires in-town travel WITHOUT overnight stays						
				O This job requires out-of-town travel but NO overnight stays						
				O This job requires overnight trips and travel						
10. Clothing Required: Check all that apply.		11. Licenses or certifications that are REQUIRED to perform this job:	12. Budget (max 10 numbers)	13. Incentive or Bonus Systems: Check all that apply.						
O Business suits or office attire		Check only one.	Size of the ANNUAL amount that YOU are authorized to spend/approve.	O Incentives/bonuses based on THIS worker's performance						
O Work clothing supplied by you, including blue	jeans or overalls	O None		O Incentives/bonuses based on QUALITY of work						
O Work uniform supplied by your employer		O One in professional/specialty area		O Incentives/bonuses based on QUANTITY of work						
O Protective safety gear (hard hats, safety glasses,	special shoes, etc.)	O More than one in one area		O Incentives/bonuses based on GROUP performance (e.g., gainsharing)						
		O One or more in DIFFERENT areas								

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 peopl	Enter the number of people DIRECTLY supervised who are									
NON	N-SUPERVISORY employees									
(max	x 3 numbers, must be between 0 and 500)									
PRC	DFESSIONAL or TECHNICAL SPECIALTY employees									
(max	x 3 numbers, must be between 0 and 500)									
SUP	ERVISORY or MANAGERIAL employees									
(max	x 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	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.

			If Yes, how OFTEN do you Choose the one best answer		his activity?			How CRITICAL is this act your job? Choose the one b
Exa	ample:		a. Constantly to hourlyb. Every few hours to dailc. Every few day to weekl					a. Part of my job, but of relb. Necessary, but not criticac. Absolutely critical
As	part of your job, DO YOU	$\frac{\mathbf{Y}}{\mathbf{E}}$	 d. Every few weeks to mo e. Every few months to ye 	nthly				c. Absolutely critical
(If ye	es, mark the circle to the right and answer the multiple choice questions)	S	Hourly	Daily	Weekly	Monthly	Yearly	Minor
1.	Work in pairs?	0	Oa	Ob	Oc	Od	Oe	Oa
2.	Work in teams?	X	Oa	Ob	Oc	X	Oe	Oa

EXAMPLE

In this example, there are two activity questions:

- 1. 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.
- 2. 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:
- (1) 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.
- (2) 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.

y to accompl	ishing the main mission of
answer	
vely minor im	portance
Necessary	Critical
Ob	Oc
Ob	Xc
	answer vely minor im Necessary

		How CLOSE is this superv	vision? (Choo	se the one be	How CRITICAL is this supervision to accomplishing the main mission of your job? (Choose the one best answer)							
Supervision RECEIVED	$\frac{Y}{E}$	 a. Major and minor job du b. Major and minor job du c. Only major job duties a d. Major job duties are modeled 	uties are mon are monitored	itored regular regularly				 a. Part of my job, but of relatively minor importance b. Necessary, but not critical c. Absolutely critical 				
Is your work REVIEWED BY (If yes, mark the circle to the right and answer the multiple choice questions)	E S	e. Almost no monitoring of				Minor	Necessary	Critical				
1. Your immediate supervisor?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc		
2. Other supervisors in your OWN organization?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc		
Other people who are NOT employees of your own organization (outside3.auditors, government inspectors, etc.)?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc		

Supervision GIVEN

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

			Minor	Neces	ssary Criti	cal		
4.	Individuals who are in custody (e.g. inmates, prisoners, detainees)?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
5.	Laborers (do NOT include workers directly involved in machine operations, manufacturing, production, or processing)?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
6.	Workers directly involved in machine operations, manufacturing, production, or processing (and NOT counted in Laborers, above)?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
7.	Union stewards or representatives?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
8.	Personal services employees (waiters, barbers, maids, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
9.	Clerical or support staff?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
10.	Marketing or sales employees?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
11.	Technical specialist or professional employees who DO NOT themselves have formal supervisory responsibilities?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
12.	Technical specialist or professional employees who DO have formal supervisory responsibilities?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
13.	First-line supervisors?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
14.	Mid-level managers (department managers, area managers, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc
15.	Upper-level managers or executives (regional managers, VPs city managers, CEOs etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa Ob Oc

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		dge or sk	TEN do yc kill? Choos			knowledge of	CAL is having r skill to accor of your job? (wer.	nplishing the	Were you r possess this knowledge starting you	BEFORE		How did you ACQUIRE this knowledge? Choose all that apply.			
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	Does the job require use of KNOWLEDGE or SKILL in	g. Ev h. Ev i. Ev	ery few l ery few c ery few y	to hourly nours to da day to wee weeks to m months to y	aily ekly nonthly		minor in b. Necessar	t of my job, but of relatively for importance cessary, but not critical solutely critical		a. No b. Yes		a previous b. Formal on program c. School, un	· / I	e, trade, or		
category.	Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.	Hourly	Daily	Weekly Monthly Yearly			Minor	or Necessary Critical		No	Yes	ОТЈ	Training	School		
Animal Management	1. O Animal Caretaking	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	2. O Animal Husbandry, Breeding, or Training	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	3. O Fish, Game, Wildlife Management/Conservation	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	4. O Veterinary Medicine	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	5. O Architecture (not including Landscape															
Architecture	Architecture, Interior Design)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	6. O Landscape Architecture	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	7. O Interior Design	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
Art	8. O Fine Art, Art History	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	9. O Theater/Drama/Dance	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	 O Visual/Graphic Art – Including Painting, Printmaking, Drawing, Photography, Sculpture, Ceramics, Sewing, Weaving, Lettering, Design, 															
	Packaging, Drafting	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
Business Administration —	11. O Accounting	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
Finance and Accounting	12. O Auditing, Appraisal	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	13. O Banking	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	14. O Budgeting	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	15. O Cash Management	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	16. O Commerce, Trade, International Trade	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	17. O Insurance	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	18. O Investments	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	19. O Purchasing/Procurement	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	20. O Real Estate	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	21. O Tax	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
Business Administration —	22. O Benefits, Worker's Compensation	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
Human Resources/ Personnel	23. O Employee Supervision And Development Including Motivation, Leadership, Performance Appraisal, Training, Career Pathing, Staffing,															
	Organizational Development	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	24. O Employee/Labor Relations, Collective Bargaining	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	25. O Job Analysis, Classification, Compensation	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		
	26. O Occupational Health And Safety	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc		

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas		s, how OF1 ledge or sk er.				kno mai	owledge or	AL is having t skill to accom of your job? C ver.	plishing the	Were you i possess this knowledge starting you	s BEFORE		did you AC se all that a	QUIRE this ki pply.	nowledge?
On this job, do you use knowledge or skill in the general category of If yes, rate the sub-areas to the right.	Does the job require use of KNOWLEDGE or	g. H h. H i. H	Constantly f Every few h Every few d Every few v Every few n	ours to c lay to we veeks to	laily ekly monthly		a. b. c.	minor im Necessar	y job, but of re portance y, but not critic ly critical		a. No b. Yes		a b. Fe pi c. Se	previous jo ormal on th rogram chool, univ	bb) ne job training versity, college	, trade, or
If no, go to the next general category.	SKILL in Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.	Hour	ly Daily	Weekly	/ Monthly	y Yearly		Minor	Necessary	Critical	No	Yes	V	ocational to	echnical schoo Training	l School
	27. O Selection, including Recruitment, Interviewing, Testing, Placement, Hiring	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc	Oa	Ob		Oa	Ob	Oc

Cananal	KNOWI EDCE and			ΓEN do y				AL is having th		Were you r	equired to	How did you A		nowledge?
General	KNOWLEDGE and		U	till? Choo	se the one	e best		skill to accom		possess this		Choose all that	apply.	
KNOWLEDGE	OCCUPATIONAL	answer					best answ	of your job? C er.	noose the	knowledge starting you				
and SKILL	SKILL Areas													
Categories														
On this job, do	Does the job require use	b. Ev	ery few l	to hourly tours to da lay to wee	aily		minor im	y job, but of re portance y, but not critic	•	a. No b. Yes		a previous	· · ·	nce (on this job or
you use	of KNOWLEDGE or	d. Ev	very few v	weeks to nonths to	nonthly		Absolute		201			program	iversity, colleg	
knowledge or	SKILL in		-									vocational	technical school	bl
skill in the	Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right.	Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical	No	Yes	OTJ	Training	School
general category														
of														
If yes, rate the sub-areas to the right. If no, go to the next general category.														
Business Administration—	28. O Inventory Control, Warehousing	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Management and Production	29. O Manufacturing/Industrial Production Management	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	30. O Operations Research, Quality Control, Systems		~	-	~ .	-	-	~	2		21		~	2
	Analysis 31. O Organization Strategic Planning	Oa Oa	Ob Ob	Oc Oc	Od Od	Oe Oe	Oa Oa	Ob Ob	Oc Oc	Oa Oa	Ob Ob	Oa Oa	Ob Ob	Oc Oc
	32. O Private Sector Administration	Oa	Ob	<u> </u>	Od Od	Oe	<u> </u>	Ob	<u> </u>	Oa	Ob	Oa Oa	Ob	<u> </u>
	 33. O Project/Program/Grant Management, Contract Compliance 	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	34. O Public Sector Administration (e.g. municipal,													
	police, hospital)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	35. O Records Control, Bookkeeping	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Business Administration—Sales and Marketing	36. O Marketing, Market Research, Pricing37. O Merchandising, Retailing, Wholesaling,	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
anu Wiai Keung	Distribution	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	38. O Promotion, Advertising	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	39. O Sales	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Computer Science	40. O CASE Tool Analysis	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	41. O Computer Architecture/Software Engineering	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	42. O Computer Based Training Programming	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	43. O Database Administration	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	44. O Data Modeling	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	45. O Computer Operations	Oa	Ob	Oc	bC bC	Oe	Oa Oa	Ob Ob	Oc	Oa	Ob	Oa	Ob Ob	Oc
	46. O Geographic Information Systems47. O Help Desk Analysis	Oa Oa	Ob Ob	Oc Oc	Od Od	Oe Oe	Oa Oa	Ob Ob	Oc Oc	Oa Oa	Ob Ob	Oa Oa	Ob	Oc Oc
	47. O Help Desk Analysis 48. O Information Technology Project Management	Oa	Ob	Oc	Od	Oe	Oa Oa	Ob		Oa	Ob	Oa Oa	Ob	<u> </u>
	49. O Internet/Web Design	Oa	Ob	Oc	Dd Dd	Oe	Oa	Ob		Oa	Ob	Oa	Ob	Oc
	50. O Network Management	Oa	Ob	Oc	Od	Oe	Oa	Ob		Oa	Ob	Oa	Ob	Oc
	51. O Programming	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	52. O Telecommunications Design/Management	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas		dge or sk	TEN do yo aill? Choos			knowledge of	CAL is having r skill to accor 1 of your job? wer.	mplishing the	Were you r possess this knowledge starting you	BEFORE	How did you A Choose all that		nowledge?
On this job, do you use knowledge or skill in the general category of	Does the job require use of KNOWLEDGE or SKILL in Choose all that apply. For each applicable sub-area, answer the multiple aboves questions to the	1. Ev m. Ev n. Ev	ery few l ery few o ery few y	to hourly hours to da day to weel weeks to m months to y	kly onthly		minor in e. Necessar	ny job, but of nportance ry, but not crit ely critical	-	c. No d. Yes		a previous e. Formal on program f. School, un	· · ·	e, trade, or
If yes, rate the sub- areas to the right. If	multiple choice questions to the right.	Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical	No	Yes	ОТЈ	Training	School
e	light.		·	•	•	•		·					C C	
no, go to the next														
general category.														
Construction Trades and	53. O Bricklaying, Stonemasonry, Tilesetting	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Structural Work	54. O Carpentry	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	55. O Concrete Masonry, Concrete/Asphalt Work	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	56. O Drywalling	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	57. O Electrical	Oa	Ob	Oc	Od Od	Oe Oe	Oa	Ob Ob	Oc	Oa	Ob Ob	Oa	Ob Ob	Oc
	58. O Flooring 59. O Glazing	Oa Oa	Ob Ob	Oc Oc	Od	Oe	Oa Oa	Ob	Oc Oc	Oa Oa	Ob	Oa Oa	Ob	Oc Oc
	60. O Heating, ventilation, air conditioning, refrigeration	Oa	Ob	Oc Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa Oa	Ob	<u> </u>
	61. O Insulation	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	62. O Painting, Paperhanging	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	63. O Plastering	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	64. O Plumbing, Pipefitting	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	65. O Roofing	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	66. O Sheet-metal Work	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	67. O Structural And Reinforcing Ironwork	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Education and Training	68. O Curriculum/Instruction—Elementary/Secondary	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	69. O Curriculum/Instruction—College/University	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	70. O Curriculum/Instruction—Vocational/Trades	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	71. O Special Education	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	72. O Education Administration	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Engineering	73. O Aerospace Engineering	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	74. O Biological, Agricultural Engineering	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	75. O Chemical Engineering	Oa	Ob	Oc	Od Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	76. O Civil, Environmental Engineering77. O Electrical, Electronics, Computer Engineering	Oa Oa	Ob Ob	Oc Oc	Od Od	Oe Oe	Oa Oa	Ob Ob	Oc Oc	Oa Oa	Ob Ob	Oa Oa	Ob Ob	Oc Oc
	78. O Industrial, Manufacturing Engineering	Oa Oa	Ob	Oc Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa Oa	Ob	<u> </u>
	79. O Mechanical Engineering	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	<u> </u>
	80. O Nuclear Engineering	Oa	Ob	<u> </u>	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	81. O Petroleum Engineering	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	82. O Structural Engineering	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc

KNOWLEDGE and SKILL Categories OCCUPATIONAL SKILL Areas answer. main unside of our public loces the orreles laware. knowledge BPORE areas knowledge BPORE aread knowledge BPORE aread knowle	General	KNOWLEDGE and	knowle	dge or sk	ΓΕΝ do yo till? Choos			knowledge or	AL is having t skill to accom	plishing the	Were you r possess this	5	How did you A Choose all that		nowledge?
SKILL Categories Areas Image: Contrasting to hundly to hund	KNOWLEDGE and	OCCUPATIONAL SKILL	answer	•					• •	hoose the	-				
Or it in job, do you Does the job require using the job require using produces in program b. Every few hours in daily b. Necessary the interview b. Ves a previous job KNOWLEDGE or SKILL in Choose all that apply. For each applicable sub-area, answer the multiple choice questions to the right. If right. b. Every few hours is out to weakly b. Necessary the interview b. Ves b. Ves b. Ves b. Pervise multiple choice questions to the regard is the out to weakly areas to the right. If right. b. Vest works to monthly is the vest work is the vest work is the ve	SKILL Categories	Areas													
use knowledge or skill in the general category of KNOWLEDGE or SKILL in c. Fiver (ev key to weakly be been key to membly category of h. Newsewsky, har not or field c. N. New set vester New set	On this job, do you	Does the job require use of				ulv				elatively					ce (on this job or
skill in the general category of inplicable sub-area, answer the multiple choice questions to the right. If no, go to the next general category. Ninor Necessary Chical No Yes OTJ Training School inglish Language 84. O English Literature Oa Ob Oc Ob Oc <td>use knowledge or</td> <td>KNOWLEDGE or SKILL in</td> <td>c. Ev</td> <td>ery few c</td> <td>lay to weel</td> <td>kly</td> <td></td> <td>b. Necessar</td> <td>y, but not criti</td> <td>cal</td> <td></td> <td></td> <td>b. Formal on t</td> <td></td> <td>or education</td>	use knowledge or	KNOWLEDGE or SKILL in	c. Ev	ery few c	lay to weel	kly		b. Necessar	y, but not criti	cal			b. Formal on t		or education
Category of applicable sub-area, answer the multiple choice questions to the right. Houry Daily Westy Monthly Yearly Minor Necessary Chical No Yes OTJ Training School areas to the right. If no, go to the next general category.	skill in the general	Choose all that apply. For each						c. Absolute	ly chilicai				c. School, uni		
areas to the right. If no, go to the next general category.	category of	applicable sub-area, answer the											vocational	echnical schoo	1
no, go to the next general category. Image: Second Se	If yes, rate the sub-	multiple choice questions to the	Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical	No	Yes	ОТЈ	Training	School
general category. Image: Second	areas to the right. If	right.				-			·					-	
English Language 13. D English Language Da Db De Dd De Da Db De Da Da Da Da Da Da Da Da Da <thda< th=""> Da Da</thda<>	no, go to the next														
Bar Sector	general category.														
Food Services 85. O Culinary Arts/Food Preparation-Including Baking. Cooking, Handling, Storage, Decoration Da Ob Oc Oa Ob Oc 86. O Culinary Arts/Rod Planning Da Ob Oc Da Db Oc Da Db Dc Da	English Language	83. O English Language	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
		84. O English Literature	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
86. O Culinary Arts/Med Planning Oa Oa Ob Oc Oa Ob Oa Ob Oa Ob Oa <td>Food Services</td> <td>85. O Culinary Arts/Food Preparation-Including Baking,</td> <td>_</td> <td></td>	Food Services	85. O Culinary Arts/Food Preparation-Including Baking,	_												
87. Pood Delivery, Distribution Qa Qb Qc Qa Qb <td></td>															
88. S Food Service Sol Sol </td <td></td>															
Set Nutrition, Dietetics, Food Science, & Technology Oa Ob Oc Oa Ob Oa Ob Oc Foreign Languages (Le, languages) O O Foreign Languages O<															
Foreign Languages (i., languages) 90. Dereign Languages Data															
other than English, NOT including computer languages90. O Foreign LineratureOaOaObOcOdObOcOaObOaObOcOaObOaObOcOaObOaObOaObOcOaObOaObOaObOaObOcOaObOa		89. O Nutrition, Dietetics, Food Science, & Technology	Ja	Ob	Oc	Ja	Je	Ja	Ob	Oc	Ja	Ob	Ja	Оb	Jc
including computer languages 91. O Foreign Literature 0a 0b 0c 0d 0b 0c 0a 0b 0c 0d 0b 0c 0a 0b 0c 0d 0b 0c 0a 0b 0c Geography 92. O Local/Regional – Including Street Addresses, Landmarks 0a 0b 0c 0d 0c 0a 0b 0c		90. O Foreign Languages	Oa	Oh	Oc	DO	Oe	Oa	Oh	Oc	Oa	Oh	Oa	Oh	Oc
Geography 92. O Local/Regional – Including Street Addresses, Landmarks Oa Ob Oc Od Oe Oa Ob Oc Oa Ob Oc 93. O World Oa Oa Ob Oc Od Oe Oa Ob Oc															
93. O World Oa Ob Oc Od Oe Oa Ob Oc Health and Human Services 94. O Caretaking Services (e.g., elder care, day care) Oa Ob Oc Od Oe Oa Ob Oc Oa Ob Oc 95. O Mental Health-Counseling, Therapy, Treatment Oa Ob Oc Od Oe Oa Ob Oc Oa Ob Oc 96. O Physical Health (Including Speech, Language, Hearing, Vision) – Rehabilitation, Therapy Oa Ob Oc Od Oe Oa Ob Oc															
Health and Human Services 94. O Caretaking Services (e.g., elder care, day care) Oa Ob Oc Od Ob Oc Oa															
95. O Mental Health-Counseling, Therapy, Treatment Oa Ob Oc Oa <td></td>															
96. O Physical Health (Including Speech, Language, Hearing, Vision) – Rehabilitation, Therapy Oa Ob Oc Oa Ob Oc 97. O Public Health & Safety-Including Investigation/Inspection, Licenses/Registration, Contamination/Disease/Pest Control Oa Ob Oc Oa Ob Oc 98. O Social Work & Welfare—Including Protective Services, Placement Services, Immigration Oa Ob Oc Oa Ob Oc 99. O Vocational Counseling, Vocational Rehabilitation, Vocational Rehabilitation, Vocational Rehabilitation, Vocational Rehabilitation, Vocational Rehabilitation,	Health and Human Services														
Hearing, Vision) - Rehabilitation, TherapyOaObOcOdOeOaObOcOaObOc97. O Public Health & Safety-Including Investigation/Inspection, Licenses/Registration, Contamination/Disease/Pest ControlOaObOcOaObOcOaObOc98. O Social Work & Welfare—Including Protective Services, Placement Services, ImmigrationOaObOcOdOeOaObOcOaObOaObOc99. O Vocational Counseling, Vocational Rehabilitation,UUUUUUUUUUUU99. O Vocational Counseling, Vocational Rehabilitation,UUUUUUUUUUUUU99. O Vocational Counseling, Vocational Rehabilitation,UUU<			Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Ja	Ob	Oc
Investigation/Inspection, Licenses/Registration, Contamination/Disease/Pest Control Oa Ob Oc Oa Ob Oc Oa Ob Oa Ob Oa Ob Oc 98. O Social Work & Welfare—Including Protective Services, Placement Services, Immigration Oa Ob Oc Oa Ob Oc Oa Ob Oa Ob Oc 99. O Vocational Counseling, Vocational Rehabilitation, U			Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Contamination/Disease/Pest ControlOaObOcOdOeOaObOcOaObOc98. O Social Work & Welfare—Including Protective Services, Placement Services, ImmigrationOaObOcOdOeOaObOcOaObOaObOc99. O Vocational Counseling, Vocational Rehabilitation,UU <t< 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></t<>															
98. O Social Work & Welfare—Including Protective Services, Placement Services, Immigration Oa Ob Oc Oc Oa Ob Oc O			\bigcirc	Oh	O_{2}	Od	O_{2}	\bigcirc	Oh	\cap	00	Ob	\bigcirc	Ob	O_{2}
Services, Placement Services, ImmigrationOaObOcOdOeOaObOcOaObOc99. O Vocational Counseling, Vocational Rehabilitation, <td></td> <td></td> <td>Ja</td> <td></td> <td>Oc</td> <td>Ju</td> <td>Je</td> <td>Ja</td> <td>00</td> <td></td> <td>Ja</td> <td>00</td> <td>Ja</td> <td>Ű</td> <td></td>			Ja		Oc	Ju	Je	Ja	00		Ja	00	Ja	Ű	
			Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
			Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc

Camaral	KNOWI EDCE and	If Yes,	how OF1	TEN do yo	u use this	5	How CRITIC	AL is having	this	Were you r	equired to	How did you A	CQUIRE this k	nowledge?
General	KNOWLEDGE and			ill? Choos			knowledge or	skill to accor	nplishing the	possess this	3	Choose all that		
KNOWLEDGE and	OCCUPATIONAL SKILL	answer.					main mission	• •	Choose the	knowledge				
SKILL Categories	Areas						one best answ	ver.		starting you	ir job?			
On this job, do you	Does the job require use of			o hourly ours to da	:1.,		a. Part of m minor im	y job, but of	relatively	a. No b. Yes				ce (on this job or
	KNOWLEDGE or SKILL in			lours to da				y, but not crit	ical	D. Tes		a previous b. Formal on	the job training	or education
use knowledge or				veeks to m				ly critical				program		
skill in the general	Choose all that apply. For each	e. Ev	ery few n	nonths to y	vearly								iversity, college technical schoo	
category of	applicable sub-area, answer the													
If yes, rate the sub-areas to the	multiple choice questions to the	Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical	No	Yes	ОТЈ	Training	School
right. If no, go to the next	right.		J	J		J		j					6	
general category.	ngni.													
Life Sciences	100. O Agriculture, Agronomy, Horticulture, Forestry,													
	Botany, Mycology	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	101. O Biology, Biochemistry	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	102. O Entomology	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	103. O Marine Sciences, Oceanography	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	104. O Microbiology, Cellular Physiology, Histology	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	105. O Ornithology, Ethnology, Zoology	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Machine Trades	106. O Machine Construction And Repair	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	107. O Machine Operation	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Mass Communication	108.O Journalism, Photojournalism	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	109. O Public Relations, Public Information, Tourism	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Madaniala Dura construct Microle	110.0 Publishing	Oa	Ob	Oc	Od Od	Oe Oe	Oa	Ob Ob	Oc Oc	Oa	Ob Ob	Oa	Ob Ob	Oc Oc
Materials Processing Work	111. O Metalworking Including Welding, Cutting 112. O Plastic-Working	Oa Oa	Ob Ob	Oc Oc	Od	Oe	Oa Oa	Ob	Oc	Oa Oa	Ob	Oa Oa	Ob	Oc Oc
	113. Working with materials other than metal or plastic	Ja	00	<u> </u>	Ju	Je	Ja	00	OC	Ja	00	Ja	00	OC
	(e.g. wood, clay, stone)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Mathematics and Statistics	114.O Mathematics - ONLY Addition And Subtraction	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	115. O Mathematics - ONLY Multiplication, Division,													
	Fractions, Decimals, Percentages	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	116. O Mathematics and Basic Statistics – including			2	21	2		~	2	2	~			
	Algebra, Geometry, Univariate Statistics	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	117.O Mathematics And Advanced Statistics— including Trigonometry, Calculus, Multivariate Statistics	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Medical Sciences	118.O First Aid/Emergency Care (e.g., CPR)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa Oa	Ob	Oa	Ob	Oc
	119.0 Nursing	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	120. O Dentistry	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	121. O General Medicine - Practice	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	122. O General Medicine-Research	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	123. O Specialty Medicine-Practice	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	124.O Specialty Medicine-ResearchIncludes													
	Epidemiology, Bacteriology, Hematology, Parasitology, Sarology, Toxicology, Virology,		Ob	Ω_{c}	O^4	O_{2}	0.	Ob	O_2	0.	Oh			\mathcal{O}_{2}
	Parasitology, Serology, Toxicology, Virology 125. O Mortuary Science	Oa Oa	Ob Ob	Oc Oc	Od Od	Oe Oe	Oa Oa	Ob	Oc Oc	Oa Oa	Ob Ob	Oa Oa	Ob Ob	Oc Oc
	125. O Mortuary Science 126. O Lab/Medical Technology, Including Radiology,	Ja	00		Ju	Je	Ja	00		Ja	00	Ja	JU	
	Biomedical Engineering	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Museum, Library, & Archival	127.O Archival Science	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Sciences	128. O Library Science	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	129. O Museum Science	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas		dge or sk	ΓΕΝ do yo till? Choos			knowledge of	CAL is having r skill to accon a of your job? (ver.	nplishing the	Were you re possess this knowledge starting you	BEFORE	How did you A Choose all that	CQUIRE this k apply.	nowledge?
On this job, do you use knowledge or skill in the general category of	Does the job require use of KNOWLEDGE or SKILL in Choose all that apply. For each applicable sub-area, answer the	q. Eve r. Eve s. Eve	ery few l ery few c ery few y	to hourly hours to da day to weel weeks to m nonths to y	cly onthly		minor in h. Necessar	ny job, but of r nportance ry, but not criti ly critical	-	e. No f. Yes		a previous h. Formal on program i. School, un		, trade, or
If yes, rate the sub-areas to the right. If no, go to the next general category.	multiple choice questions to the right.	Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical	No	Yes	OTJ	Training	School
Music	130. O Music Education	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	131.O Music History	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	132. O Music Performance - Including Instrumental or	u			94		<u> </u>			<u> </u>		<u> </u>		
	Vocal	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Natural Resource Extraction	133. O Forest Logging	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	134. O Fuel Extraction	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	135. O Minerals Mining	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Parks & Recreation	136. O Athletics, Sports, Physical Fitness	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	 137. O Management Of Parks, Grounds, Recreation Facilities (e.g., swimming pools, ice skating rinks, gyms, tennis courts) 138. O Maintenance Of Parks, Grounds, Recreation Facilities (Including Landscaping, Groundskeeping, Tree Trimming, Weed Control 	Oa Oa	Ob Ob	Oc Oc	Od Od	Oe Oe	Oa	<u>Ob</u> Ob	Oc Oc	Oa	Ob Ob	Oa	<u>Ob</u>	Oc
Personal Service Work	139.O Barbering, Cosmetology	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	140. O Housekeeping, Custodial, & Domestic Service	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Physical Sciences	141.O Astronomy, Meteorology	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
3 • • • • • • • •	142. O Chemistry	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	143. O Environmental Science	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	144. O Geology, Mineralogy, Geophysics, Hydrology	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	145.O Physics	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Public & Private Law	146. O Civil Law-Justice & Investigation – including													
Enforcement, Security & Defense	Business & Employment Law	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	147.O Civil Law-Law Enforcement – including Business & Employment Law	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	148. O Corrections, Correctional Institutionalization	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	149. O Criminal Law—Justice And Investigation	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	150. O Criminal Law—Law Enforcement	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	151. O Facilities & Property Security	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	152. O Fire Protection, Prevention, Suppression	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	153. O Military Science & Civil Defense	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc

General KNOWLEDGE and	KNOWLEDGE and OCCUPATIONAL SKILL		dge or sk	ΓΕΝ do yo ill? Choos			kno mai	wledge or	AL is having the skill to accome of your job? C yer.	plishing the	Were you n possess this knowledge starting you	BEFORE	How did you Choose all th	ACQUIRE this l at apply.	knowledge?
SKILL Categories	Areas														
On this job, do you	Does the job require use of			to hourly ours to da	ily		g.	Part of m minor im	y job, but of re	elatively	e. No f. Yes		g. On the jo a previou		nce (on this job or
use knowledge or	KNOWLEDGE or SKILL in	r. Ev	ery few d	lay to weel veeks to m	ĸly		h. i.	Necessar	y, but not critic ly critical	cal				n the job training	g or education
skill in the general	Choose all that apply. For each			nonths to y				110501000					i. School, u	niversity, colleg	
category of	applicable sub-area, answer the												vocation		51
If yes, rate the sub-areas to the right. If no, go to the next	multiple choice questions to the	Hourly	Daily	Weekly	Monthly	Yearly		Minor	Necessary	Critical	No	Yes	OTJ	Training	School
general category.	right.														
Public Works & Utilities	154. O Electricity, Gas, & Steam	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	155. O Mass Transportation, Including Airports, Railroads, Subways, Buses	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	156. O Nuclear Power	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	157. O Solid Waste	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	158. O Streets & Traffic Control Including Roads, Highways, Bridges, Tunnels	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	159. O Water, Waste Water, Sewage	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc

General KNOWLEDGE and SKILL Categories	KNOWLEDGE and OCCUPATIONAL SKILL Areas	knowle answer	dge or sk	ΓΕΝ do you till? Choose			knowledge or main mission one best answ		plishing the Choose the	Were you re possess this knowledge starting you	BEFORE	Choose all that		-
On this job, do you use knowledge or	Does the job require use of KNOWLEDGE or SKILL in	b. Ev c. Ev	ery few ł ery few c	to hourly nours to dai lay to week weeks to me	dy		minor im b. Necessar	iy job, but of r portance y, but not criti ly critical	-	a. No b. Yes		a previous		ce (on this job or or education
skill in the general	Choose all that apply. For each	e. Ev	ery few r	nonths to y	early			•				c. School, ur	iversity, college	
category of	applicable sub-area, answer the											vocational	technical schoo	01
If yes, rate the sub-areas to the right. If no, go to the next	multiple choice questions to the	Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical	No	Yes	OTJ	Training	School
general category.	right.													
Religion, Theology, Philosophy	160. O Philosophy	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	161. O Religion & Theology	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Social Sciences	162. O Archeology, Anthropology, History	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	163. O Economics 164. O Political Science	Oa Oa	Ob Ob	Oc Oc	Od Od	Oe Oe	Oa Oa	Ob Ob	Oc Oc	Oa Oa	Ob Ob	Oa Oa	Ob Ob	Oc Oc
	165. O Psychology, Human Development, Human Factors	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	166.O Sociology	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	167. O Urban Planning & Renewal Including Land Use &													
	Community Development	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Spoken & Expressive	168. O American Sign Language	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Communications	169. O Public Speaking	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Surveying	170. O Cartography	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Telecommunications	171.O Surveying	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	172. O Communication, Telecommunication Systems (e.g., Radio, Telephone, Teletype, Public Address Systems)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	173. O Broadcasting (e.g., Audio, TV, Radio, Firm)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	<u> </u>
Transportation	175. O Broadcasting (e.g., Addio, 177, Radio, 197)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	175.O Rail Transportation	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	176. O Water, Air Transportation	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
Written Communications	177. O Word Processing, Typing	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	178. O Writing, Editing—Business Text (e.g., letters, memos)-Includes Stenography, Dictation, Speedwriting	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	179. O Writing, Editing—Financial Text (e.g., ledgers,	Ju	30				<u> </u>	30	~	<u> </u>		<u> </u>	30	
	spreadsheets)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	180. O Writing, Editing—Legal Text (e.g., contracts, briefs)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	181. O Writing, Editing—Medical Text (e.g., medical records, medication orders)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	182. O Writing, Editing—Schematic Text (e.g., plans, blueprints, layouts)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc
	183.O Writing, Editing—Scientific text (e.g., research articles)	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oa	Ob	Oc

Section 5: Using Language		perfo one b	s, how C orm this best ansy	activit wer.	ty? Cho		accomp your joł	lishing t b? Choo		ission of best answer.	COULD NO	erform your job T do this activit one best answer.	ty?		Choose al	l that apply.
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.	Y	b.] c.] d.] e.]	Constant Every fe Every fe Every fe Every fe	ew hou ew day ew wee ew mor	to weel eks to m nths to y	kly onthly yearly	mir b. Neo	nor impo	but not crit	2	able to a b. Yes, it i	s not ESSENTL ble to perform th know	AL to	or det d. Summ e. Copy	late to or fi revise, corr oug narize or co or transcri	rom it rect, proofread ondense be
In performing your job, do you	E	Hour	Day	Week	Montl	h Year	Mi	nor N	lecessary	Critical	No	Yes	?	Write Tr	ans. Edi	t Sum Copy
(If yes, mark the circle to the right and answer the multiple choice questions)	S															
1. Use SPOKEN words in English?	0	Oa	Ob	Oc	Od	l Oe	0) a	Ob	Oc	Oa	Ob C)c	Oa O	b Oc	Od Oe
2. Use WRITTEN words in English?	0	Oa		Oc				D a	Ob	Oc	Oa		Dc	Oa O		Od Oe
3. Use SPOKEN words in a language other than English (do NOT include computer languages)?	0	Oa		Oc			0		Ob	Oc	Oa)c	Oa O		Od Oe
4. Use WRITTEN words in a language other than English (do NOT include computer languages)?	0	Oa		Oc				Da a	Ob	Oc	Oa)c	Oa O		Od Oe
Use computer programming languages designed to produce executable programs or applications																
5. (COBOL, C, Java, BASIC, etc.)?	0	Oa	Ob	Oc	Od	Oe	0) a	Ob	Oc	Oa	Ob C	C	Oa O	b Oc	Od Oe
Use computer languages that do NOT produce executable programs (database queries, macros,																
6. document markup languages, HTML, etc.)?	0	Oa	Ob	Oc	Od	Oe	0	b a	Ob	Oc	Oa	Ob C)c	Oa O	b Oc	Od Oe
SECTION 6: Using Sight, Visual Information, and Other Senses							EN do yo the one l			accomplishin	CAL is this acti g the main mis the one best ar	ssion of your		do this activ		o if you COULD se the one best
This section of the questionnaire describes the ways you use sight, visual information and your other sense your job. Describe only activities that are REQUIRED to perform your job.	es to pe	rform		Y E	b. Ev c. Ev	very few l very few d	to hourly nours to da lay to wee weeks to n	ekly		importan	ice ry, but not criti	elatively minor	tl b. Y	his	ESSENTI	ST be able to do
In performing your job, do you				C I			nonths to			c. Absolute	iy entiear			don't know		
(If yes, mark the circle to the right and answer the multiple choice questions)				3			Weekly		y Yearly	Minor	Necessary	Critical	0. 1	No	Yes	?
1. Use pictures, drawings, patterns, and graphs?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
2. Use blueprints, maps, or similar documents?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
3. Use displays, gauges, meters, or measuring instruments?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
4. Observe the quantity or quality of materials or supplies?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
5. Observe the PHYSICAL qualities of people or animals?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
6. Observe the BEHAVIORS and actions of people or animals?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
7. Observe the operation and performance of machines or equipment?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
8. Use sight to see EXTREMELY SMALL details of CLOSE (arm's length or closer) objects?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
9. Use sight to see details of DISTANT (farther than arm's length) objects?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
10. Use sight to see differences in COLORS?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	_	Oa	Ob	Oc
11. Use sight to see differences in PATTERNS or SHAPES?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
12. Use sight to notice CHANGING EVENTS in the work environment?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	_	Oa	Ob	Oc
13. Use sight to focus on an object under bright or glare lighting?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
14. Use sight to see differences in the distance of objects?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
15. Use sight to see objects to the side while looking forward?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
16. Use sight to detect objects when there is low light?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
17. Use hearing to identify and understand the speech of people?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
18. Use hearing to identify the direction of a sound?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
19. Use hearing to focus on one sound among many?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
20. Use hearing to listen for differences in TONES or SOUND PATTERNS in the work environment?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
21. Use hearing to listen for differences in LOUDNESS of sounds in the work environment?				О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
22. Use hearing to notice CHANGING EVENTS in the work environment?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc
23. Use the sense of TASTE when dealing with materials in the work environment?				0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc		Oa	Ob	Oc

24.	Use the sense of SMELL when dealing with the work environment (only describe smells you MUST detect or evaluate to perform your job)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
25.	Use the sense of TOUCH to detect or evaluate objects in the work environment?	Ο	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc

 Section 7: Managerial & Business Decisions 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. Are you involved in the MAKING of decisions regarding 	Y	perfe	Const Every Every Every	OFTEN s activit t answe antly to few hou few day few we few mo	ty? Char. hourly urs to d ys to we eks to r	aily eekly nonthly	b. Im my c. Im app d. Igi	we final ake the supervi ake the roval ve reco	st typica al appro e decisio visor e decisio ommend	al answer val author on typicall on but need	r. rity for thi y without d my supe	s decision changes from ervisor's on-makers	DIRE decisi answe a. b. c. d. e.	CTLY at ons? Cho er. Individu Individu or proje Entire d Entire d The entit	ffected b bose the nal emplo nal work cts epartmen ivisions re organ	one best oyees groups, t	teams,	a. No b. I d c. I w to d. I w rep	? Choose ne; other elegate th vork with me when vork with port to me	e all that rs are resp he impler people v impleme other pe e directly	apply. ponsible nentation vho do NG	
(If yes, mark the circle to the right and answer the multiple choice questions)	S						ma	kers						corporat	.10n				plementii nplement	ng t them m	yself	
Managing FINANCIAL Resources	I	Hour	Day	Week	Month	Year													1	•		
1. Setting or changing the size of budgets?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
2. Purchasing materials or supplies?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
3. Purchasing capital equipment or facilities?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
4. Managing investments or cash flow?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
Managing HUMAN Resources																						
5. Increasing or decreasing the number of employees?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
6. Increasing or decreasing employee salaries or benefits?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
7. Establishing or changing the lines of authority or supervision?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
8. Establishing or changing work procedures or policies?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
9. Assigning employee responsibilities?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
Managing OPERATIONS and PRODUCTION																						
10. Determining the kinds of equipment used in, or the process of, production?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
11. Modifying or improving operations?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
12. Evaluating the effectiveness of operations?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
13. Setting or changing short-term performance goals?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
14. Setting or changing annual (or longer-term) performance goals?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
Setting LONG-TERM BUSINESS STRATEGIES																						
15. Taking on a new project?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
16. Adding a new product or product line?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
17. Changing the types or levels of services offered to customers or clients?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
18. Shutting-down or phasing out segments of current operations?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
19. Discontinuing products?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
20. Discontinuing services?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
21. Closing-down or abandoning projects?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
22. Acquiring existing businesses?	0	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
23. Starting-up new businesses or subsidiaries?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Эb	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe
24. Selling businesses or subsidiaries owned by your organization?	Ο	Oa	Ob	Oc	Od	Oe	Oa	C	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe

Section 8: Internal Contacts		activ	vity per	v OFTE	l on yo	ur job?	Who INI contacts?	Choose									D for or v ll that ap		em?				
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)	Y E S	a. b. c. d. e.	Consta Every f Every f Every f Every f	e one be ntly to h few hour few days few wee few mon Week	ourly rs to dai to wee ks to me ths to y	ily kly onthly	b. The me c. It v	pically co y typicall	ntact them y contact consistent Varies	b. In c. F d. C e. C f. S	nform, i Formally Coordina Coach, ti Supervis	nterviev bargair ate or sc rain, ins e, evalu	w, excha n or neg hedule truct, or ate or aj	otiate witheir active educate pprove t	ormation ith them ivities	·k	i. j. k. 1.	Serve Sell to Enterta Provid	as a con them c ain or a le treatu	nsultant or persu muse th nent or	ade the	m ′	work
1. People who are in custody (e.g., Inmates, prisoners, detainees)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Oj	Ok	Ol	Om
 Laborers (do NOT include workers directly involved in machine operations, manufacturing, production, or processing)? Workers involved in machine operations, manufacturing, production, or 	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Oj	Ok	Ol	Om
3. processing?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Oi	Ok	Ol	Om
4. Union stewards or representatives?	Ō	Oa		Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Oi	Ok	Ol	Om
5. Personal services employees (e.g., waiters, barbers, maids, etc.)?	Ο	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Ōj	Ok	Ol	Om
6. Clerical or support staff?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Oj	Ok	Ol	Om
7. Marketing or sales employees?	Ο	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Oj	Ok	Ol	Om
 8. Supervisory responsibilities? 	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Oj	Ok	Ol	Om
Technical specialists or professional employees who DO have formal supervisory responsibilities?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Оj	Ok	Ol	Om
10. First-line supervisors?	О	Oa		Oc	Od	Oe		Ob	Oc	Oa	Ob	Oc	Od		Of	Og		Oh	Oi	Oj	Ok	Ol	Om
11. Mid-level managers (department managers, area managers, etc.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Oj	Ok	Ol	Om
Upper-level managers or executives (regional managers, V.P.'s, city12.managers, CEO's, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Oj	Ok	Ol	Om
Section 9: External Contacts		activ	vity per	v OFTE	l on yo	ur job?	Who INI contacts?	Choose) for or v ll that ap		em?				
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	Y E	a. b. c. d.	Consta Every f Every f Every f	e one be ntly to h few hour few days few wee few mon	ourly rs to dai s to wee ks to me	ily kly onthly		cally cont typically ies, no c	contact me	b. Infc. Ford. Co	form, int rmally b ordinate	terview, oargain o e or sche	exchan or negot edule th		mation 1 them ities		i. S j. S k. E	erve as ell to tl intertai	a cons hem or n or am	ultant			vork
who are (If yes, mark the circle to the right and answer the multiple choice questions)		Hou	ır Day	Week	Mont	th Year	Ι	They	Varies						eir work ving the					et their			
1. Infants, children, or juveniles?	О		Ob				Oa	Ob	Oc	Oa	Ob		Od		Of	Og		Oh	Oi	Oj	Ok	Ol	Om
2. Students?	0	Oa		Oc	Od	Oe	+	Ob	Oc	Oa	Ob		Od		Of	Og		Oh	Oi	Oj	Ok	Ol	Om
3. Customers or clients?	0	Oa		Oc	Od			Ob	Oc	Oa	Ob	Oc	Od		Of	Og		Oh	Oi	Oj	Ok	01	Om
4. The public or job applicants?	0	Oa		Oc	Dd Dd	Oe		Ob	Oc	Oa	Ob	Oc	bC		Of	Og		Oh	Oi	<u>Oj</u>	Ok	<u>Ol</u>	Om
5. Members of the press or news media?	0	Oa		Oc Oc	Od Od			Ob Ob	Oc Oc	Oa Oa	Ob Ob	Oc Oc	Od Od	Oe Oe	Of Of	Og Og		Oh Oh	Oi Oi	Oj Oi	Ok Ok	<u>Ol</u> Ol	Om Om
6. Government or regulatory officials?7. Suppliers or sales representatives?	0	Oa Oa		Oc	Od			Ob	Oc	Oa	Ob	Oc	Od Od	Oe	Of	Og		Oh	Oi	Oj	Ok	<u>OI</u>	Om
7. Suppliers of sales representatives? 8. Contractors, subcontractors, consultants, or agents?		Oa			Od	Oe		Ob	<u> </u>	Oa	Ob	Oc Oc	Od	Oe	Of	Og Og		Oh	Oi	<u> </u>	Ok		Om
9. Unions or special interest groups?	$\overline{0}$	Oa		Oc	Od			Ob	Oc	Oa	Ob	Oc	Od		Of	Og		Oh	Oi	Oi	Ok	Ol	Om
10. Civic, community, or charitable organizations?	$\overline{0}$	Oa		Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	 Oi	Ok	Ol	Om
11. Non-managerial employees of OTHER organizations?	0	Oa		Oc	Od			Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Oj	Ok	Ol	Om
	-	1		Oc	Od	Oe										0	1			<u><u> </u></u>		Ol	Om
12. Managerial employees of OTHER organizations?	0	Oa	Ob	\mathbf{Oc}		Je	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe	Of	Og		Oh	Oi	Оj	Ok		Om

Section 10: Meetings			, How O e the one					om YOUR AR Choose all t		ganization			YOUR ARE. Choose all th		Who from OUTSIDE YOUR ORGANIZATION attends? Choose all that apply.
You Attend		a.Constantly to hourlya.Non-supervisory employeesa.Non-supervisory employeesb.Every few hours to dailyb.Professional or technical employeesb.Professional or technical employeesc.Every few days to weeklyc.First-line supervisors or mid-level managersc.First-line supervisors or mid-level managersd.Every few weeks to monthlyd.Senior management or executivesd.Senior management or executives											managers	 a. Non-supervisory employees b. Technical specialists c. Professional workers d. Supervisore or mid loval management 	
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	e. Ev	very few 1	months to				. Prof/Tech					Super/Mngrs		 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?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
2. Informally exchange information or ideas?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
3. Formally exchange information or ideas?	Ο	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
4. Coordinate or schedule work activities?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
5. Deliver or receive training, instruction, or education?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
6. Supervise or evaluate projects or people?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
7. Persuade or sell?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
8. Formally bargain or negotiate?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
9. Resolve conflicts or disputes?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
10. Evaluate options or make a decision?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
11. Diagnose or solve problems?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
12. Set policies, rules, or procedures?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
Section 11: Meetings		Choos	, How O e the one	e best ar	nswer.			om YOUR AR Choose all th		ganization	organizat	ion attends?	YOUR ARE. Choose all th		Who from OUTSIDE YOUR ORGANIZATION attends? Choose all that apply.
You Chair or Initiate		b. Ev c. Ev	onstantly very few b very few o very few o	nours to d days to w	daily veekly		b. Prof c. First	-supervisory en essional or tech	nnical employe rs or mid-level	managers	b. Profe c. First-	line superviso	nical employe rs or mid-level	managers	a. Non-supervisory employeesb. Technical specialistsc. Professional workers
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.	Y E S	e. Ev	very few 1	months to	o yearly			ior managemen			d. Senio	r management	t or executives		 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
In order to perform your job, do you CHAIR	0	Hourly	y Daily V	Weekly 1	Monthly	Yearly	Non-sup	. Prof/Tech	Super/Mngrs	Sr. Mngrs	Non-sup.	Prof/Tech	Super/Mngrs	Sr. Mngrs	i. The publicj. Customers or clients
or INITIATE meetings to (If yes, mark the circle															
to the right and answer the multiple choice questions)1.Consult or give specialized information?	\sim	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
	0														
2. Informally exchange information or ideas?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
3. Formally exchange information or ideas?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
4. Coordinate or schedule work activities?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
5. Deliver or receive training, instruction, or education?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
6. Supervise or evaluate projects or people?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
7. Persuade or sell?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
8. Formally bargain or negotiate?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
9. Resolve conflicts or disputes?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
10. Evaluate options or make a decision?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
11. Diagnose or solve problems?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oa	Ob	Oc	Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj

12. Set policies, rules, or procedures? O Oa Ob Oc Od Oe Oa Ob Oc Od Oa Ob Oc Od	Oa Ob Oc Od Oe Of Og Oh Oi Oj
--	-------------------------------

This perfo	tion 12: Required Physical Activities section of the questionnaire describes the physical activities you rm on your job. Describe only activities that are REQUIRED to rm your job; do NOT rate activities you can perform, but that are not red on this job.	Y	your job a. Con b. Eve c. Eve d. Eve	? Choose stantly to h ry few hour ry few days ry few weel	the one bea ourly s to daily	у	ormed on	How CRITICAL is mission of your job a. Part of my job, b. Necessary, but to c. Absolutely criti	Choose the one but of relatively not critical		Could you perform your jo Choose the one best answe a. No, ALL employees of b. Yes, it is not ESSENT c. I don't know	er. oing this job I	MUST be able to do this
	performing your job, do you (If yes, mark the circle to ght and answer the multiple choice questions)	E S	Hourly	Daily	Weekly	Monthly	Yearly	Minor	Necessary	Critical	No	Yes	?
1.	Kneel, crouch, or crawl?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
2.	Sit for long periods?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
3.	Stand for long periods?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
4.	Walk while working?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
5.	Run?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
6.	Climb staircases, ramps, or similar building features?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
7.	Climb ladders, scaffolding, etc.?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
8.	Climb without the aid of staircases, ladders, scaffolding, etc.?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
9.	Coordinate eyes, ears, hands, and feet?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
10.	Make precise arm-hand movements?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
11.	Make precise finger movements?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
12.	Move and coordinate individual fingers?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
13.	Maintain arm-hand steadiness?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
14.	Make fast arm movements?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
15.	Lift 10-20 lbs. by hand?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
16.	Lift 21-50 lbs. by hand?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
17.	Lift 51-100 lbs. by hand?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
18.	Lift over 100 lbs. by hand?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
19.	Carry 10-20 lbs. by hand for short distances (less than 50 ft.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
20.	Carry 21-50 lbs. by hand for short distances (less than 50 ft.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
12.	Carry 51-100 lbs. by hand for short distances (less than 50 ft.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
22.	Carry over 100 lbs. by hand for short distances (less than 50 ft.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
23.	Carry 10-20 lbs. by hand for long distances (more than 50 ft.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
24.	Carry 21-50 lbs. by hand for long distances (more than 50 ft.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
25.	Carry 51-100 lbs. by hand for long distances (more than 50 ft.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
26.	Carry over 100 lbs. by hand for long distances (more than 50 ft.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
27.	Push or pull light-weight objects (10-20 lbs.) by hand?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
28.	Push or pull medium-weight objects (21-50 lbs.) by hand?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
29.	Push or pull heavy-weight objects (51-100 lbs.) by hand?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
30.	Push or pull very heavy objects (over 100 lbs.) by hand?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
31.	Make rapid or repeated movements involving your whole body?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
32.	Make repeated exertions of significant physical force?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
33.	Make short bursts of maximum physical effort?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc
34.	Exert sustained physical effort for long periods?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc

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)			your job f. Con g. Even h. Even i. Even	? Choose stantly to h y few hour y few days y few wee	the one be ourly	у	rmed on	How CRITICAL is mission of your job' d. Part of my job, e. Necessary, but f. Absolutely criti	Choose the one but of relatively not critical		 Could you perform your job if you COULD NOT do this activity? Choose the one best answer. 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?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc		
36.	Maintain or regain your balance?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc		
37.	Extend, twist, or stretch your body for SHORT PERIODS of time?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc		
38.	Extend, twist, or stretch your body for LONG PERIODS of time?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc		
39.	Make repeated movements or exertions involving the abdomen and lower back?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc		
40.	Make quick foot, hand, or finger movements in response to a signal, display, or similar event?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc		
41.	Observe more than one signal, display, or similar source of information and quickly choose the movement or response needed?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc		
42.	Coordinate arms and legs?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc		

T 1 · .	n 13: Equipment, Machine, and Tool Use			s, how C ne best a		? Choo	se	result	s of IM	PROPE		of this	results	s of IMI	PROPE	LIKEL R use o		Could you job if you	COULD	NOT	What de Choose			this e	quipment?
This sect	ion of the questionnaire describes the equipment, machines, and tools								ment or			oose		Juipmer				do this act							
	when performing your job. Describe only activities that are REQUIRED		a (Constantly	v to hou	rlv		a. No damage to equipmentb. Minor damage to equipment				Choose the one best answer. a. No injuries or lost work time				the one best answer.a. No, ALL employees doing this job MUST be able			a Lone	ate or c	ontrol it				
to perfor	m your job.			Every few								b. Minor injuries with no lost work			a. I operate or control itb. I test, debug, or diagnose problems with it				blems with it						
		_	c. I	Every few	days to	weekly		c. Mo	derate d	lamage to	o equipn	nent		time				to de	o this		c. I star	, stop, n	nonitor, o		
In ord	ler to perform you job, DO YOU USE or do you			Every few Every few					ious dar					ous inju			aat	b. Yes, it is	s not ESS e able to c			peration			ve materials
	RSEE the use of (If yes, mark the circle to the right and		e. I	every lew	months	to year	ly	e. 10	tal destru	uction of	equipn	ient		work tir		ent and lo	ost	c. I don't k		10 this			equipme		e materiais
	ne multiple choice questions)	Ε														ing or life	e-	0. 1 001 11			e. I supe	ervise, d	irect, cor	rect, or	r train other
		S												threaten							p f. I asse		10 use it		an ain it
COMP	UTERS and OFFICE EQUIPMENT		Hourly	Daily V	Veekly	Month	Vearly						e. Dea	th to my	sen or o	others		No	Yes	?	1. Tasse	mble, di	sassemb	le, or re	spair it
	rsonal Computers (including peripherals such as printers, plotters,		liouity	Dully	veekiy	wiontin	Tearry											110	103	•					
	anners, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
	ainframe or other multi-use computers (including peripherals such as																								
	inters, plotters, tapedrives etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
	her keyboard equipment (typewriter, calculator, adding machine, cash gister, etc.)?		O_{n}	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	O_{2}	Od	$\mathbf{O}_{\mathbf{n}}$	Oa	Ob	Oc	0.	Oh	O_{2}	Od	Oe Of
`		0	Oa																						
	andard office equipment (copier, telephone, fax, etc.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
	ONARY MACHINES	I	Hourly	Daily W	Veekly	Month	Yearly											No	Yes	?					
5. Cu	atting, welding, or forming machines?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
6. Gr	inding, polishing, honing, pressing, or milling machines?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
7. Dr	illing machines?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
8. Ca	nning, bottling, or packaging machines?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
	inting presses or similar machines (do NOT include office copiers,																								
	plicators, etc.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
	her machines that MOVE material, liquids, or gases (cranes, conveyors, mps, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	O_{2}	Oa	Ob	Oc	O_{2}	Oh	O_{c}	Od	Oe Of
	her machines that PROCESS or CHANGE material, liquids, or gases		Ja	00		Ju	<u> </u>	Ja	00	<u>.</u>	Ju	<u>.</u>	Ja	00		Ju	SC .	Ja	00	<u> </u>	Ja	00		Ju	
	bots, scrubbers, boilers, dryers, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
12. Te	chnical, scientific, or medical machines (radar, x-ray, sonar, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
MOBI	LE TOOLS and VEHICLES	ł	Hourly	Daily W	Veekly l	Month `	Yearly											No	Yes	?					
	obile MANUALLY-powered tools or equipment (wheelbarrow, hand			~				-								-									
	uck, cart, etc.)?	О	Oa	Ob	Oc				Ob	Oc		Oe				Od		Oa	Ob	Oc					Oe Of
14. Mo	obile POWERED tools or equipment (lawn mower, floor polisher, etc.)?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
15. Lig	ght highway vehicles (car, van, pick-up, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
16. He	eavy Highway vehicles (bus, truck with more than 2 axles, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
17. Of	f-road vehicles (bulldozer, tractor, grader, loader, dump truck, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
	ility vehicles (fork lift, baggage cart, golf cart, etc.)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
	r vehicles (planes, helicopters, gliders, etc.)? Do NOT count simply		~	~1	~	01	0	0		0	~ :	~		\sim	0	01	0	~		0		\sim	0	21	
	ing a passenger in one. ater vehicles (motorboat, rowboat, etc.)? Do NOT count simply being a	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of
	ssenger in one.	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc	Oa	Ob	Oc	Od	Oe Of

Section 13: (continued) Equipment, Machine, and Tool Use In order to perform you job, DO YOU USE or do you		a. C b. H c. H d. H	Constan Every fe Every fe	answer tly to ho w hours w days w week	ourly s to daily to week s to mor	y ly nthly	resul equi the c a. N b. M c. M d. Se	Its of IN pment of one best o damag linor dan loderate erious da	MPROP on Prope t answer ge to equi nage to e damage amage to	ipment equipmen to equipr equipme	of this loose	result this e Choo a. No b. Mi	t are the squipme ose the o injuries nor injur time rious inju	PROPI nt on P one best or lost ries with uries rec	ER us People t answ work t h no lo quiring	e of ?? ver. time ost work	to b. Yes, it	u COULI ctivity? (pest answer L employ s job MUS do this is not ESS	D NOT Choose er. /ees doing ST be able SENTIAL	a. I op b. I tes c. I sta					
OVERSEE the use of (If yes, mark the circle to the right and answer the multiple choice questions)	E S	e. I	Every fe	w mont	hs to ye	arly	e. 16	otal dest	ruction o	of equipm	nent		work ti rmanentl	y disabl ning inju	ling or uries	r life-	c. I don't	be able to know	do this	e. I su	 d. I feed materials into or remove mate from the equipment e. I supervise, direct, correct, or train people who use it f. I assemble, disassemble, or repair it 				
HAND-HELD TOOLS and WEAPONS		Hourly	/ Daily	Weekl	y Mont	th Year	ly										No	Yes	?						
21. Electrically powered tools (hand-held drill, soldering iron, etc.)?	0	Oa	Ob		•		Oa	Oh	Oc	Od	Oe	Oa	Oh	Oc	DO	Oe	Oa	Ob	Oc	Oa	h Oh	Oc	Dd	Oe Of	
22. Short-handled tools (paint brush, hammer, knife, etc.)?	0	Oa	Ob	Oc				Ob	Oc	Od	Oe		Ob			Oe	Oa	Ob	Oc					Oe Of	
23. Long-handled tools (rake, mop, shovel, broom, hoe, pick, etc.)?	0	Oa	Ob	Oc		. Oe		Ob	Oc	Od	Oe		Ob			Oe	Oa	Ob	Oc					Oe Of	
	<u> </u>	Oa	Ob	Oc					Oc				Ob	Oc			Oa	Ob	Oc						
 24. Measuring devices (ruler, micrometer, thermometer, tape measure, etc.)? Specialized drawing or writing devices (brushes, templates, drafting tools, pens, etc.)? 	0	Oa	Ob	Oc			Oa Oa			Od						Oe	Oa	Ob	Oc					Oe Of Oe Of	
26. Handguns, shotguns, or other weapons?	0	Oa	Ob	Oc			Oa	Ob	Oc	Od	Oe			Oc			Oa	Ob	Oc					Oe Of	
Section 14: Environmental Conditions This section of the questionnaire describes your working environment, including ex				es, how OFTEN are you exposed to this on your job? If YES, what is the MOST LIKELY CONSE										-	SEQUENCE of this exposure? (Pick the reasonably occur). Choose the one best										
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)							 c. Every few days to weekly d. Every few weeks to monthly e. Every few months to yearly Hourly Daily Weekly Month 						onthly Yearly			 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?					0		Oa		Ob	Oc		Dd	Oe				Oa			Oc	Od	0			
2. Temperatures higher than 90° F?					0		Oa		Ob	Oc		Dd	Oe				Oa			Oc	Od	0			
3. Temperatures lower than 60° F?					0		Oa		Ob	Oc		Dd	Oe				Oa			Oc	Od	0			
4. Poor lighting?					0	_	Oa		Ob	Oc		<u>Dd</u>	Oe				Oa			Oc	Od	0			
5. Adverse weather conditions (rain, snow, etc.)?					0		Oa		Ob	Oc		Dd	Oe				Oa			Oc	Od	0			
6. Dirty working conditions?					0		Oa		Ob	Oc		Od	Oe				Oa			$\frac{\text{Oc}}{2}$	Od	0			
 In- or under-water working spaces? Underground working spaces? 					0		Oa Oa		Ob Ob	Oc Oc		Dd Dd	Oe Oe				Oa Oa			$\frac{\text{Oc}}{\text{Oc}}$	Od Od	0			
9. Cramped or confined work spaces?					0		<u> </u>		Ob	Oc		Dd Dd	Oe				Oa Oa			Oc Oc	Od	0			
9. Clamped of commed work spaces? 10. Slippery floors or working surfaces?					0		<u> </u>		Ob			<u>Ju</u> Dd	Oe				<u> </u>			<u>)</u> Oc	Od Od	0			
10. Shipper's hours of working surfaces? 11. Unstable floors or working surfaces?					0		<u> </u>		Ob	Oc		Dd Dd	Oe				Oa Oa			Oc	Od	0			
12. High or elevated working surfaces?					0		Oa		Ob	Oc		Od Od	Oe				Oa			Oc	Od	0			
13. Extremely loud noises at levels that requiring hearing protection?					0		Oa		Ob	Oc		Od Dd	Oe				Oa			Oc	Od	0			
14. Harmful or unpleasant odors (other than cigarette smoke)?					0		Oa		Ob	Oc		Dd	Oe				Oa			Oc	Od	0			
15. Pollution or foreign substances require protective gear, clothing, or breathing	equip	ment?			0		Oa		Ob	Oc		Dd	Oe				Oa			Oc	Od	0			
16. Radiation at levels that require protective gear or monitoring equipment?					0		Oa		Ob	Oc	(Dd	Oe				Oa			Oc	Od	0	e		
17. Physical dangers from people (patients, the public, lawbreakers, prisoners, et	c.)?				0		Oa		Ob	Oc	(Dd	Oe				Oa	. (Ob	Oc	Od	0	e		
18. Exposed moving mechanical parts?					0		Oa		Ob	Oc	(Dd	Oe				Oa	. (Oc	Od	0	e		
19. Electrical shock?					0		Oa		Ob	Oc	(Dd	Oe				Oa	. (Эb	Oc	Od	0			
20. Poisonous or hazardous chemicals?					0		Oa		Ob	Oc		Dd	Oe				Oa			Oc	Od	0			
21. Explosives?					0		Oa		Ob	Oc	(Dd	Oe				Oa	. (Эb	Oc	Od	0	e		

Sec	tion 15: Other Job Characteristics		If Yes, how OF				vity present in	If Yes, how CRITICAL is this to accomplishing the main mission of your job? Choose the one best answer.						
			your job? Cho		e best ansv	ver.			, ,					
chara each	final section of the survey asks you to describe a number of general acteristics of the job. When answering these questions, make sure that you rate item as it applies to THIS JOB, and NOT based on how much of each you might FER to have.	Y	a. Constantly fb. Every few hc. Every few dd. Every few ve. Every few n	ours to dai ays to wee veeks to me	kly onthly			a. b. c.	Part of my job, bu Necessary, but not Absolutely critical	t critical	inor importance			
	es your job allow you to (If yes, mark the circle to the right and	E												
answ	er the multiple choice questions)	S	Hourly	Daily	Weekly	Monthly	Yearly		Minor	Necessary	Critical			
1.	Determine what methods or equipment YOU will use?	Ο	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
2.	Determine what methods or equipment OTHERS will use?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
3.	Influence the work activities of others outside your area?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
4.	Control your work pace or schedule of activities?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
5.	Select the projects you work on?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
6.	Use different skills?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
7.	Learn new skills on the job?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
8.	Produce an entirely finished product or perform a complete service?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
Doe	es your job require you to													
9.	Depend on others to complete their work before you can complete your work?	Ο	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
10.	Complete your work so that others can complete theirs?	Ο	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
11.	Deal with conflicts between different work goals or projects assigned to you?	О	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
12.	Work with others on common tasks or projects?	Ο	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
13.	Perform the same mental activities over and over?	О	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
14.	Perform the same physical activities over and over?	Ο	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
15.	Perform a number of different tasks over time?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
16.	Deal with people who are physically ill or hurt?	Ο	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
17.	Deal with people who are mentally ill?	Ο	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
18.	Deal with people who are distressed or upset?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
19.	Deal with people in situations that are highly stressful or difficult for you?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
20.	Deal with people over whom you have no authority?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
21.	Work where you are distracted or interrupted by other people?	0	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			
22.	Work under tight time pressures or deadlines?	Ο	Oa	Ob	Oc	Od	Oe		Oa	Ob	Oc			

				- J						
23.	Receiving feedback from your organization's customers or clients?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc
24.	Receiving feedback from other employees (other than your supervisor)?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc
25.	Receiving feedback from your supervisor?	0	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc
26.	Judging for yourself how well you are performing?	О	Oa	Ob	Oc	Od	Oe	Oa	Ob	Oc

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

