

**Form B**  
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**LABEL**

# *Generalized Work Activities Questionnaire*



**O\*NET Data Collection Program**

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Return to: Research Triangle Institute, PO Box 12194  
Research Triangle Park, North Carolina, 27709-2194



A Proud Member of America's Workforce Network

## Background Information

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

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

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

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

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

**B3. In your current job, are you employed by**

- Government
- Private for profit company
- Nonprofit organization including tax exempt and charitable organizations
- Self Employed
- Working in the family business?

**B4. If you are working in the family business, is this business incorporated?**

- Yes
- No
- Not working in a family business

**B5. In what year were you born?** ..... 1 9 \_\_\_\_ \_\_\_\_

**B6. Are you male or female?** (Mark one box)

- Male
- Female

**B7. Are you Hispanic or Latino?** (Mark one box)

- Yes
- No

**B8. What is your race?** (Mark one or more boxes)

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

**B9. Do you have any of the following long-lasting conditions?**

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

**B10. Because of a physical, mental, or emotional condition lasting 6 months or more, do you have any difficulty doing any of the following activities?**

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

**B11. Indicate the highest level of education that you have completed (please check only one box):**

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

## Instructions for Making Work Activities Ratings

These questions are about work activities. A work activity is a set of similar actions that are performed together in many different jobs. You will be asked about a series of different work activities and how they relate to *your current job* - that is, the job you hold now.

**Each activity in this questionnaire is named and defined.**

For example:

<b>Getting Information</b>	<b>Observing, receiving, and otherwise obtaining information from relevant sources.</b>
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You are then asked to answer two questions about that activity:

### **A** *How important is the activity to your current job?*

For example:

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

Not Important*	Somewhat Important	Important	Very Important	Extremely Important
①	②	③	④	⑤

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

Do not mark on the line between the numbers.

**\*If you rate the activity as Not Important to the performance of your current job, mark the one [①] then skip over question B and proceed to the next activity.**

### **B** *What level of the activity is needed to perform your current job?*

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

**What level of GETTING INFORMATION is needed to perform your current job?**

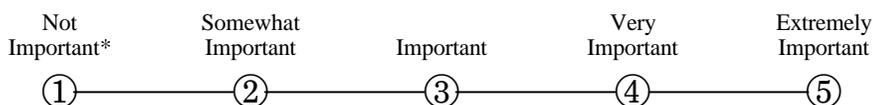
Following a standard blueprint	Reviewing a budget	Reviewing the results of a large financial audit
↓	↓	↓
①	②	③
④	⑤	⑥
Highest Level		

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

## 1. Getting Information

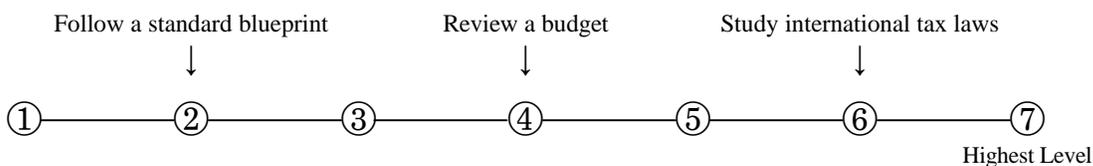
Observing, receiving, and otherwise obtaining information from all relevant sources.

A. How **important** is GETTING INFORMATION to the performance of *your current job*?



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

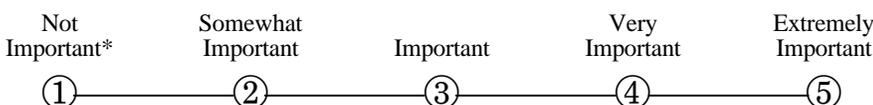
B. What **level** of GETTING INFORMATION is needed to perform *your current job*?



## 2. Identifying Objects, Actions, and Events

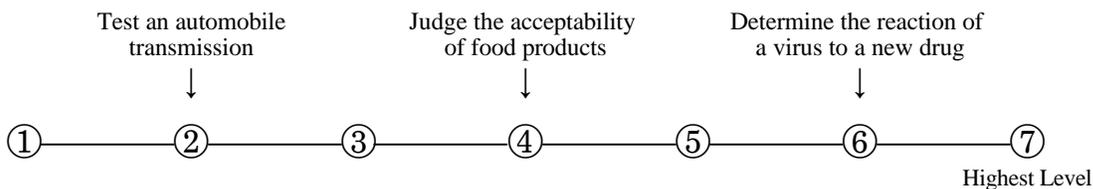
Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

A. How **important** is IDENTIFYING OBJECTS, ACTIONS, AND EVENTS to the performance of *your current job*?



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

B. What **level** of IDENTIFYING OBJECTS, ACTIONS, AND EVENTS is needed to perform *your current job*?





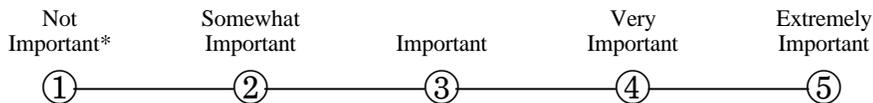




## 9. Analyzing Data or Information

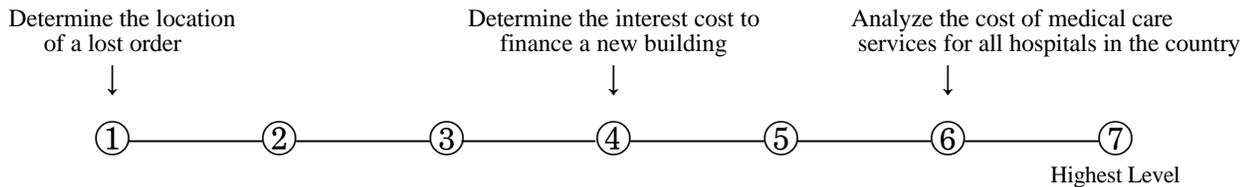
Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

A. How **important** is ANALYZING DATA OR INFORMATION to the performance of *your current job*?



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

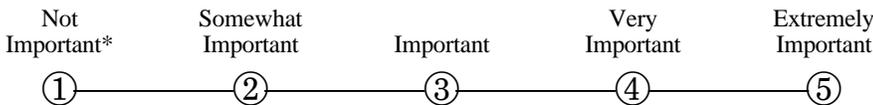
B. What **level** of ANALYZING DATA OR INFORMATION is needed to perform *your current job*?



## 10. Making Decisions and Solving Problems

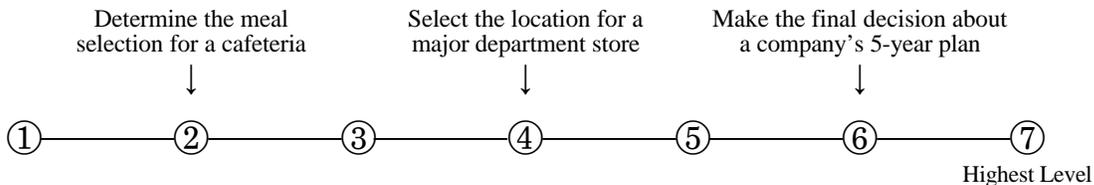
Analyzing information and evaluating results to choose the best solution and solve problems.

A. How **important** is MAKING DECISIONS AND SOLVING PROBLEMS to the performance of *your current job*?



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

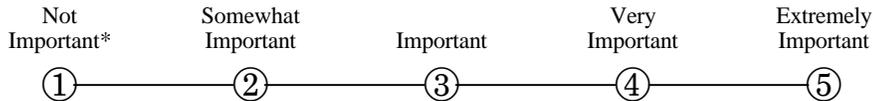
B. What **level** of MAKING DECISIONS AND SOLVING PROBLEMS is needed to perform *your current job*?



## 11. Thinking Creatively

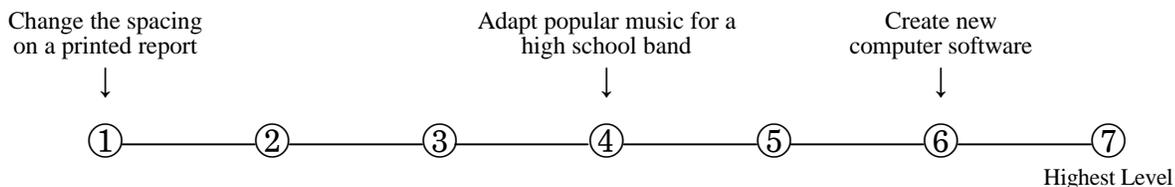
Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

A. How important is THINKING CREATIVELY to the performance of *your current job*?



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

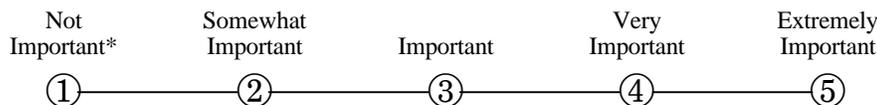
B. What level of THINKING CREATIVELY is needed to perform *your current job*?



## 12. Updating and Using Relevant Knowledge

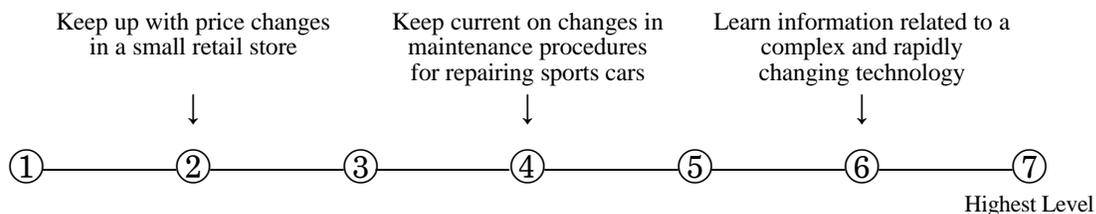
Keeping up-to-date technically and applying new knowledge to your job.

A. How important is UPDATING AND USING RELEVANT KNOWLEDGE to the performance of *your current job*?



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

B. What level of UPDATING AND USING RELEVANT KNOWLEDGE is needed to perform *your current job*?



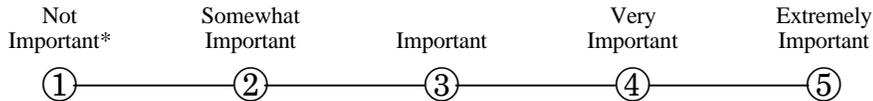




## 17. Handling and Moving Objects

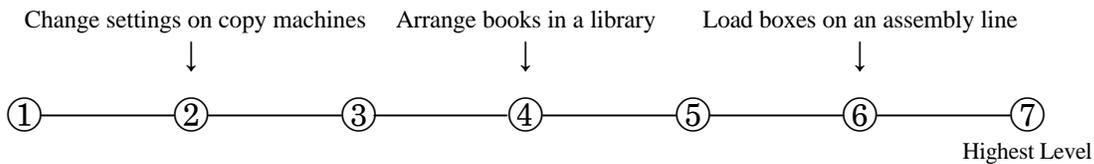
Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

A. How important is HANDLING AND MOVING OBJECTS to the performance of *your current job*?



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

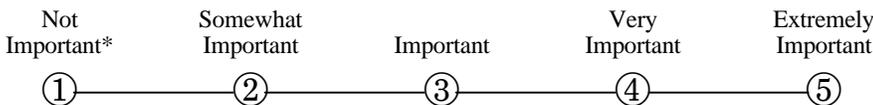
B. What level of HANDLING AND MOVING OBJECTS is needed to perform *your current job*?



## 18. Controlling Machines and Processes

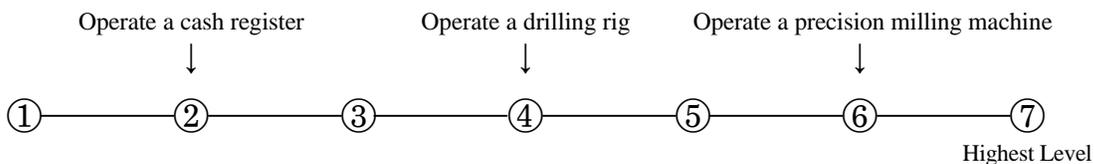
Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

A. How important is CONTROLLING MACHINES AND PROCESSES to the performance of *your current job*?



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

B. What level of CONTROLLING MACHINES AND PROCESSES is needed to perform *your current job*?



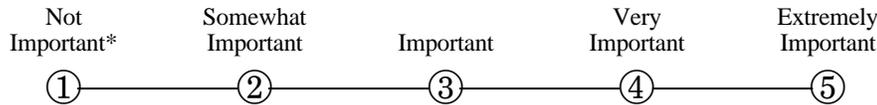




## 23. Repairing and Maintaining Electronic Equipment

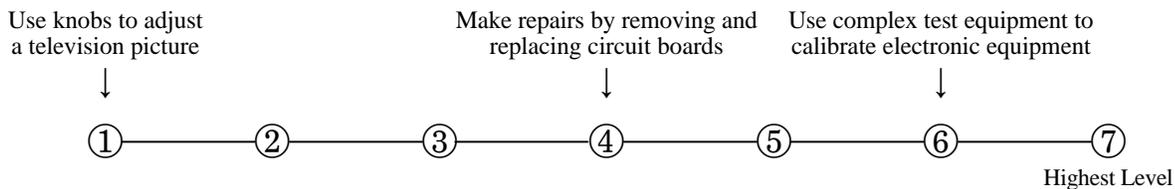
Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles.

A. How important is REPAIRING AND MAINTAINING ELECTRONIC EQUIPMENT to the performance of *your current job*?



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

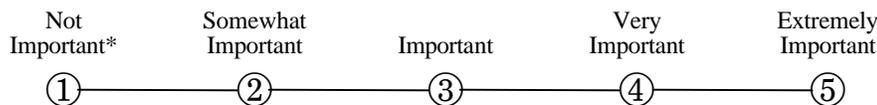
B. What level of REPAIRING AND MAINTAINING ELECTRONIC EQUIPMENT is needed to perform *your current job*?



## 24. Documenting/Recording Information

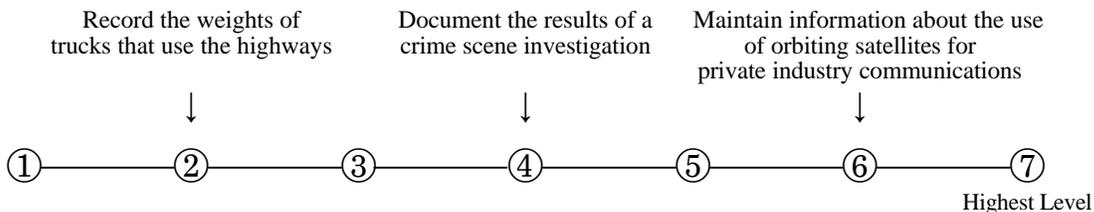
Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

A. How important is DOCUMENTING/RECORDING INFORMATION to the performance of *your current job*?



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

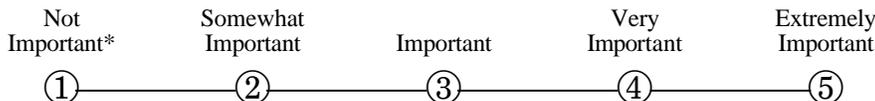
B. What level of DOCUMENTING/RECORDING INFORMATION is needed to perform *your current job*?



## 25. Interpreting the Meaning of Information for Others

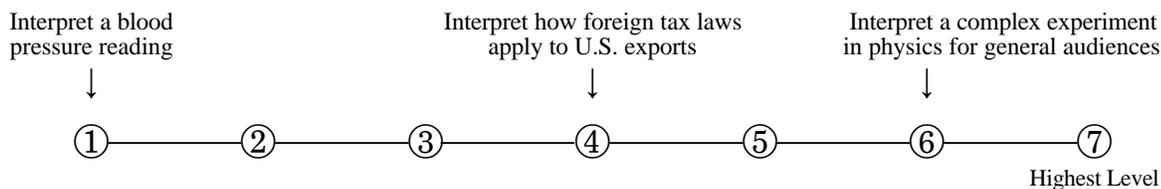
Translating or explaining what information means and how it can be used.

A. How important is INTERPRETING THE MEANING OF INFORMATION FOR OTHERS to the performance of *your current job*?



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

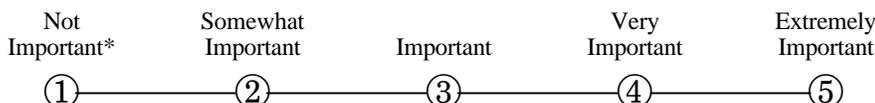
B. What level of INTERPRETING THE MEANING OF INFORMATION FOR OTHERS is needed to perform *your current job*?



## 26. Communicating with Supervisors, Peers, or Subordinates

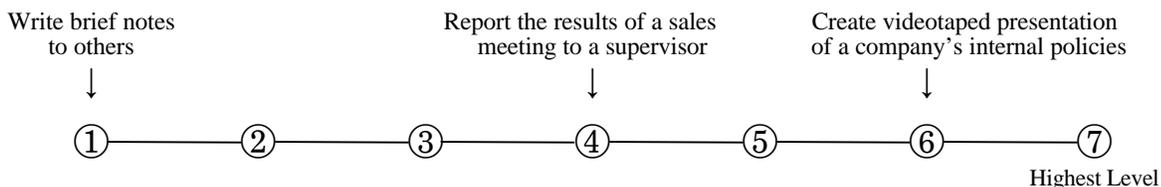
Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.

A. How important is COMMUNICATING WITH SUPERVISORS, PEERS, OR SUBORDINATES to the performance of *your current job*?



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

B. What level of COMMUNICATING WITH SUPERVISORS, PEERS, OR SUBORDINATES is needed to perform *your current job*?













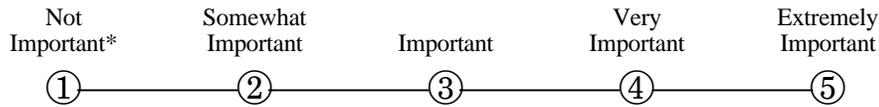




## 41. Monitoring and Controlling Resources

Monitoring and controlling resources and overseeing the spending of money.

A. How important is MONITORING AND CONTROLLING RESOURCES to the performance of *your current job*?



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

B. What level of MONITORING AND CONTROLLING RESOURCES is needed to perform *your current job*?

