

Skills Questionnaire



Background Information

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

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

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

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

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

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

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

- Male
- Female

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

- Yes
- No

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

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

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

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

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

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

Instructions for Making Skills Ratings

These questions are about work-related skills. A **Skill** is the ability to perform a task well. It is usually developed over time through training or experience. A skill can be used to do work in many jobs or it can be used in learning. You will be asked about a series of different skills and how they relate to *your current job* - that is, the job you hold now.

Each skill in this questionnaire is named and defined.

For example:

Writing	Communicating effectively in writing as appropriate for the needs of the audience.
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You are then asked to answer two questions about each skill:

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

For example:

How <u>important</u> is WRITING 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 skill as Not Important to the performance of your job, mark the one [①] then skip over question B and proceed to the next skill.**

B What level of the skill 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:

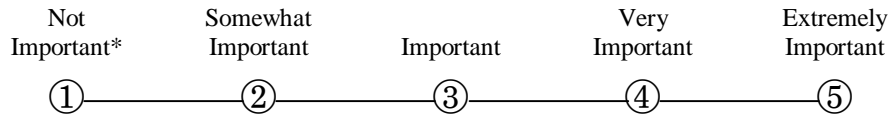
What <u>level</u> of WRITING is needed to perform your current job?						
	Take a telephone message		Write a memo to staff outlining new directives		Write a novel for publication	
	9		9		9	
①	②	③	④	⑤	⑥	⑦ Highest Level

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

3. Writing

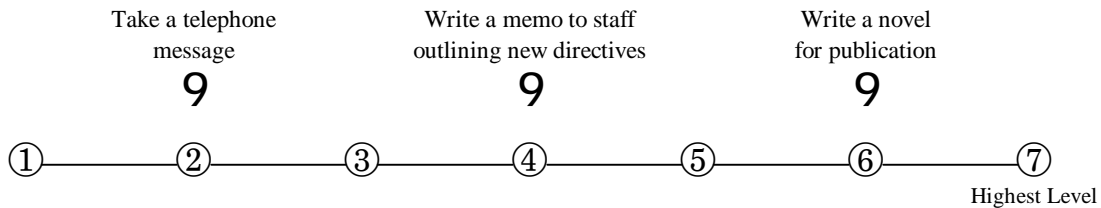
Communicating effectively in writing as appropriate for the needs of the audience.

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



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

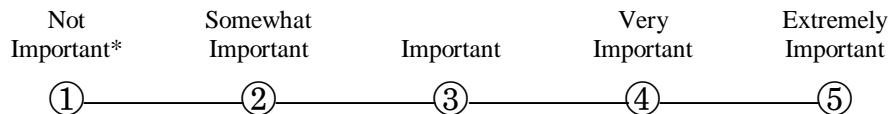
B. What level of WRITING is needed to perform *your current job*?



4. Speaking

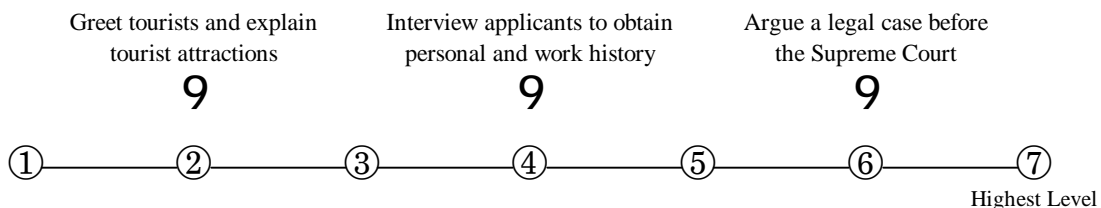
Talking to others to convey information effectively.

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



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

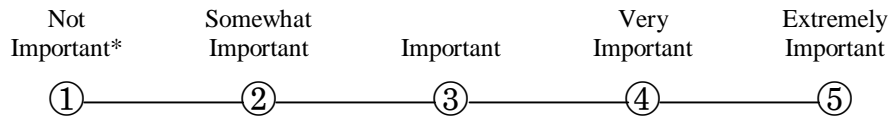
B. What level of SPEAKING is needed to perform *your current job*?



7. Critical Thinking

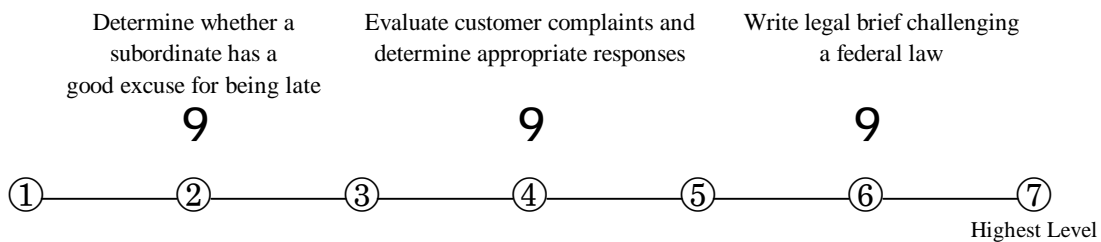
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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



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

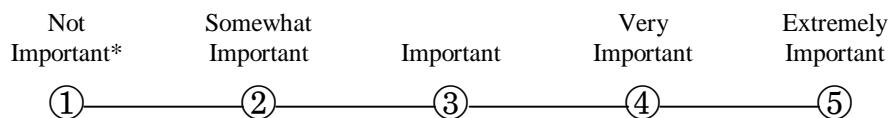
B. What level of CRITICAL THINKING is needed to perform your current job?



8. Active Learning

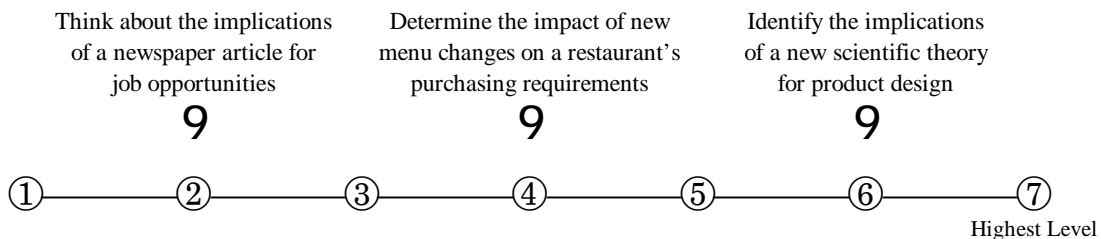
Understanding the implications of new information for both current and future problem-solving and decision-making.

A. How important is ACTIVE LEARNING to the performance of your current job?



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

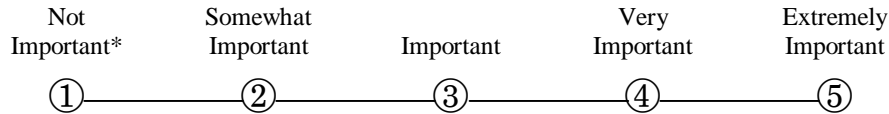
B. What level of ACTIVE LEARNING is needed to perform your current job?



9. Learning Strategies

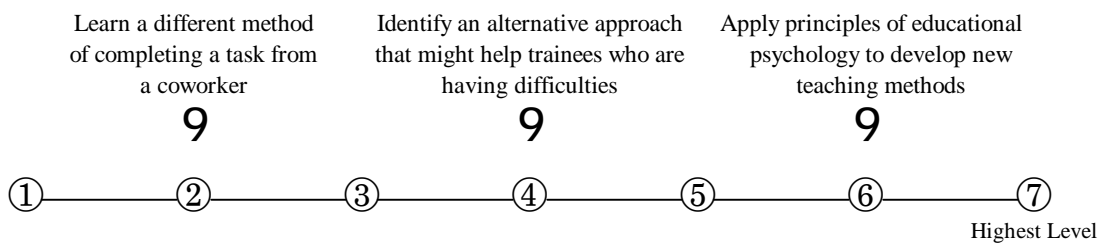
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

A. How important is LEARNING STRATEGIES to the performance of *your current job*?



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

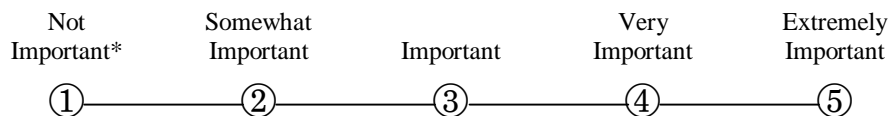
B. What level of LEARNING STRATEGIES is needed to perform *your current job*?



10. Monitoring

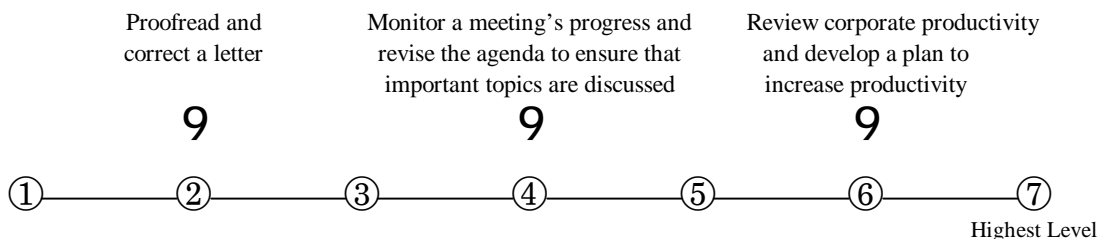
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

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



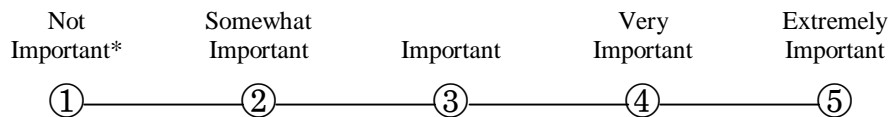
* If you marked Not Important, skip LEVEL below and go on to the next skill.

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



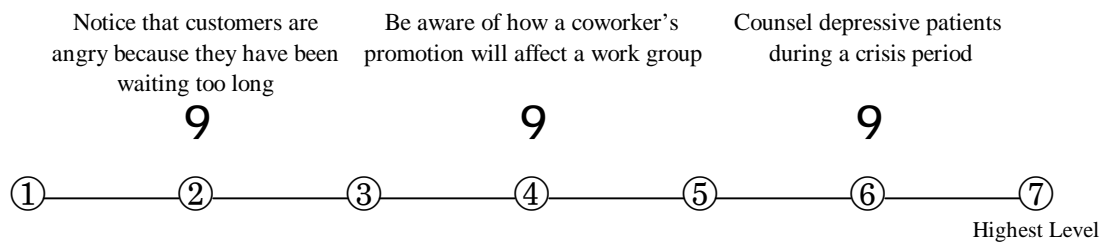
11. Social Perceptiveness Being aware of others' reactions and understanding why they react as they do.

A. How important is SOCIAL PERCEPTIVENESS to the performance of *your current job*?



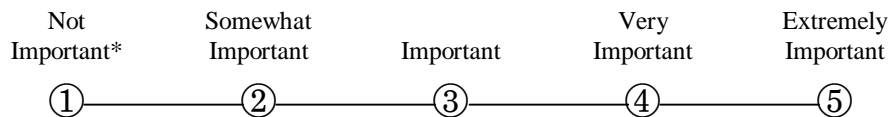
* If you marked Not Important, skip LEVEL below and go on to the next skill.

B. What level of SOCIAL PERCEPTIVENESS is needed to perform *your current job*?



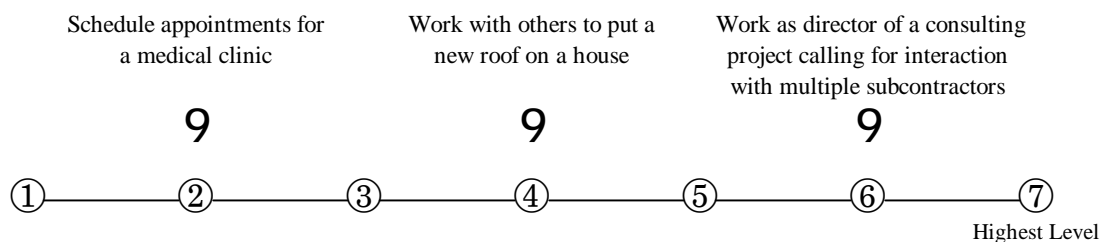
12. Coordination Adjusting actions in relation to others' actions.

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



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

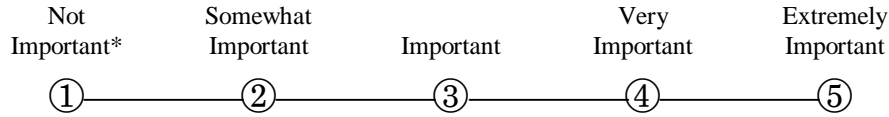
B. What level of COORDINATION is needed to perform *your current job*?



19. Technology Design

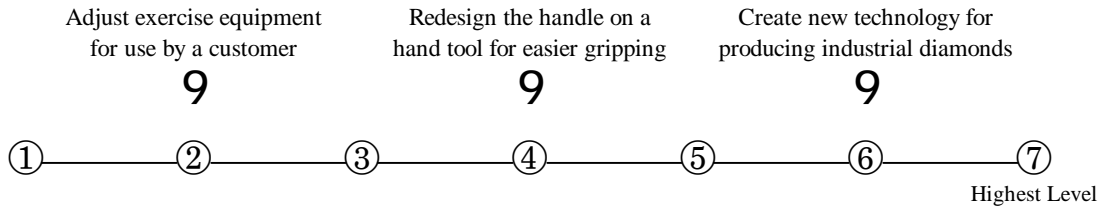
Generating or adapting equipment and technology to serve user needs.

A. How important is TECHNOLOGY DESIGN to the performance of *your current job*?



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

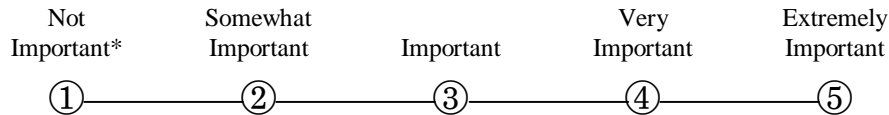
B. What level of TECHNOLOGY DESIGN is needed to perform *your current job*?



20. Equipment Selection

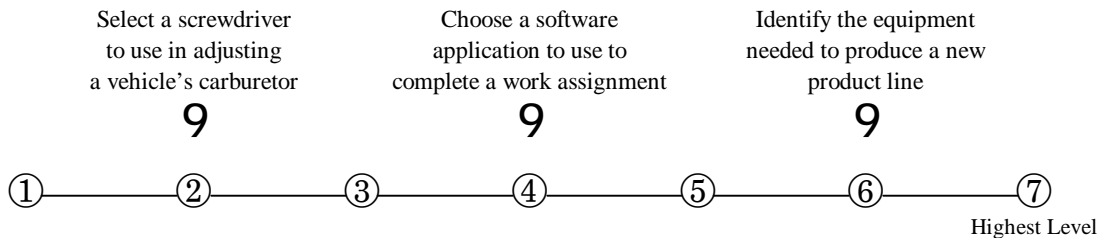
Determining the kind of tools and equipment needed to do a job.

A. How important is EQUIPMENT SELECTION to the performance of *your current job*?



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

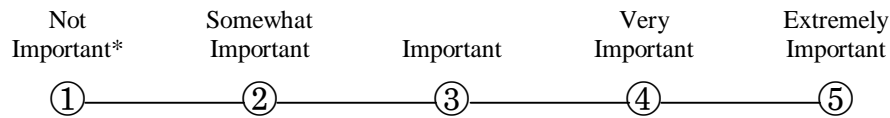
B. What level of EQUIPMENT SELECTION is needed to perform *your current job*?



25. Operation and Control

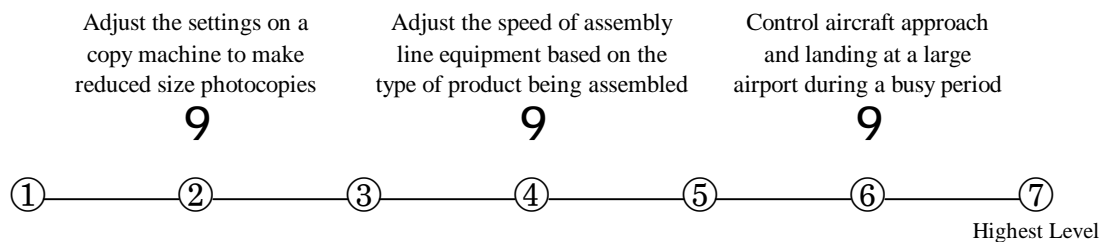
Controlling operations of equipment or systems.

A. How important is OPERATION AND CONTROL to the performance of *your current job*?



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

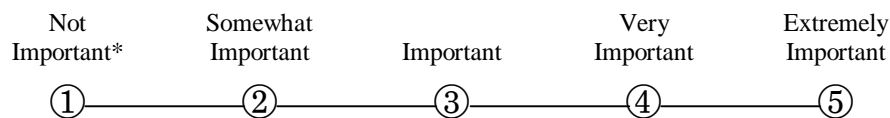
B. What level of OPERATION AND CONTROL is needed to perform *your current job*?



26. Equipment Maintenance

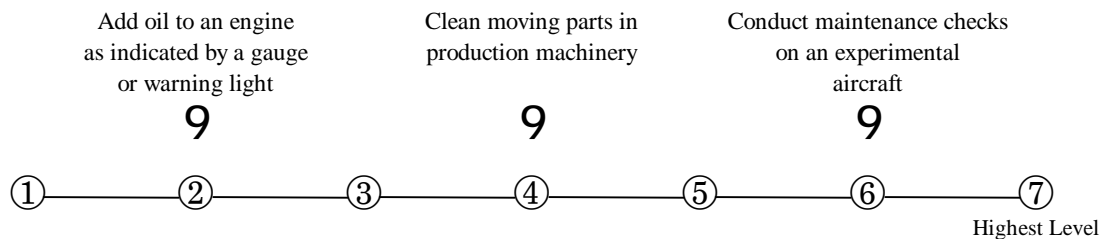
Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

A. How important is EQUIPMENT MAINTENANCE to the performance of *your current job*?



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

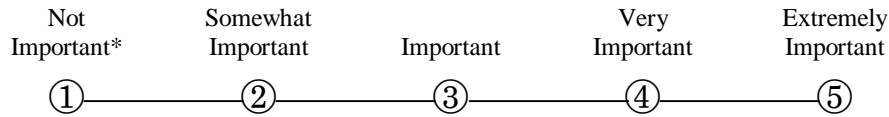
B. What level of EQUIPMENT MAINTENANCE is needed to perform *your current job*?



27. Troubleshooting

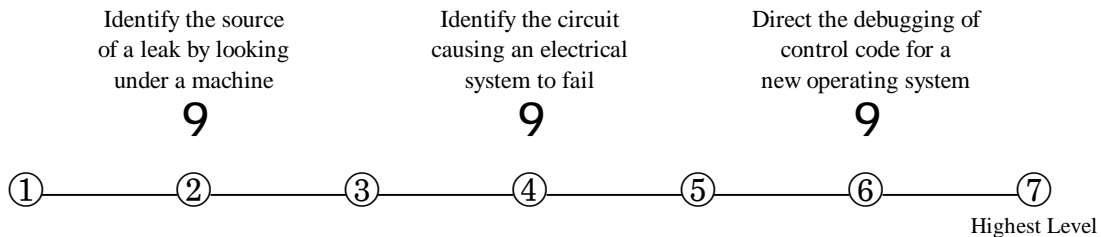
Determining causes of operating errors and deciding what to do about it.

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



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

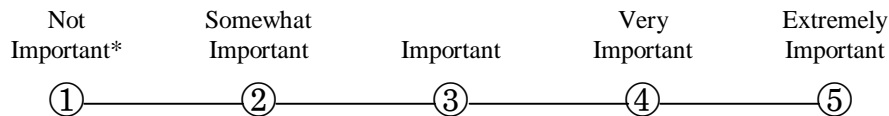
B. What level of TROUBLESHOOTING is needed to perform *your current job*?



28. Repairing

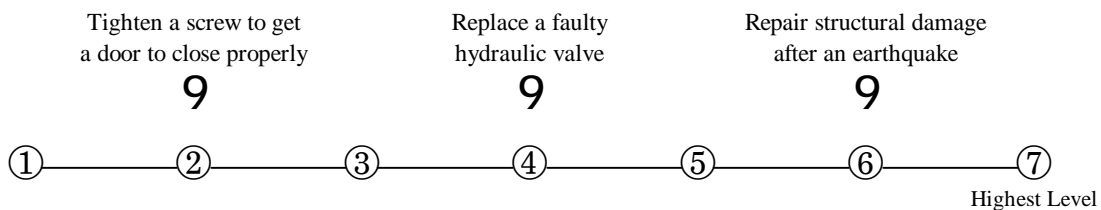
Repairing machines or systems using the needed tools.

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



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

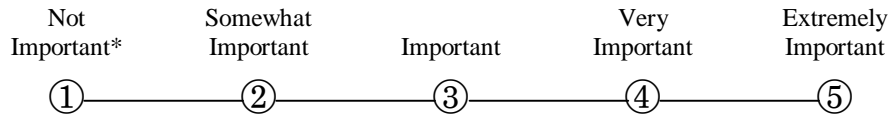
B. What level of REPAIRING is needed to perform *your current job*?



31. Judgment and Decision Making

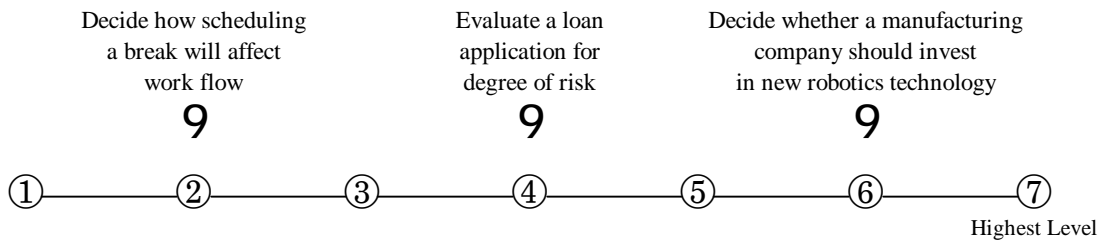
Considering the relative costs and benefits of potential actions to choose the most appropriate one.

A. How important is JUDGMENT AND DECISION MAKING to the performance of *your current job*?



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

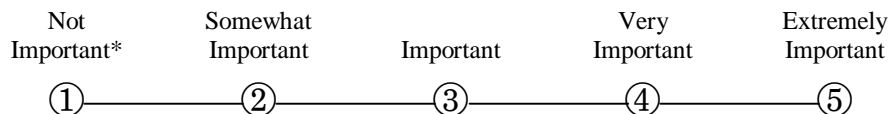
B. What level of JUDGMENT AND DECISION MAKING is needed to perform *your current job*?



32. Time Management

Managing one's own time and the time of others.

A. How important is TIME MANAGEMENT to the performance of *your current job*?



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

B. What level of TIME MANAGEMENT is needed to perform *your current job*?

