General Skill and Work Activity Questionnaires

Use this resource to:

■ Confirm the skills addressed by the career ladder.

■ Establish a formal method for soliciting feedback on training curricula.

■ Assess the relevance of curricula to occupational demand of skills developed by the career ladder.

O*NET, the Occupational Information Network, is a comprehensive database of worker attributes and job characteristics. It replaces the *Dictionary of Occupational Titles* as the nation's primary source of this information.

O*Net has made a number of data collection questionnaires available: abilities, background, education and training, generalized work activities, knowledge, skills, work context, and work styles. Access these questionnaires at: **www.onetcenter.org/questionnaires.html.**

O*NET is a timely, easy-to-use resource that supports public and private-sector efforts to identify and develop the skills of the U.S. workforce. It provides a common language for defining and describing occupations. Its flexible design also captures rapidly changing job requirements. In addition, O*NET moves the collection of occupational information into the technological age.

As the basis for enhanced product development, the O*NET database can serve as the engine that drives value-added applications designed around core information. It provides the essential foundation for facilitating career counseling, education, employment, and training activities—all important components of career ladders. The database contains information about interests, work context, general work activities, and "knowledge, skills, abilities" (KSAs). O*NET data and structure will also link related occupational, educational, and labor market information databases to the system.

O*NET can be used to:

• Align educational and job training curricula with current workplace needs

• Create occupational clusters based on KSA information

• Develop job descriptions or specifications, job orders, and resumes

• Facilitate worker training and development initiatives

• Develop and supplement assessment resources to identify worker attributes

• Structure compensation and reward systems

• Evaluate and forecast human resource requirements

• Design and implement organizational development initiatives

• Identify criteria to establish performance appraisal and management systems

• Identify criteria to guide selection and placement decisions

• Create skills-match profiles

• Explore career options that capitalize on individual KSA profiles

• Target recruitment efforts to maximize the fit among the person, job, and organization

• Improve vocational and career counseling efforts

*Excerpted and adapted from the About O*Net Web Site, www.onetcenter.org*