Appendix C - Elements Without Data Until O*NET 5.0

Element Name	Element Description	Status Within 4.0	Element ID	Survey Booklet Location
Work Styles	**Work Styles**	**Domain**	**1.C**	
Achievement/Effort	Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.		1.C.1.a	KN39
Persistence	Job requires persistence in the face of obstacles.		1.C.1.b	KN40
Initiative	Job requires a willingness to take on responsibilities and challenges.		1.C.1.c	KN41
Leadership	Job requires a willingness to lead, take charge, and offer opinions and direction.		1.C.2.b	KN42
Cooperation	Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.		1.C.3.a	KN43
Concern for Others	Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.		1.C.3.b	KN44
Social Orientation	Job requires preferring to work with others rather than alone, and being personally connected with others on the job.		1.C.3.c	KN45
Self Control	Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.		1.C.4.a	KN46
Stress Tolerance	Job requires accepting criticism and dealing calmly and effectively with high stress situations.		1.C.4.b	KN47
Adaptability/Flexibility	Job requires being open to change (positive or negative) and to considerable variety in the workplace.		1.C.4.c	KN48
Dependability	Job requires being reliable, responsible, and dependable, and fulfilling obligations.		1.C.5.a	KN49
Attention to Detail	Job requires being careful about detail and thorough in completing work tasks.		1.C.5.b	KN50
Integrity	Job requires being honest and ethical.		1.C.5.c	KN51
Independence	Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.		1.C.6	KN52
Innovation	Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.		1.C.7.a	KN53

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Element Name	Element Description	Status Within 4.0	Element ID	Survey Booklet Location
Analytical Thinking	Job requires analyzing information and using logic to address work-related issues and problems.		1.C.7.b	KN54
Education	**Prior educational experience required to perform in a job**	**Domain**	**2.D**	
Required Level of Education	The level of education required to perform a job.		2.D.1	KN34
Experience and Training	**If someone were being hired to perform this job, how much of the following would be required?**	**Domain**	**3.A**	
Related Work Experience	Amount of related work experience required to get hired for the job?		3.A.1	KN35
On-Site or In-Plant Training	Amount of on-site or in-plant training (e.g, organized class room instruction) required to perform the job?		3.A.2	KN36
On-the-Job Training	Amount of on the job training required to perform the job?		3.A.3	KN37
Apprenticeship	Length of apprenticeship required to perform the job?		3.A.4	KN38
Work Context	**Physical and social factors that influence the nature of work**	**Domain**	**4.C**	
Public Speaking	How often do you have to perform public speaking in this job?		4.C.1.a.2.c	WC02
Telephone	How often do you have telephone conversations in this job?		4.C.1.a.2.f	WC03
Electronic Mail	How often do you use electronic mail in this job?		4.C.1.a.2.h	WC04
Letters and Memos	How often does the job require written letters and memos?		4.C.1.a.2.j	WC05
Face-to-Face Discussions	How often do you have to have face-to-face discussions with individuals or teams in this job?	ROLL-UP	4.C.1.a.2.l	WC01
Work With Work Group or Team	How important is it to work with others in a group or team in this job?		4.C.1.b.1.e	WC07
Indoors, Not Environmentally Controlled	How often does this job require working indoors in non-controlled environmental conditions (e.g., warehouse without heat)?		4.C.2.a.1.b	WC16
Outdoors, Under Cover	How often does this job require working outdoors, under cover (e.g., structure with roof but no walls)?		4.C.2.a.1.d	WC18
In an Open Vehicle or Equipment	How often does this job require working in an open vehicle or equipment (e.g., tractor)?		4.C.2.a.1.e	WC19

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In an Enclosed Vehicle or Equipment	How often does this job require working in a closed vehicle or equipment (e.g., car)?		4.C.2.a.1.f	WC20
Physical Proximity	To what extent does this job require the worker to perform job tasks in close physical proximity to other people?		4.C.2.a.3	WC21
Impact of Decisions on Co-workers or Company Results	How do the decisions an employee makes impact the results of co-workers, clients or the company?		4.C.3.a.2.a	WC46
Frequency of Decision Making	How frequently is the worker required to make decisions that affect other people, the financial resources, and/or the image and reputation of the organization?		4.C.3.a.2.b	WC47
Freedom to Make Decisions	How much decision making freedom, without supervision, does the job offer?		4.C.3.a.4	WC48
Structured versus Unstructured Work	To what extent is this job structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals?		4.C.3.b.8	WC52
Level of Competition	To what extent does this job require the worker to compete or to be aware of competitive pressures?		4.C.3.c.1	WC53
Time Pressure	How often does this job require the worker to meet strict deadlines?		4.C.3.d.1	WC54
Work Schedules	How regular are the work schedules for this job?		4.C.3.d.4	WC56
Duration of Typical Work Week	Number of hours typically worked in one week.		4.C.3.d.8	WC57