## Occupational Questionnaire: Example #1



Indicate the extent to which you have communicated orally with various levels of employees to obtain and provide information.

- A. I have had no experience in performing this task.
- B. I have communicated orally with others to obtain or verify information or to provide routine information.
- C. I have communicated orally with supervisors, managers, or office personnel to notify them of decisions, problems, or further actions needed, or to explain the organization's programs or services.
- D. I have given short oral presentations at departmental or organizational briefings and meetings to convey information on program activities or to describe the impact of new organizational policies on operational responsibilities.
- E. I have led briefings or taught courses on highly technical or complex material to audiences such as high-level managers or executives.

## Occupational Questionnaire: Example #2



Manage a financial management information system that supports accounting, budgeting, procurement, disbursing, and/or statistical reporting.

A....

B....

C....

D....

E.....

If you rated yourself D or E, in the text box below, please write in the name of the financial management system you managed and the relevant position(s) you held.