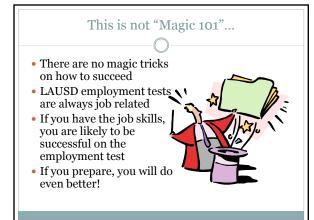
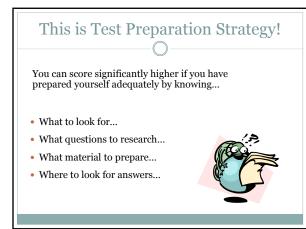


Test Preparation Strategies

What to expect and how to prepare for the Classified selection process at LAUSD





Let's go through the process...

- Where to find the job?
- What to look for in the bulletin?
- What is competency based testing?
- What test parts are commonly used at LAUSD?
- What are the characteristics of the different test parts?
- How can you prepare yourself for different test parts?



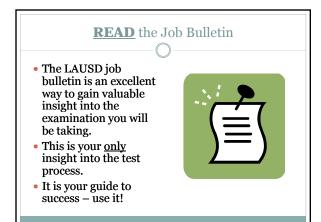




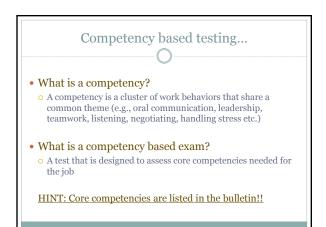


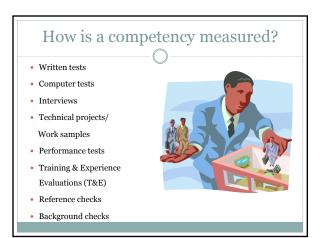












Written Tests

- Usually first part of the process
- Computerized
- Multiple choice (50-150 questions is common)
- Measures specific knowledge needed for a specific professional field (e.g., tools, materials, applicable laws, common methods, safety regulations)

Sample Test Item

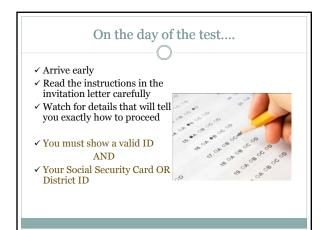
General Accounting Principles

Which of the following is a balance sheet item? A) Accounts payable B) Cost of goods sold C) Gross profit D) Sales

(Correct answer is A)

Preparing for a written test

- Refer to the job bulletin for job requirements, knowledge, skill, competencies needed.
- You are likely to be tested on these areas. <u>Study!!!</u> • Books (practices, laws, rules, technology...)
- Trade journals (current trends, latest methods...)
- o Internet (LinkedIn, professional organizations...)
- Other professionals (ask professionals in the field for information about the job, common challenges, solutions to typical problems, recommended work methods etc.)
- Gathering knowledge and storing facts in your memory is the best preparation for a written tests!



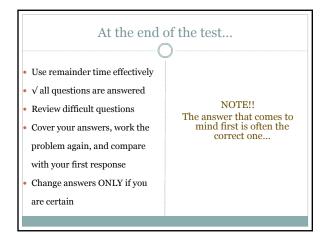
At the beginning of the test...

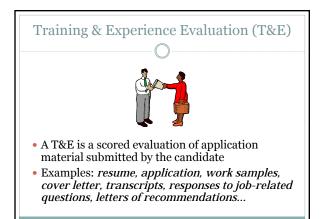
- Plan how you will use your time during the test
- Estimate how many minutes you have for each question so that you can finish within the time allotted
- Bring your own watch (clock on cell phone or other electronic device is not permitted)



While taking the test...

- Answer every question
- If you absolutely do not know the question, make a strategic guess and move on.
- Do not linger over difficult problems – you will loose time
- When you begin a new section, focus on that section
- Use scrap paper or write on the booklet (if allowed)
- Do not hesitate if you need to draw out a problem, create lists, or use symbols
- Writing or drawing can help you focus your mind and answer the question correctly



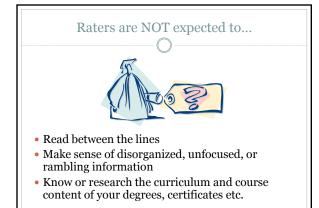


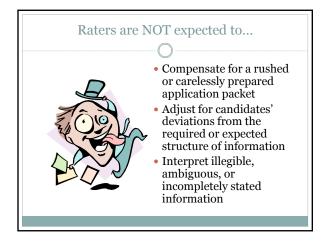
T&E

- It is a test part. However, you do not have to be present.
- It is usually the first test part and it can sometimes be the ONLY test part.
- It is not a determination of whether or not you meet the minimum qualifications.
- It is often based on responses to technical questions (READ bulletin).
- A T&E can be very competitive. Preparing for the T&E is critical for success!









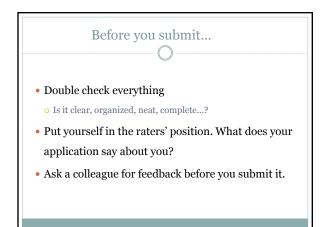


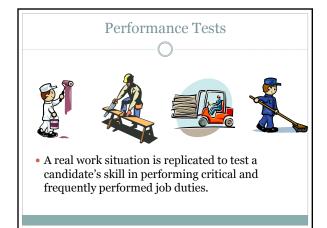
information once submitted



With that in mind...

- Provide the **information** that is being **requested**
- Be **specific**, **clear**, **and accurate** on the recency, level, complexity, scope, and depth/breadth of your education and experience
- **Organize** your information so that it is easy to read and understand



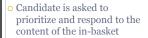




Another type of performance test...

In-basket

• Candidate is asked to sort through a manager's inbox (emails, memos, descriptions, scenarios etc.)

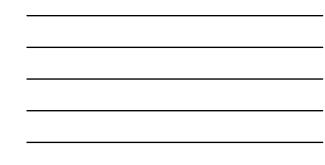


o Two raters evaluate the result

Preparing for a performance test

- This is an applied test where previous hands-on and "how-to" skills are invaluable
- There are no short cuts, no books to study, no manuals to read...
- If you have extensive experience performing the duties of the job, you are likely to be successful on the test!





The typical LAUSD interview is...

- Usually the last test part
- Tape/video recorded
- Two rater panel
- 15-45 minutes long
- Structured and consistent in content (everyone is asked the same set of questions)
- ALWAYS job-related (no surprise questions)
- Evaluated against structured and consistent rating standards



Different types of questions...

General fitness

- Asks about general preparation for a job
- o "Tell us how your background has prepared you for this job?"

Behavioral

- Ask about previous behavior that is similar to behaviors necessary to perform the job.
- Assumption: previous behavior is a predictor of future performance.
 "As a Job Supervisor, you will have to manage your own time, priorities, and resources to complete your assignments in an effective and efficient manner. Please give us a specific example from your current (or previous) job that demonstrates your ability to manage your own time and work load effectively."

Different types of questions...

Situational

- Asks about hypothetical situations and your suggested actions.
- "Assume you are the project manager at a construction site. All of a sudden, the contractor starts arguing loudly with the inspector and you fear that it might become physical. What will you do?"

Technical

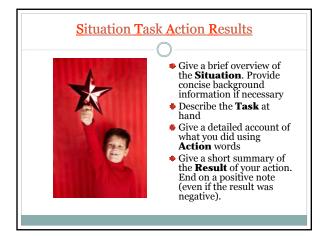
- Asks about specific technical answers to specific technical questions.
- o Common in Technical Interview
- "Discuss the legal and practical significance of the pesticide label in structural pest management."

A Three-Step Process to Answering Questions

- 1: Understand what is really being asked.
- 2: Answer the question effectively, yet briefly.

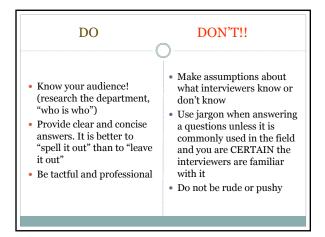
3: Answer the real question by presenting your related skills and back it up using

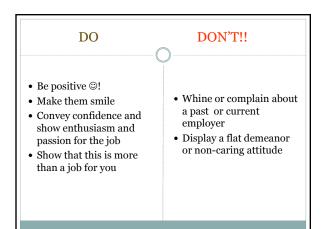
EXAMPLES FROM YOUR OWN EXPERIENCE!

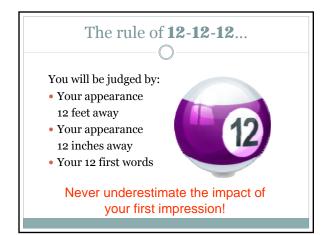




DON'T!! DO · Answer the question • Ramble/go off on a Prepare by having a well tangent • Repeat something you already talked about if you rehearsed mental outline • Ask to have the question repeated if you don't understand don't have a good answer Volunteer unrelated information (e.g., marital status, religion, country of Site specific examples from your work experience whenever origin etc.) Use "we" or "my team" possible statement • Use "I" statements







Be Professional

Your behavior is viewed as a demonstration of how you will act on the job...

- Dress professionally (you cannot over dress for an interview)
- The importance of the hand shake! Maintain eye contact with both
- raters throughout the interviewAnswer the questions <u>honestly</u> and
- positively (don't lie, guess, or use derogatory/negative statements)
- Turn off your cell phone
- Provide <u>clean</u> copies of work samples, resume (if applicable)
- Thank the raters when you leave
- Thank the faters when you leave

