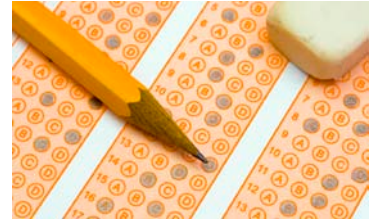


Employment Tests

How can I prepare? Try this free site: www.gcflearnfree.org.
Call the nearest Adult Basic Education office: 1-800-662-5711 ext. 400.



- ✓ Eat 3 hours before so there is more blood flow to your brain.
- ✓ Sleep 8 hours the night before. Set 2 alarm clocks if needed.
- ✓ Arrive 15 minutes early. Use that time to relax and clear your mind.
- ✓ Visit the bathroom just before, so your concentration is not interrupted.

Tips for Success

Why do employers test? In order to sift *out* candidates and find the *right combination* of personality and skills. One hire is a \$2,000,000 decision. Employers who hire based on skills alone, sometimes let people go later - because they didn't fit in. Tests offer insight into how well a person works with others, handles stress, is able to cope with the demands of the job. Today's employers look at the traits of their successful employees and test to find the same, looking for the "best fit!" So, relax, and **be yourself!**

- ✓ If appropriate, bring 2 pens/pencils/erasers, calculator (fresh batteries), & a watch - to pace yourself.
- ✓ Keep a positive attitude. Relax - taking a few deep breaths may help.
- ✓ Keep your eyes on your own paper; you don't want to appear to be cheating.
- ✓ When you receive the test, do a quick overview so you know how to budget your time.
- ✓ Do the easiest problems first or the questions worth the most points.
- ✓ Write legibly. If what you wrote can't be read *easily*, it may be marked as wrong.
- ✓ Always read the whole question carefully, rather than rushing past words.
- ✓ If you don't know, skip it. Come back if there's time, and go with your best guess. .
- ✓ If you have time, look over your test. Make sure that you answered all the questions. Change an answer if you misinterpreted; otherwise, your first answer is usually correct. Watch for careless mistakes; proofread any written answers. Double check that your first and last name are on the test!

What else? Improve your resume, and prepare for an interview. Research the employer - online and in the community. Learn more in FREE workshops at your local WorkForce Center, 1-888-GET-JOBS.