Applying for a Position: HOW IT WORKS

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If you meet the minimum qualifications you will be invited to participate in the examination process

An examination can be

Not all examinations include all these parts.
For most entry level positions, the examination will have two parts: a written exam and an oral exam.

Written Exam
Oral Exam
Performance Exam

The names of candidates who pass the entire examination process are placed on an eligible list for that classification. The person with the highest score is ranked #1, the second highest #2, and so on.

Top candidate names are referred to departments to conduct selection interviews and a hiring decision is made.

Keys to Remember

APPLY! APPLY! APPLY!

1. Examinations are prepared in compliance with Federal and State laws or guidelines and are based on job requirements.

2. Applicants will be notified of the results from each test. If you do not pass one of the tests, you will be notified and unfortunately will not continue in the recruitment process, but don’t be discouraged!

3. If you pass all examinations, but are not one of the top names referred to a department, your name will remain on an eligible list, generally for six months and Departments will continue to be referred names off that eligible list as needed.

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