

## **Strategies for Taking Employment Tests**

The goal of our hiring process is to select job candidates who have the necessary skill set to be successful on the job. Employment tests are designed to assess a job candidate's knowledge, skills, and abilities needed to perform a particular job. As such, SCE employment tests create a foundation for a robust hiring process in which all job candidates are treated fairly and equally.

## **How to Prepare for an Employment Test**

There are several things you can do to prepare for the test and increase your chances of successfully passing it.

**Review the job posting:** The job posting describes the requirements of the job and what is needed to be successful on the job. As a test taker, you are strongly encouraged to study and prepare in all areas that are described in the job posting (e.g., specific job qualifications, knowledge areas, rules and laws related to the job, skills in using tools used on the job, and knowledge of applicable safety regulations, etc).

**Review the applicable Study Guide:** Visit [www.edison.com/studyguides](http://www.edison.com/studyguides) to find guides to most SCE employment tests. These guides provide specific and valuable information, and will give you an idea of the test's format, how many parts there will be, how long the test will take, how to prepare, and it may even offer some sample test items.

**Edison Electric Institute (EEI) test preparation materials:** If you have been scheduled for an EEI test, you are encouraged to review the EEI test preparation brochure and to take the practice test to become as familiar with the test as possible. Links to these are found in the study guide.

## Types of Employment Tests

The type of test that you will take depends on the job you are applying for. You may need to take more than one test. These are the most common employment tests used in our hiring process:

**Job Knowledge Test:** This test will assess how much you know about the job, when it comes to topics like technical knowledge, pertinent rules and safety regulations. They often are multiple choice tests consisting of a series of questions, each with several answer choices. Your job, as the test taker, is to select the answer choice that provides the best answer to each question. A multiple choice test can take several hours to complete and often consist of 50-150 different multiple choice questions. It may be administered on a computer. If you are taking a job knowledge test, you are encouraged to prepare by reading and studying job-related books, manuals, and professional publications, and by becoming familiar with job related equipment and materials, and all relevant safety regulations of the job.

**Job Performance Test:** A performance test can best be described as a “real work” sample. It may involve asking a job candidate to perform a critical task that is common on the job, and assess how well the candidate performs it. Your job, as the test taker, is to perform the task as accurately and safely as possible within the allotted time. In performance tests, your applied skills and previous hands-on experience is invaluable. The only way to prepare and be successful on a performance test is to practice performing the job and performing it well.

**Physical Performance Test:** A physical performance test is designed to assess whether a job candidate can perform the physical aspects of a job. This is particularly important at SCE because many jobs are physically demanding, and to be successful, a candidate must be capable of the physical requirements. A physical performance test is likely to simulate the physical demands that are part of the job. For example, you might be asked to lift, pull, or carry weights. If you are taking a physical performance test, you are encouraged to study the job and

job posting and pay special attention to its physical requirements. Knowing what these are will help you prepare for the test.

## If You Have a Disability

If you have a disability that requires an accommodation in accordance with the Americans with Disabilities act, please call our Testing Hotline immediately at 626-302-0058 so that we may assist you. It may be necessary to schedule a separate test date.

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