



How to Prepare for Classified Exams

Date: Wednesday, October 19, 2011
Time: 8:15 A.M.– 10:15 A.M.
Location: L.A. Harbor College
 Student Services Building
Room: SSA 219 Conference Room

The Personnel Commission would like to invite you to a workshop that will provide useful tips and information to classified employees when preparing for classified examinations

This workshop will cover:

- Tips on completing examination documents such as job applications and answer sheets
- The four types of tests typically used by Classified Examinations
- Tips on taking written and oral tests
- Review of sample questions for a variety of classifications
(and More!)



Personnel Commission

Questions?
Contact:

Rosie T. Castro
213-891-2088

Registration Form

Please return this part by Wednesday, October 12, 2011 to LACCD, Personnel Commission, Attn: Rosie T. Castro

Name (Please Print): _____ Ext.: _____ Campus: _____

I will attend the workshop on October 19, 2011 at 8:15 a.m.

Supervisor's Name: _____ Supervisor's Signature: _____