



How to Prepare for Classified Exams

Date: Monday, October 17, 2011
Time: 8:15 A.M.– 10:15 A.M.
Location: L.A. Southwest College
 Student Services Building
Room: Student Service Conference Room 216

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 Monday, October 10, 2011 to LACCD, Personnel Commission, Attn: Rosie T. Castro

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

I will attend the workshop on October 17, 2011 at 8:15 a.m.

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