



# How to Prepare for Classified Exams

**Date:** Wednesday, September 28, 2011  
**Time:** 8:15 A.M.– 10:15 A.M.  
**Location:** L.A. Valley College  
**Room:** Cafeteria 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

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## Registration Form

Please return this part by Wednesday, September 21, 2011 to LACCD, Personnel Commission, Attn: Rosie T. Castro

**Name (Please Print):** \_\_\_\_\_ **Ext.:** \_\_\_\_\_ **Campus:** \_\_\_\_\_

I will attend the workshop on September 28, 2011 at 8:15 a.m.

**Supervisor's Name:** \_\_\_\_\_ **Supervisor's Signature:** \_\_\_\_\_