



# How to Prepare for Classified Exams

**Date:** Thursday, October 20, 2011  
**Time:** 8:15 A.M.– 10:15 A.M.  
**Location:** West L.A. College  
 HLRC Building  
**Room:** Winlock Lounge

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 Thursday, October 13, 2011 to LACCD, Personnel Commission, Attn: Rosie T. Castro

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

I will attend the workshop on October 20, 2011 at 8:15 a.m.

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