TIPS FOR EXAM PREPARATION

FOR ALL TYPES OF EXAMINATIONS

• Carefully review the job bulletin to understand what knowledge or skills might be tested.
• Dress appropriately.
• Be prompt.

FOR WRITTEN EXAMS

• Listen carefully to exam instructions. If you do not understand the instructions, ask the test proctor to explain further, prior to the start of the exam.
• Read each question carefully before answering.
• Do not spend too much time on any one question. If need be, mark the question and return to it later.

FOR ORAL EXAMS

• Prior to the exam, think about how your own work experience and training has helped you prepare for the job.
• Anticipate what questions might be asked based on the information in the job bulletin.
• Practice interviewing with a friend.
• Plan a brief closing statement reinforcing why you are the best candidate for the job.
• Speak up, speak clearly and look at the interviewers as you respond.
• Be confident in yourself.

FOR PERFORMANCE & PRACTICAL EXAMS

• Sharpen your skills, practice performing tasks that are likely to be covered in the exam.
• If speed is likely to be tested, time yourself while practicing each task.

The Superior Court of California is an Equal Opportunity Employer.

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