

SUBMITTING YOUR APPLICATION



To pass the application screening process, you must submit a quality application. The following tips should assist you in submitting the best application possible!

Be thorough.

Do not leave spaces blank or "See Resume"
Blank application are considered incomplete, and therefore do not move forward in the recruitment process.

The application screener does not know you.

Do not assume that the screening or human resource staff will know information about you. Always explain in detail, even if you are a current employee or substitute employee.

Any experience is good experience.

If relevant, include any non-paid volunteer experience that you think may be helpful in qualifying you for the next stage of the recruitment process.

Make sure your contact information is up-to-date.

If your contact information changes during the recruitment process, notify the HR office with your name and the position you are applying for.

Most information is sent out by email, so it is imperative that you have access to that account.

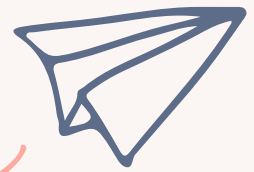
As stated on ALL of our job postings: Correspondence and notifications will be sent to the email address provided on your application. Applicants are responsible for checking email and responding promptly (within 24 hours).

Don't forget your attachments.

If additional documents are required, be sure to include it with the application. *These documents can include resumes, first aid/CPR card, transcripts, supplemental questionnaires.*

Contact the Classified Human Resources Office with additional questions.
805-389-2100 ext. 1302 or ext. 1304

WRITTEN & PERFORMANCE EXAMINATION TIPS



To best prepare yourself for the examination process, it is best understand the structure of the exam. The majority of our positions require the passing of the multiple choice exam, where others may require a performance or situational exam. Please reach out to the Human Resources Office for clarification or assistance.

General Test Taking Tips

- Get a good night's sleep. Eat a high-energy breakfast and plan to get to the test site at least 5-10 minutes early. *It is your responsibility to arrive on time and make-up sessions will likely not be offered.*
- Allow plenty of time to travel to the location where you will be taking the test.
- Read all of the directions carefully.
- Bring a jacket or sweater, as room temperatures may vary and you may need to adjust to the temperature in the room.
- Bring a picture ID.

Multiple Choice Exam Tips

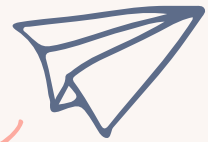
- Read directions carefully and follow them.
- Budget your time wisely.
- Read each question completely before answering it.
- Look for key words.
- When in doubt, GUESS. *Questions left blank will be marked as incorrect. It is better to guess than to leave a question blank.*
- Eliminate obvious wrong answers
- Check other questions for clues
- Answer easy questions first.
- Don't read too much into a questions.
- Mark your answer sheet properly.
- When you are finished go back and make sure you have answered every question.

Performance/Situational Exam Tips

- Set up a time schedule. *If you have 4 questions to be answered in 1 hour, that roughly gives you 15 minutes per question.*
- Read through the questions once. *Some answers will come to mind fairly quickly, so those could be quick to answer, where others may require more time. Plan to answer the questions in the order you think would be best for you.*
- Before the date of the exam read over the job description. *You may find key words and phrases that may help you formulate your answers.*
- Keep your writing simple. *Most often, the rater is grading the **content** of your answer (unless it is explicitly stated that it is a grammar/spelling exam)*

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ORAL EXAMINATION & FINAL INTERVIEW TIPS



In most cases, the last step in the recruitment and examination process is the oral exam. Outside panelist will rate the answers given to the predetermined questions that are asked of all candidates for the classification they are seeking employment in.

Before the Exam

- Know exactly where and when the interview will be conducted. *Double check the scheduled interview appointment time and location.*
- Research the knowledge, skills, abilities and competencies required for the position. *A good starting point is to look at PVSD's official job description.*
- Review your own strengths and see how they match the minimum requirements for the position. *Decide which parts of your background and experience are most important for this position.*
- Dress in professional business attire or business casual depending on the job. *Interviewers may be subconsciously influenced by the physical appearance of an applicant during the interview, even if they are explicitly instructed to disregard attire. Use your best judgment when deciding what to wear for your interview.*
- Remember that this is an examination and NOT a hiring interview. *Everyone will be asked the same questions in the same order. How you answer the questions will determine your score on the interview.*
- If in person, arrive for the oral exam 5-10 minutes ahead of the scheduled time. If via zoom or other web-based platform, log on early to ensure there are no technical difficulties.

During the Exam

- Do not be in a hurry; take time to think before you speak.
- Respond concisely, truthfully, and in a friendly manner.
- Provide examples when responding to questions.
- Try to convey your skills and experiences in relation to the requirements of the position.
- Show how your education, experience, and accomplishments have prepared you for the position.
- When answering the questions, try to be as succinct and clear as possible. Do not use acronyms or slang.
- In most cases, the panelists are from outside organizations do not know about your qualifications. Your interview will be scored based only on the information you present during the interview.

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