

NOVEMBER 2009

Monday	Tuesday	Wednesday	Thursday	Friday
2 Typing, WP/Word, Lotus/Excel Clerical skills tests 8:00 – 9:00 a.m.	3 Written exams Check in 8:00 – 8:30 a.m.	4 TEST ROOM UNAVAILABLE	5 Written exams Check in 12:00 noon – 12:30 p.m.	6 Written exams Check in 8:00 – 8:30 a.m. Make-up exam for Current Openings only
9 Typing, WP/Word, Lotus/Excel Clerical skills tests 8:00 – 9:00 a.m.	10 Written exams Check in 8:00 – 8:30 a.m.	11 TEST ROOM UNAVAILABLE	12 Written exams Check in 12:00 noon – 12:30 p.m.	13 Written exams Check in 8:00 – 8:30 a.m. Make-up exam for Current Openings only
16 Typing, WP/Word, Lotus/Excel Clerical skills tests 8:00 – 9:00 a.m.	17 Written exams Check in 8:00 – 8:30 a.m.	18 TEST ROOM UNAVAILABLE	19 Written exams Check in 12:00 noon – 12:30 p.m.	20 Written exams Check in 8:00 – 8:30 a.m. Make-up exam for Current Openings only
23 Typing, WP/Word, Lotus/Excel Clerical skills tests 8:00 – 9:00 a.m.	24 Written exams Check in 8:00 – 8:30 a.m.	25 TEST ROOM UNAVAILABLE	26 HOLIDAY	27 TEST ROOM UNAVAILABLE
30 Typing, WP/Word, Lotus/Excel Clerical skills tests 8:00 – 9:00 a.m.				

WRITTEN EXAMS: Qualifying applicants wishing to take a written exam for a position currently open for recruitment will be admitted to the exam room on a first come first serve basis according to seating & test booklet availability. Due to high applicant volume, check-in may begin prior to noon on Thursdays. Not all classifications require a written exam. Refer to the Job Announcement or Continuous Opportunities list for testing requirements. **Completed application, picture ID and proof of SSNO required for entrance. Original college transcript required for financial applicants.** Failed written exams may be retaken after 3 months. Passed written exams may be retaken after 6 months (most recent score stands).

PC SKILLS EXAMS: **PC skills tests are taken after receipt of written/application test score in most cases. (e.g. Library Aide applicants must pass Word skills test before taking written exam.) Picture ID and proof of SSNO are required for entrance.** Failed skills exams may be retaken after 3 months. Passed skills exams are valid for one year. City-Parish employees' skills scores remain active throughout employment with City-Parish as long as there is no break in service.

Please contact Recruitment and Examination staff at **389-3132** to confirm test dates/times and with any questions regarding testing or other employment issues