

Quick Tips – Completing a Training and Experience Exam

Tip #1 - Review the “**Additional Application Requirement**”¹ section on Page 2 of the job announcement to find key information about the Training and Experience Exam (T&E).

-- ADDITIONAL APPLICATION REQUIREMENT -- ← 1

This recruitment uses a **Training and Experience Exam (T&E)** as the examination

- The T&E can be found starting on page three of this announcement.
- The T&E will be scored and ranked based on information provided in the answers to each of the questions.
- Failure to attach the T&E to your application at the time of submission, or failure to provide the required responses to the questions may result in disqualification from the selection process.
- The T&E will evaluate your knowledge, skills and abilities in the following areas:
 - ✓ Library Practices and Procedures
 - ✓ Communication Skills (written, comprehension and oral)
 - ✓ Interpersonal skills
 - ✓ Organizational Systems Awareness

You can find additional information on the Training and Experience Exam at the following link:
<https://www.washoecounty.us/humanresources/Careers/recruitmentandselectionprocess.php>

- If the Training and Experience Exam is due at time of application, save it to your computer so that you can complete the Training and Experience Exam prior to starting your application and attach it to your application at the time of submission.

Tip #2 - It is important to understand that the Training and Experience Exam is an actual exam which will be scored accordingly. The Training and Experience Exam will be used to determine your rank and score, which impacts your placement on the eligibility list. If a Training and Experience Exam is required, it must be submitted by the deadline indicated on the exam. The Training and Experience Exam may be required with your online application at the time of submission **or** it may be sent to you via email at a later date with a deadline of submission via email. Failure to submit a required Training and Experience Exam by the deadline indicated may result in your disqualification from the selection process.

Tip #3 - The Training and Experience Exam is separate from your application and/or resume. Therefore, any information provided in your application and/or resume will **NOT** be considered when scoring your Training and Experience Exam. This is why it is critical that you provide accurate, complete, detailed and specific answers to each of the listed questions. If it is a multi-part question, please ensure that your answer addresses **each** part of the question. Please also be advised that your Training and Experience Exam will not be used to determine if you meet the minimum qualifications for the position.

If you are a returning applicant and have already completed an application and created a User ID and Password, follow these easy steps to attach your Training and Experience Exam:

- Go to <https://jobs.washoecounty.us>
- Click on “Apply Online” for the position for which you previously submitted your application
- Log into application using your previously created user ID and password
- Once your application is accessed, you can make any corrections or changes to the application
- Once you have made all changes, click the last tab for attachments. Attach your Training and Experience Exam, resume, etc.
- Click on the “Submit” button

For additional information please go to <https://www.washoecounty.us/humanresources/Careers/recruitmentandselectionprocess.php>.
To apply: <https://jobs.washoecounty.us>