

DECEMBER 2016

NOTE: Written tests start after all applicants are checked in.

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
			Test room unavailable	
5	6	7	8	9
Test room unavailable				
12	13	14	15	16
Test room unavailable				
19 Typing and computer skills check in 8:30 – 9:00 a.m.	20 Written exam check in 8:30 – 9:00 a.m.	21 Typing and computer skills check in 8:30 – 9:00 a.m.	22 Written exam check in 12:00 – 12:30 p.m.	23 Make-up written exams check in 8:30 – 9:00 a.m.
26 HOLIDAY	27 Written exam check in 8:30 – 9:00 a.m.	28 Typing and computer skills check in 8:30 – 9:00 a.m.	29 Written exam check in 12:00 – 12:30 p.m.	30 Make-up written exams check in 8:30 – 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.** Failed written exams may be retaken after 3 months. Passed written exams may be retaken after 6 months (most recent score stands). **Subject areas and other exam preparation information are available at <http://brgov.com/dept/HR/ExamBreakdown.htm>.** **PC SKILLS EXAMS:** PC skills tests are usually taken after receipt of written/ application test score. **(Exception- Library Aide applicants must pass Word skills test before taking written exam.)** **Picture ID and proof of SSNO are required for entrance.** 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. If a position requires a license or certification, you must have an up-to-date license/certification (e.g. driver's license, EMT, LPN, Arborist) on file with the Human Resources Department.

Applicants using education to qualify for any job MUST submit a copy of their degree or transcript at the time of application. Applicants applying for any position that requires an official certification MUST submit a copy of that certification at the time of application. Applicants MAY use experience as a substitution only if the minimum requirements indicates such.

