



# Merit Matters

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## PLANNING A SUCCESSFUL DAY OF TESTING

With a new slate of Merit System tests on the calendar for 2010 the Performance Measurement department wants to share some tips to improve your day of testing.

**Have a positive attitude.** Approach the test as you would approach a difficult task. It might be tough, but you can do it! A positive attitude goes a long way toward success. Remind yourself that you are well prepared and are going to do well.

**Get plenty of rest.** If you've followed a study plan, the night before the test you should do a quick review and get to bed early. Remember, your brain and body need sleep to function well, so do not stay up late!



**Eat breakfast/lunch.** You think better when you have a full stomach. Therefore, do not skip breakfast/lunch the day of the test.

**Come prepared.** Know when and where you are supposed to take the test. Bring your Driver's License. All materials required to take the test, including pencils, will be provided.

**Arrive early for the test.** Allow adequate time for parking at the test facility. Candidates who arrive late will not be permitted to take the test. After the test begins, the doors will be locked and

no one will be allowed inside the examination room.

**Listen to and read all instructions.** Listen to all instructions from the test administrator and read all instructions contained in the test. You want to make sure you are marking answers correctly. If you cannot hear or understand the instructions, raise your hand.

**Do not disturb yourself or others.** Turn off cell phones and beepers, so as not to disturb your concentration, or others. Do not chew gum, eat or drink during the exam. Sit quietly if you finish a section before others.

**Stay relaxed and confident.** Do not let yourself become anxious. If you feel anxious before or during a test, take several slow, deep breaths to relax. Do not get worried or frustrated. If you get stuck on a question, reread it to make sure you understand it, and then try to solve it the best way you know how. If you are still stuck, circle it and move on. You can come back to it later.

**Manage your time.** Answer the test questions in a strategic order. Scan through the test quickly before starting. Answering the easy questions first can be a time saver and a confidence builder. Plus, it saves more time in the end for you to focus on the more difficult questions. Work quickly, but carefully. Try to answer every question.

## January 2010

### Expected Job Openings

Police Chief  
Paralegal  
Athletic Program Coordinator  
Museum Coordinator  
Brush and Trash Supervisor  
Parole and Probation Officer

### Registers Released

Traffic Maintenance Worker  
Stadium Maintenance Supervisor  
Public Works Supervisor  
(Construction or Sanitation)

### Board Holidays

The PBJC will be closed:  
January 1 (New Years Day)  
January 18 (MLK Holiday)



## THE GREEN WAY...

Don't ditch your old cell phone in the garbage this year. Over 271 million cellular phones were used by Americans in 2008. It is estimated that cell phones are replaced after approximately 18 months of use, which results in over 130 million phones being disposed of annually. It is estimated that 500 million obsolete cell phones have accumulated in consumers desk drawers, storerooms or other places awaiting disposal. With toxic elements such as lead and mercury found in each mobile unit, it is important to keep cell phones out of landfills and incinerators.

Recycle/Resale Resources: Verizon Wireless, cellforcash.com and recyclemycellphone.org