



**BOOKBINDER III  
Training and Experience Evaluation**

**GENERAL INFORMATION**

This Training and Experience (T&E) Evaluation will be used to measure your experience, training, and/or education relevant to this classification. It will ask you to rate yourself on the experience, training, and/or education that you will bring to the job with Department of General Services (DGS).

**This T&E Evaluation is a scored component accounting for 100% of your score in this examination.** To obtain a position on the eligible list, a minimum rating of 70% must be attained. It is important to complete the T&E Evaluation carefully and accurately. Your responses are subject to verification before appointment to a position. It is essential to **take your time and read all questions and responses carefully** before selecting your response.

The eligible list resulting from this examination will be used by DGS to fill our existing and/or future vacancies. A “Conditions of Employment” form is included in this T&E Evaluation that will allow you to select the location(s), tenure(s), and time base(s) that you are interested in working.

**AFFIRMATION STATEMENT**

I hereby certify and understand that the information provided by me on this examination is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand that if it is later determined that I have made any false or inaccurate representations in any of the information I have provided, I will be removed from the eligible list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal. I also understand that I am solely responsible for the accuracy of the responses I provide.

Print Name \_\_\_\_\_

CalCareer ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FILING INSTRUCTIONS**

You are required to submit **this completed T&E Evaluation and STD. 678 forms** as follows:

**Via CalCareers**

*The preferred method of T&E Evaluation and STD. 678 forms is via email as it is the most **expeditious** method of communication.*

**Via Email**

[DGSExams@dgs.ca.gov](mailto:DGSExams@dgs.ca.gov)

**By Mail**

Department of General Services  
Office of Human Resources  
Attn: Recruitment and Examination Services Unit  
P.O. Box 989052  
West Sacramento, CA 95798-9052

**In Person**

Department of General Services  
707 3<sup>rd</sup> Street, Lobby Drop Box  
West Sacramento, CA 95605  
Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding holidays)

**TRAINING AND EXPERIENCE EVALUATION**

**INSTRUCTIONS:** Read each statement carefully and select one option for the scale provided that best relates to your experience with the task. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

1. Set up bookbinding equipment (e.g., drills, multi-stitch, plastic wrap, auto-padder, single stitcher machine, auto wrap) to support the bookbinding functions for quality.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 36 or more months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months
  
2. Operate bookbinding equipment (e.g., drills, multi-stitch, plastic wrap, auto-padder, single stitcher machine, auto wrap) to support the bookbinding functions for quality.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 36 or more months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months

3. Read and understand job ticket instructions before starting work to produce quality bindery work.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 36 or more months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months
  
4. Verify job orders to satisfy internal and external customers' requirements using various computer equipment and/or logs.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 36 or more months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months
  
5. Feed blank or printed material into gathering, perfect binder, saddle-stitcher, gatherall and addressing machines (as part of a crew) to support the bookbinding functions.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 36 or more months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months
  
6. Load tables, bins, conveyors, etc., to support bookbinding functions.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 36 or more months
    - 24 to 35 months
    - 12 to 23 months
    - 0 to 11 months

7. Open bundled signatures at gathering, saddle-stitcher, gatherall and addressing machine.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

8. Adjust the running equipment to support bookbinding functions.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

9. Perform as lead for crew members in the operation of the bindery equipment as required by the job ticket.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

10. Perform and/or assist in the maintenance and operation of the bookbinding equipment to ensure production is be met using various tools (e.g., grease guns, air hoses, wrenches, screw drivers, tape measures.)

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

11. Update maintenance logs to keep machines in operating order.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

12. Clean paper dust and keep work area organized, clean, and neat to ensure safety.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

13. Operate forklift to maintain workflow throughout the bindery in accordance with the safety guidelines.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

14. Operate various support equipment such as the tape machine, computers, etc., to complete various tasks.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

15. Train/direct employees in the operation of the bindery functions to complete tasks in accordance with guidelines.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

16. Send customer's completed job orders to designated buildings, offices, or other locations.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

17. Inspect work environment for hazards (e.g., faulty set-ups, electrical problems, leaks, faulty sensors) to avoid injury and/or damage to products.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

18. Maintain a clean and organized work environment to promote efficiency and safety.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

19. Maintain records of production to track and document job status for work in progress and completed work using approved forms.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

20. Label or tag jobs for stage of completion to forward jobs and/or to close out work orders.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

21. Operate bookbinding equipment of average complexity (e.g., board cutters, 10 bin high speed collator/gatherall, 18 Station collator/gatherall, folder with right angle attachment, saddle stitch, buckle folders, ink jet addressing machines, standard numbering machines) safely and efficiently to process jobs correctly and timely.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

22. Complete finishing work to ensure product quality and proper documentation of jobs meet customer requests.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

23. Adjust bookbinding equipment (e.g., Bourg 10 bin high speed collator, Bourg 18 Station Modulen collator, high speed production folder with right angle attachment, and standard numbering machines) to ensure product quality.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

24. Use hand tools such as spoons, rulers, tape measures, tape guns, bone folders, knives, hammers, or brass binding tools to complete jobs to meet customer specifications.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

25. Move materials weighing up to 50 pounds by hand, cart, pallet jack, or forklift using proper lifting techniques and/or safety procedures to ensure personal safety and prevent damage to material.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

26. Palletize printed products to prepare them for storage or delivery following standard procedures and guidelines to maintain product quality.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months



27. Perform quality checks of product output (e.g., proof, pull product samples and inspect for composition, alignment, color, positioning, pagination, registration), as needed, to ensure consistent product quality.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

28. Perform test runs and evaluates equipment set-up and calibration before entering production to ensure quality of product and efficiency in equipment operation.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

29. Read finishing specifications on job orders to know how to process the job to satisfy customer requests.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

30. Communicate with management, staff, and/or customers to clarify job specifications to process jobs correctly and timely.

A. Select one that best relates to the **length** of your experience performing this task.

- 36 or more months
- 24 to 35 months
- 12 to 23 months
- 0 to 11 months

## CONDITIONS OF EMPLOYMENT

Please mark the appropriate box(es) of your choice – you will not be offered a job in locations not marked.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

## TYPE OF EMPLOYMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment. If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent, Full-Time positions.

- |  |   |
|--|---|
| <input type="checkbox"/> Any                     |   |
| <input type="checkbox"/> Permanent, Full Time    | <input type="checkbox"/> Limited Term, Full Time    |
| <input type="checkbox"/> Permanent, Part Time    | <input type="checkbox"/> Limited Term, Part Time    |
| <input type="checkbox"/> Permanent, Intermittent | <input type="checkbox"/> Limited Term, Intermittent |

## LOCATION(S) YOU ARE WILLING TO WORK

**(0005) ANYWHERE IN THE STATE** – if this box is marked, no further selection is necessary.

### NORTHERN CALIFORNIA COUNTIES

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> (0400) Butte     | <input type="checkbox"/> (2300) Mendocino     | <input type="checkbox"/> (4500) Shasta   |
| <input type="checkbox"/> (0600) Colusa    | <input type="checkbox"/> (2500) Modoc         | <input type="checkbox"/> (4600) Sierra   |
| <input type="checkbox"/> (0800) Del Norte | <input type="checkbox"/> (2800) Napa          | <input type="checkbox"/> (4700) Siskiyou |
| <input type="checkbox"/> (0900) El Dorado | <input type="checkbox"/> (2900) Nevada        | <input type="checkbox"/> (4900) Sonoma   |
| <input type="checkbox"/> (1100) Glenn     | <input type="checkbox"/> (3100) Placer        | <input type="checkbox"/> (5100) Sutter   |
| <input type="checkbox"/> (1200) Humboldt  | <input type="checkbox"/> (3200) Plumas        | <input type="checkbox"/> (5200) Tehama   |
| <input type="checkbox"/> (1700) Lake      | <input type="checkbox"/> (3400) Sacramento    | <input type="checkbox"/> (5300) Trinity  |
| <input type="checkbox"/> (1800) Lassen    | <input type="checkbox"/> (3800) San Francisco | <input type="checkbox"/> (5700) Yolo     |
|   | <input type="checkbox"/> (3900) San Joaquin   | <input type="checkbox"/> (5800) Yuba     |

### CENTRAL CALIFORNIA COUNTIES

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> (0100) Alameda      | <input type="checkbox"/> (1500) Kern     | <input type="checkbox"/> (4000) San Luis Obispo |
| <input type="checkbox"/> (0200) Alpine       | <input type="checkbox"/> (1600) Kings    | <input type="checkbox"/> (4100) San Mateo       |
| <input type="checkbox"/> (0300) Amador       | <input type="checkbox"/> (2000) Madera   | <input type="checkbox"/> (4300) Santa Clara     |
| <input type="checkbox"/> (0500) Calaveras    | <input type="checkbox"/> (2100) Marin    | <input type="checkbox"/> (4400) Santa Cruz      |
| <input type="checkbox"/> (0700) Contra Costa | <input type="checkbox"/> (2200) Mariposa | <input type="checkbox"/> (4800) Solano          |
| <input type="checkbox"/> (1000) Fresno       | <input type="checkbox"/> (2400) Merced   | <input type="checkbox"/> (5000) Stanislaus      |
| <input type="checkbox"/> (1400) Inyo         | <input type="checkbox"/> (2600) Mono     | <input type="checkbox"/> (5400) Tulare          |
|  | <input type="checkbox"/> (2700) Monterey | <input type="checkbox"/> (5500) Tuolumne        |

**SOUTHERN CALIFORNIA COUNTIES**

- (1300) Imperial
- (1900) Los Angeles
- (3000) Orange
- (3500) San Benito
- (3300) Riverside
- (3600) San Bernardino
- (3700) San Diego
- (4200) Santa Barbara
- (5600) Ventura

**ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES**

If you would like to change your address, phone number(s), email address, and/or locations and tenure/time base preferences, please log into your CalCareer Account, and click on the Eligibilities tab.