



## OFFSET PRESS ASSISTANT 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** as follows:

#### **Via Email**

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

*The preferred method of T&E submittal is via email as it is the most **expeditious** method of communication.*

**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\*  
West Sacramento, CA 95605

*\*Visitors to the Department of General Services must be escorted at all times. Applicants must use the telephone provided in the Lobby to contact the Office of Human Resources at (916) 376-5400 OR email [DGSExams@dgs.ca.gov](mailto:DGSExams@dgs.ca.gov) to set up an appointment to drop off their application.*

**TRAINING AND EXPERIENCE EVALUATION**

**TASK INSTRUCTIONS:** Read each statement carefully and select one option for each of the scales provided that best relates 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 and operate roll-stand or sheeter feeder to maintain a continuous flow of paper into printing press.
  - A. Select one that best relates to the **length** of your experience performing this task.
    - 37 or more months
    - 13 to 36 months
    - 0 to 12 months
  - B. Select one that best relates to the **frequency** (how often) you performed this task.
    - Daily/Weekly
    - Monthly/Quarterly
    - Semi-Annually/Annually
    - Never

2. Maintain proper fountain solution and inks availability.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
  - 13 to 36 months
  - 0 to 12 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
  - Monthly/Quarterly
  - Semi-Annually/Annually
  - Never
3. Assist press operator with the operation of the press and the associated equipment.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
  - 13 to 36 months
  - 0 to 12 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
  - Monthly/Quarterly
  - Semi-Annually/Annually
  - Never
4. Strip and install rolls, skids, and pallets of paper.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
  - 13 to 36 months
  - 0 to 12 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
  - Monthly/Quarterly
  - Semi-Annually/Annually
  - Never

5. Assist with or install, remove, and properly pack offset blankets.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
  - 13 to 36 months
  - 0 to 12 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
  - Monthly/Quarterly
  - Semi-Annually/Annually
  - Never
6. Bend, pack, and install printing plates.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
  - 13 to 36 months
  - 0 to 12 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
  - Monthly/Quarterly
  - Semi-Annually/Annually
  - Never
7. Gum and clean plates for printing products.
- A. Select one that best relates to the **length** of your experience performing this task.
- 37 or more months
  - 13 to 36 months
  - 0 to 12 months
- B. Select one that best relates to the **frequency** (how often) you performed this task.
- Daily/Weekly
  - Monthly/Quarterly
  - Semi-Annually/Annually
  - Never

8. Wash printing units and blankets.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

9. Assist with or install or properly set ink and water rollers.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

10. Help setup, adjust, and maintain a sheeter, folder, and rewind delivery system with all available signature sizes.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

11. Assist with set up and maintenance of a gluing/spine softening system.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

12. Assist press operator in checking production sheets to maintain press registration throughout the job.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

13. Assist in webbing paper through a press.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

14. Conduct maintenance by adding and changing oil, greasing, and simple mechanical repairs to presses and related equipment.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

15. Collaboratively install press dampers rollers.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

16. Stock and maintain supplies so they are readily available at the press.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

17. Help to maintain waste disposal areas.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

18. Check printed product for correct color and consistency (e.g., too much/not enough ink, water/ink scumming, ink set off, position of printed image, broken/missing/smudged image, wrinkles.)

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

19. Fill out appropriate forms (manually and electronically) for record keeping and ordering supplies.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never



20. Drive forklifts and load movers.

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

- 37 or more months
- 13 to 36 months
- 0 to 12 months

B. Select one that best relates to the **frequency** (how often) you performed this task.

- Daily/Weekly
- Monthly/Quarterly
- Semi-Annually/Annually
- Never

**KNOWLEDGE, SKILL, AND ABILITY (KSA) INSTRUCTIONS:** Read each statement carefully and select one option for each of the scales provided that best relates your level of knowledge or ability with the KSA. In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and/or WORK EXPERIENCE whether paid or unpaid.

21. Knowledge of the operation of automatic and manual equipment to feed paper into an offset press.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting.)
- Moderate Knowledge (I have applied this KSA to perform a task but may require general supervision.)
- Limited Knowledge (I have education or training relevant to this KSA or have minimally applied it on the job.)
- None (I have no experience, education, or training relevant to this KSA.)

22. Knowledge of terminology and materials used in the printing industry.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting.)
- Moderate Knowledge (I have applied this KSA to perform a task but may require general supervision.)
- Limited Knowledge (I have education or training relevant to this KSA or have minimally applied it on the job.)
- None (I have no experience, education, or training relevant to this KSA.)

23. Knowledge of addition, subtraction, and multiplication at a level required for successful performance in the printing industry.

A. Select one that best relates to the **level of knowledge** you have with this KSA.

- Extensive Knowledge (I have applied this KSA in an actual job setting.)
- Moderate Knowledge (I have applied this KSA to perform a task but may require general supervision.)
- Limited Knowledge (I have education or training relevant to this KSA or have minimally applied it on the job.)
- None (I have no experience, education, or training relevant to this KSA.)

24. Ability to understand and follow written and verbal directions as they pertain to the use of machinery used in the printing industry.

A. Select one that best relates to the **level of ability** you have with this KSA.

- Extensive Ability (I have applied this KSA in an actual job setting.)
- Moderate Ability (I have applied this KSA to perform a task but may require general supervision.)
- Limited Ability (I have education or training relevant to this KSA or have minimally applied it on the job.)
- None (I have no experience, education, or training relevant to this KSA.)

25. Ability to meet government-mandated deadlines.

A. Select one that best relates to the **level of ability** you have with this KSA.

- Extensive Ability (I have applied this KSA in an actual job setting.)
- Moderate Ability (I have applied this KSA to perform a task but may require general supervision.)
- Limited Ability (I have education or training relevant to this KSA or have minimally applied it on the job.)
- None (I have no experience, education, or training relevant to this KSA.)

## 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

- (3400) Sacramento  
 (5700) Yolo

## 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.