

STATE OF CALIFORNIA - CALIFORNIA STATE LIBRARY
TRAINING AND EXPERIENCE EXAMINATION
(Revised 05/24)

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the _____ classification.

You may take this examination if you meet the minimum qualification requirements.

Your performance in this examination will be rated against predetermined rating criteria.

All competitors who pass will be ranked according to their scores.

Meeting the entry requirements does not assure success in the examination or placement on the eligible employment list.

Examiners will receive their exam results at CalCareer email addresses three (3) to six (6) weeks after the cut-off date.

Names of successful competitors will be merged into the eligible list and once list eligibility has been obtained, you may not retake this examination for twelve (12) months from the Accession/Eligibility Date. Competitors' eligibility will expire twelve (12) months after it is established.

THIS AFFIRMATION MUST BE COMPLETED.

I hereby certify that the information provided on this Qualifications Assessment Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, have adverse action taken against me which could result in loss of state employment, and/or suffer loss of right to compete in any future state examinations.

Name (Printed): _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Email: _____

Signature: _____

Date: _____

Your examination will not proceed for processing until your complete package is submitted; Per California Code of Regulations 174 (c) a separate application must be filed for each examination. You will be evaluated based on your ability to follow directions and read, interpret, and respond appropriately to the questions. Candidates who fail to follow the instructions or submit the required documents listed in the Examination Bulletin may be eliminated from this examination.

Packages submitted via CalCareers.ca.gov are preferred.

Alternatively, packages may be mailed or delivered to the addresses found in the Examination Bulletin. It is the applicant's responsibility to submit their examination materials on time.

Applications (STD 678s) filed for Job Advertisements are separate from the examination.

If you have technical issues with this examination, please contact us at exams@library.ca.gov.

NOTE:

- Examination packages are accepted on a continuous basis.
- Completed examination packages must be received or postmarked by the cut-off date in order to be considered for the current administration.
- If an examination package is received after the current cut-off date, the application will be included in the next cut-off date for processing.

GENERAL INSTRUCTIONS

This process is the entire examination for the above classification. Therefore, please be sure to review and follow all instructions carefully as missing or incomplete information may result in disqualification or a lower score.

Candidates who meet the education and experience requirements listed in the Minimum Qualifications section of the announcement may apply for this examination. Failure to meet the minimum qualifications and/or complete this examination accurately will result in disqualification from the examination process.

A final score of 70% must be attained to be placed on the eligible list.

Once you have list eligibility, you may not reapply for twelve (12) months from your examinations' cut-off date.

YOUR RESPONSES ARE SUBJECT TO VERIFICATION

Please keep in mind that all information provided on this examination will be subject to verification at any time during the examination process, hiring process, and even after gaining employment. Anyone who misrepresents his/her experience will be subject to adverse consequences, which could include the following action(s):

- Removal from the examination process
- Removal from the eligible list / certification list
- Loss of State employment
- Loss of rights to compete in any future state examinations

PRIOR STATE EMPLOYMENT INFORMATION - Complete this next section **ONLY** if you have been previously **dismissed** from California State Civil Service employment by punitive action or as a result of disciplinary proceedings.

Do you have written permission from the Department of Human Resources (CalHR) to take this examination Yes No

State Personnel Board, Rule 211 provides that a dismissed state employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

After list release, successful candidates may promptly update any address and/or availability for employment preference information by accessing their CalCareer account on the California Department of Human Resources (CalHR) website at www.jobs.ca.gov or by notifying Human Resources at (916) 574-1910.

RATING INSTRUCTIONS:

1. Using the rating scales below, rate your knowledge and experience performing specific job-related actions.
2. Respond to each of the following statements _____ by indicating how the statement applies to you. You are required to respond to every statement by checking one option.

In responding to each statement, you may refer to your FORMAL EDUCATION, FORMAL TRAINING COURSES, and WORK EXPERIENCE whether paid or not paid.

SCALE #1 - EXPERIENCE/EDUCATION RELATED TO PERFORMING THIS ACTION:

Extensive Experience/Education

Over 3 years work experience/education performing this task.

Moderate Experience/Education

Over 2 years up to 3 years work experience/education performing this task.

Basic Experience/Education

Over 1 year up to 2 years work experience/education performing this task.

Minimal Experience/Education

1 year or less work experience/education performing this task.

No Experience/Education

I do not have any work experience/education performing this task.

SCALE #2- RELATED TO PERFORMING THIS ACTION:

Extensive Knowledge/Ability

I possess an expert knowledge/ability level to the extent that I have effectively performed tasks related to this knowledge/ability in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge/ability.

Moderate Knowledge/Ability

I possess a sufficient knowledge/ability level that has allowed me to perform tasks related to this knowledge/ability successfully and I have applied it to an actual job.

Basic Knowledge/Ability

I possess some knowledge/ability but may require additional instruction to apply this knowledge/ability effectively.

Minimal Knowledge/Ability

I possess little knowledge/ability that will allow me to successfully perform a task related to the knowledge/ability, and I will require additional instruction to apply this knowledge/ability.

No Knowledge/Ability

I possess no knowledge/ability that will allow me to successfully perform a task related to this knowledge/ability.

Experience/Education related to performing this action

- Extensive Experience/Education
- Moderate Experience/Education
- Basic Experience/Education
- Limited Experience/Education
- No Experience/Education

Experience/Education related to performing this action

- Extensive Experience/Education
- Moderate Experience/Education
- Basic Experience/Education
- Limited Experience/Education
- No Experience/Education

Experience/Education related to performing this action

- Extensive Experience/Education
- Moderate Experience/Education
- Basic Experience/Education
- Limited Experience/Education
- No Experience/Education

Experience/Education related to performing this action

- Extensive Experience/Education
- Moderate Experience/Education
- Basic Experience/Education
- Limited Experience/Education
- No Experience/Education

Experience/Education related to performing this action

- Extensive Experience/Education
- Moderate Experience/Education
- Basic Experience/Education
- Limited Experience/Education
- No Experience/Education

Knowledge/Ability related to performing this action

- Extensive Knowledge/Ability
- Moderate Knowledge/Ability
- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

Knowledge/Ability related to performing this action

- Extensive Knowledge/Ability
- Moderate Knowledge/Ability
- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

Knowledge/Ability related to performing this action

- Extensive Knowledge/Ability
- Moderate Knowledge/Ability
- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

Knowledge/Ability related to performing this action

- Extensive Knowledge/Ability
- Moderate Knowledge/Ability
- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

Knowledge/Ability related to performing this action

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- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

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- Basic Knowledge/Ability
- Limited Knowledge/Ability
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- Limited Knowledge/Ability
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- Moderate Knowledge/Ability
- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

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- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

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- Limited Knowledge/Ability
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Knowledge/Ability related to performing this action

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- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

Knowledge/Ability related to performing this action

- Extensive Knowledge/Ability Moderate
- Knowledge/Ability
- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

Knowledge/Ability related to performing this action

- Extensive Knowledge/Ability Moderate
- Knowledge/Ability
- Basic Knowledge/Ability
- Limited Knowledge/Ability
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Knowledge/Ability related to performing this action

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- Moderate Knowledge/Ability
- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

Knowledge/Ability related to performing this action

- Extensive Knowledge/Ability
- Moderate Knowledge/Ability
- Basic Knowledge/Ability
- Limited Knowledge/Ability
- No Knowledge/Ability

RECRUITMENT QUESTIONNAIRE

These questions are not part of the examination. Responses are voluntary and will be used for recruitment statistics.

HOW DID YOU HEAR ABOUT THIS EXAMINATION?

Check the appropriate box below.

- CalCareer Website (www.jobs.ca.gov)
- California State Library employee
- College/School
- Employment Website
- Newspaper/Magazine Advertisement
- Social Media
- Other: _____

THIS CONCLUDES THE TRAINING AND EXPERIENCE EXAMINATION