

Tips For Exam Preparation

Human Resources Department

Superior Court of California, Santa Cruz

For All Types of Examinations:

- Carefully review the job bulletin to understand what knowledge or skills might be tested.
- Dress appropriately.
- Be prompt.

For Written Exams:

- Listen carefully to exam instructions. If you do not understand the instructions, ask the test proctor to explain further, prior to the start of the exam.
- Read each question carefully before answering.
- Do not spend too much time on any one question. If need be, mark the question and return to it later.

For Oral Exams:

- Prior to the exam, think about how your own work experience and training has helped you prepare for the job.
- Anticipate what questions might be asked based on the information in the job bulletin.
- Practice interviewing with a friend.
- Plan a brief closing statement reinforcing why you are the best candidate for the job.
- Speak up, speak clearly and look at the interviewers as you respond.
- Be confident in yourself.

For Performance & Practical Exams:

- Sharpen your skills, practice performing tasks that are likely to be covered in the exam.
- If speed is likely to be tested, time yourself while practicing each task.

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