

SAN JOSE UNIFIED SCHOOL DISTRICT
CLASSIFIED EMPLOYMENT TESTING SCHEDULE

All testing is on a first-come, first served basis.

Please refer to the test description sheet that follows this schedule, as it answers most questions regarding our clerical testing.*

Please do not call the Human Resources Department.

TEST TYPE: Entry Clerical, Promotional Clerical, Computer Skills, District MS-Excel Test

Location: SJUSD Office, 855 Lenzen Avenue, San José, CA 95126, Room 102
Time: 9:00 A.M. –11:30 A.M. **(Arrive at 8:15 A.M. to be assured a seat in the testing room.)**

July 19, 2011	January 10, 2012 January 24, 2012
August 2, 2011 August 23, 2011	February 7, 2012 February 28, 2012
September 13, 2011 September 27, 2011	March 13, 2012 March 27, 2012
October 11, 2011 October 25, 2011	April 17, 2012
November 8, 2011 November 29, 2011	May 1, 2012 May 15, 2012 May 29, 2012
December 13, 2011	June 12, 2012 June 26, 2012

*Please read the following test description sheet.

SJUSD CLERICAL TESTS

- Average time per test is one hour.
- You may take one or more tests on the same day.
- Results are posted approximately two weeks after test date, at www.sjusd.org and in the Human Resources Lobby.
- Testing is done on *Apple Macintosh* computers.

ENTRY CLERICAL:

- 40 Multiple choice (Scantron) questions, testing basic math, filing and general office procedures.
- Create one perfectly formatted, standard memo using *Microsoft Word*.

PROMOTIONAL CLERICAL:

- 65 Multiple choice (Scantron) questions, testing more complex general office procedures.
- Create two perfectly formatted, standard memos, using *Microsoft Word*.

COMPUTER SKILLS TEST:

Utilizing *Microsoft Office Suite*:

- **Word Processing:**
- Type two perfectly formatted, standard Business Letters (38 points each)
- **Database:** Create a sortable database document using *Excel* (12 points).
- **Spreadsheet:** Create a spreadsheet document using *Excel* (12 points).

DISTRICT MICROSOFT EXCEL TEST:

- Create a PivotTable using *Microsoft Excel*. This is a timed test (20 minutes); graded pass/fail.

2011-2012 (October 13, 2011)

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CLASSIFIED EMPLOYMENT TESTING SCHEDULE

All testing is on a first-come, first served basis.

**TEST TYPE: Instructional Associate, Custodial Service, Food Service,
Health Aide, Bilingual, Infant Caregiver, Accounting, Student Body
Account Clerk, Program Assistant, Internal Audit**

Location: SJUSD Office, 855 Lenzen Avenue, San José, CA 95126, Room 133
Time: 2:00 P.M. – 4:30 P.M. **(Arrive at 1:30 P.M.)**

July 12, 2011

January 3, 2012
January 17, 2012
January 31, 2012

August 16, 2011
August 23, 2011

February 7, 2012
February 14, 2012
February 28, 2012

September 13, 2011
September 20, 2011
September 27, 2011

March 13, 2012
March 20, 2012
March 27, 2012

October 4, 2011
October 11, 2011
October 25, 2011

April 3, 2012
April 17, 2012
April 24, 2012

November 1, 2011
November 29, 2011

May 8, 2012
May 22, 2012

December 13, 2011

June 12, 2012
June 26, 2012