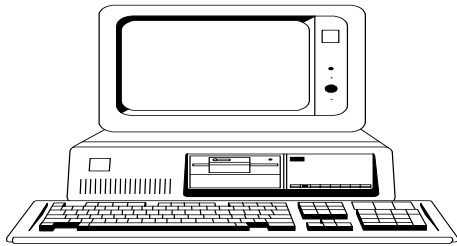


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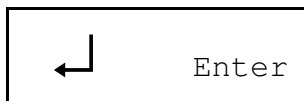
PERSONNEL DEPARTMENT



Supplemental **Typing Test** Instructions

At the time of application you will be given a five (5) minute computerized typing test. Listed below are some of the rules you must follow in taking the test in order to insure that you obtain the best possible score:

- Key your first name in the First Name field. **Tab** to advance to the Last Name field, and **tab** to enter your social security number.
- Follow the screen prompts to **continue**. You may ask questions before the test begins.



Only hit/press the “enter key” at the end of a paragraph. If you press the enter key at any other time, during the test, it will count as an error.

- **Tab** to indent at the beginning of paragraphs! Using the space bar to indent a paragraph will count as errors.
- Do not double space between paragraphs. Double spacing between paragraphs will count as errors.
- Space twice after periods within paragraphs.

**TAKE THE TEST ONLY ONCE.
RETESTING WILL BE EXPLAINED TO YOU.**