

CIVIL SERVICE EXAM PREP



HOW TO APPLY?

Visit:

www.governmentjobs.com/careers/cityofrochester



APPLICATION SHOULD REFLECT:

- Accurate start and end dates in a position.
- Also include how many hours per week you work in the position.

EXAM PREP

- Visit the Public Library
- Review Online Resources
- Review G.E.D Test Prep Materials



ADA ACCOMMODATION'S

This request can either be e-mailed to the Department of Human Resource Management HR@cityofrochester.gov or mail to 30 Church Street, Room 103A, Rochester, NY 14614.



Civil Service Exam Questions

Call: (585) 428-8900

Visit: www.cityofrochester.gov/article.aspx?id=8589935819

Things To Know

Before

- **Be Specific** - Your application should mirror the qualifications of the job listing. Your dates of employment should be exact. For example 1/1/2020-12/31/2021 vs. 1/2020-12/2021.
- **Prepare** - Some exams require going Back to the Basics
 - Review GED books with grammar, spelling, math, and reading comprehension skills- Brush up on these critical tips.
 - Visit the Library and secure study guides early.
- **Study** - Use the online resources and library where possible- look for key questions and review the answers in the back of the book
- **Note** - No (2) two Exams are alike therefore, preparing involves Basic Preparation Steps.

During

- **Relax** - Don't get yourself worked up or create test anxiety.
- **Take your time** and Carefully review the directions and mark the sections with START (above) and STOP (below) the questions you must answer.
- **Take a break**- If you are stuck on a question -take a few minutes to walk around- you are allowed a stretch break - Take it.
- **Multiple Choice** - Review the questions before answering them- eliminate the least likely answers- Narrow down to best two. So, you have only the most likely options left.

Resources



bit.ly/studyguideEbook



bit.ly/CivilServiceExamPracticeTest



bit.ly/RochesterPublicLibrary

Scan QR codes with mobile device to bring up websites.

