



PRE-EXAMINATION BOOKLET
FOR
EMPLOYMENT CONSULTANT I
VETERANS' EMPLOYMENT CONSULTANT I
DISABLED VETERANS' EMPLOYMENT CONSULTANT I

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What the test is about

The Selection Test for Employment Consultant, Veterans' Employment Consultant, and Disabled Veterans' Employment Consultant is designed for all applicants who want to become employment consultants in the state employment service. The test is one of several steps involved in the selection of candidates for employment consultant vacancies. The test is 2 hours long and consists of 105 multiple-choice questions that measure some of the abilities one needs in order to be an employment consultant.

In this booklet, different areas of the test will be described and sample questions for each area will be presented. You may tear out the answer sheet at the end of the booklet and use it to answer the sample questions. The correct answers to the sample questions can be found on page 11 of this booklet. In order to prepare for this test, the only materials you will need are this booklet and possibly a dictionary. However, you will NOT be permitted to bring this booklet or a dictionary to the examination.

How to take the test

When you take the test, you will find that some questions are harder than others, but you should try to answer every question. If you are not sure of the correct answer, make the best guess you can and go on to the next problem. Your score on the test will be based on the number of correct answers. You will not lose any credit for wrong answers or for guessing incorrectly, so it is to your advantage to answer every question.

Do not spend too much time on any one question. If a question is difficult, mark on the answer sheet the answer that you think is correct. When you have finished the test, and if you still have time, you can go back to the difficult question.

Using the answer sheet

When you take the test, you will record your answers on a separate answer sheet rather than directly in the test book. Because your answer sheet will be scored by machine, it is important that you make sure you mark each of your answers in the right place. Check frequently to see that the number next to the answer space is the same as the number of the question you are answering. The test questions will have four possible choices (1, 2, 3, 4). If you change your mind about the answer to a question, erase your first answer thoroughly before recording your new answer.

In using the answer sheet in this booklet, go through the sample questions and mark your answers on the answer sheet. Then check your answers with the correct answers on page 11. If you have missed an answer to a question, go back and study the question again.

VERBAL COMPREHENSION

The first part of the test is verbal comprehension. This part of the test measures your ability to understand the meanings of words. Below is a list of words that appear in the test and are often used by employment consultants in their work. If there are any words you do not know, carefully look up the words in a dictionary and learn their meanings before the test.

acuity	confer	fabrication	mortician	route
adhesive	conversant	facility	motivation	sedentary
advisability	coordinate	factor	mummify	selection
advocate	cosmetology	filler	numeric	sequence
aesthetic	counselor	fluctuate	oscillate	serviceability
algebraic	criteria	foreman	ophthalmologist	sheet metal
allergy	curriculum	fraud	orderly	solder
amputate	custody	function	orthopedic	spatial
analytic	decoration	gauge	palsy	specimen
anthropologist	depress	gesture	paralysis	stamina
applicant	designation	hierarchy	paramount	stationary
architect	determination	hue	perception	statute
archivist	deviation	immobile	personnel	strenuous
artifact	dexterity	impediment	persuade	supervisor
asbestos	diagnosis	incubation	pertinent	surroundings
astrology	digit	inflammatory	planner	tact
attendant	discrepancy	interfere	potentiality	tangible
availability	doctorate	inventory	preserve	technician
awl	document	laborer	procure	tender
bind	draftsman	lawsuit	prosecute	therapist
botanist	drapery	ledger	province	touchable
brace	drought	liaison	psychologist	trait
casual	duplication	limousine	radioactive	transaction
capacity	embezzlement	lucidity	ream	tutelage
capitalism	enhance	machinist	recession	typesetter
certification	equanimity	maintenance	recipient	vibrate
clinical	estate	malfunction	registry	visualize
commerce	expectation	manufacturer	rehabilitation	voracious
compile	expeditious	masseuse	resignation	weary
compliance	expel	merchandise	resume	
composure	extensive	meter	retentive	
compute	extrapolate	migrant	rotary	

Sample Directions

In each question, choose the word closest in meaning to the word or phrase in capital letters.

Sample Questions

1. STATIONARY:

- (1) immobile
- (2) similar
- (3) slow
- (4) regular

2. COSMETOLOGY:

- (1) astrology
- (2) philosophy
- (3) weather prediction
- (4) beauty culture

3. PERCEIVE:

- (1) comprehend
- (2) handle
- (3) collect
- (4) worry

FOLLOWING COMPLEX DIRECTIONS

This part of the test measures your ability to follow a fairly complex set of directions. Carefully study the sample set of directions before answering the sample questions.

Sample Directions

In this set of directions, there are four ways to classify applicants for employment: education, experience, availability, and physical limitations.

EDUCATION - What level of education has the applicant achieved?

- A. Completed elementary school
- B. Some high school
- C. High school graduate
- D. Some college
- E. College graduate

EXPERIENCE - How much work experience has the applicant had?

- A. None
- B. 1-2 years
- C. 3-5 years
- D. 6-10 years
- E. 11 or more years

AVAILABILITY - When can the applicant begin work?

- A. Immediately
- B. 1-2 weeks
- C. 3-4 weeks
- D. 2-3 months
- E. 4-6 months

PHYSICAL LIMITATIONS - What physical limitations does the applicant have?

- A. None
- B. Wears glasses or has a hearing problem
- C. Suffers loss, impairment, or paralysis of arm or leg
- D. Has allergies
- E. Has a heart condition

Read each question below and classify the applicant according to the four criteria of education, experience, availability, and physical limitations. Then assign the applicant to one of the following four groups. Not all the criteria may be listed in each of the groups below.

Group 1: Applicants belong in this group if they have an A or a B on Education and a C on Experience. Availability must be an A, B, or C.

Group 2: Applicants belong in this group if they have a C, D, or E on Education and an A on Experience. Availability must be a B and Physical Limitations an A.

Group 3: Applicants belong in this group if they have a D or E on Education. Experience must be a D and Physical Limitations a B or C.

Group 4: Applicants belong in this group if they have an A on Education and a B on Experience. Availability must be a D and Physical Limitations a D.

Sample Questions

For each question below, you are given information about a person looking for a job. First classify the applicant according to the four criteria given, and then identify the correct group number and fill in the same numbered space next to the question on the answer sheet.

4. E.R. wants to start her first job in two weeks. She has one year of college and is in excellent health. In which group does E.R. belong?
5. V.U. has severe arthritis in both arms. He has seven years of experience as an appliance salesman and two years of college. In which group does V.U. belong?
6. A.I. finished three years of high school and has been working as a seamstress for three years. She can start a new job in three weeks. In which group does A.I. belong?

INDUCTION

The questions on induction in the test measure your ability to reason from specific data or information to general ideas or hypotheses. The sample questions consist of job titles or brief descriptions of job activities.

Sample Directions

In each question, three of the job titles or job descriptions are similar or related; the fourth does not belong with the other three. In each question, choose the one that does NOT belong in the group.

Sample Questions

7. Which one does NOT belong in this group?

- (1) Stocks a bakery
- (2) Stocks a butcher shop
- (3) Stocks a shoe store
- (4) Stocks a fish market

8. Which one does NOT belong in this group?

- (1) Stage actor
- (2) Portrait painter
- (3) Television comedian
- (4) Nightclub singer

9. Which one does NOT belong in this group?

- (1) Hospital orderly
- (2) X-ray technician
- (3) Printer
- (4) Nurse

SEQUENTIAL ORDERING

Sequential Ordering measures your ability to order information in the most meaningful or appropriate sequence.

Sample Directions

The sample questions consist of three job titles, events, or activities. Based upon the information provided, choose the best order in which the job titles, events, or activities should appear.

Sample Questions

10. The following jobs represent differences in skill, need for supervision, and amount of responsibility in a hospital. List them in order from most skill and responsibility required to least skill and responsibility required.

- I. Orderly
- II. Nurse
- III. Doctor

- (1) I, II, III
- (2) I, III, II
- (3) III, I, II
- (4) III, II, I

11. List the following jobs from most to least amount of daily travel required on the job.

- I. Building construction laborer
- II. Highway maintenance worker
- III. Assembly-line worker in a factory

- (1) I, II, III
- (2) II, I, III
- (3) II, III, I
- (4) III, I, II

12. List the following jobs in order from the one requiring the most finger dexterity to the one requiring the least finger dexterity.

- I. Assembler of radio parts in an electronic products company
- II. Order-taking clerk in a sales firm
- III. Bulldozer operator at a sanitation plant

- (1) I, II, III
- (2) II, III, I
- (3) III, I, II
- (4) III, II, I

LOGICAL REASONING

This part of the test measures your ability to proceed from stated premises to their necessary conclusions.

Sample Directions

Each question consists of a statement followed by four suggested conclusions. For each question, choose the best or most logical conclusion that can be drawn from the statement.

Sample Questions

13. "Many crimes occur because people are poor and need food and money."
- (1) Many crimes are economic in nature.
 - (2) Most people who are poor should be employed.
 - (3) Most crime occurs in cities.
 - (4) Our welfare programs are not adequate.
14. "Unemployment rises during periods of economic recession."
- (1) Unemployment is caused by international affairs.
 - (2) Unemployment is affected by the state of the economy.
 - (3) Unemployment is unpredictable.
 - (4) Unemployment is necessary in a capitalistic economy.
15. "Hospital patients recover faster in a bright cheerful room than in a gray or poorly lit room."
- (1) A patient's surroundings affect his or her recovery time.
 - (2) Prospective patients should avoid old hospitals.
 - (3) Patients who have better medical insurance get the nicer rooms.
 - (4) Some hospitals take better care of their patients than other hospitals do.

PROBLEM SENSITIVITY

This part of the test measures your ability to anticipate the implications or consequences of a given situation. It involves attention to relevant facts and appropriate details that would aid in the solution to a given problem.

Sample Directions

For each question, choose either the job the applicant would most likely be able to perform satisfactorily or the job that would be most appropriate given the applicant's background and personal characteristics.

Sample Questions

16. A twenty-five year old man who recently had one arm amputated and as yet has no orthopedic replacement.

- (1) Bus driver
- (2) Short order cook in a sandwich shop
- (3) Waiter
- (4) Bridge toll collector

17. A man expressing a preference for working alone.

- (1) Night watchman
- (2) Toll collector
- (3) Cashier
- (4) Tour guide at a park

18. A retired army nurse.

- (1) X-ray technician at a hospital
- (2) Doctor's assistant at a private school
- (3) Druggist in a pharmacy
- (4) Optician

CODING OPERATIONS

This part of the test measures your ability to accurately perform coding tasks.

Sample Directions

Most jobs require a person to work with some combination of Data, People, and Things. The degree to which a person can be classified within these categories has been arranged below. Each category is ordered from simple to complex.

Working with Data (paper, records, documents, forms)

0. No significant relationship
1. Recording, compiling, computing, comparing
2. Analyzing, coordination

Working with People

0. No significant relationship
1. Speaking (signaling), persuading
2. Instructing, supervising

Working with Things (tools, machines)

0. No significant relationship
1. Feeding, filling, stuffing
2. Operating, driving
3. Precision working (tests, measures, research)

Each question below contains a short job description followed by four possible codes. Of the four choices given, choose the three-digit code of Data, People, and Things that best reflects the job description. If there is a choice between two levels of complexity in a given category, always choose the more complex level.

Sample Questions

19. EGG BREAKER

Separates yolk and white of eggs for use in food products: Strikes eggs against bar, allows contents to fall into bowl, and throws empty shells into receptacle. Sniffs broken eggs to detect spoiled ones and dumps spoiled eggs into waste container. Pours broken eggs from bowl over egg separating device. Pulls lever on machine to retain yolk and to allow white to fall into cup below.

	<u>Data</u>	<u>People</u>	<u>Things</u>
(1)	0	0	1
(2)	0	1	2
(3)	0	2	3
(4)	1	2	1

20. LAYAWAY CLERK

Receives payment on merchandise held in layaway department. Keeps records showing amount of each payment and computes balance due. Contacts customer when specified period of time has passed without payment to determine whether customer still desires merchandise.

	<u>Data</u>	<u>People</u>	<u>Things</u>
(1)	0	1	0
(2)	1	1	0
(3)	1	2	3
(4)	2	2	3

21. MASTER MECHANIC

Supervises activities of workers engaged in setting up, installing, repairing, and maintaining process equipment and machinery, and in fabricating metal parts and tools. Supervises and helps workers operate and repair parts of equipment and machines. Supervises workers engaged in dismantling, assembling, and installing industrial machinery. Fills out orders for spare parts.

	<u>Data</u>	<u>People</u>	<u>Things</u>
(1)	0	1	0
(2)	0	1	1
(3)	1	0	2
(4)	1	2	2

Answers to Sample Questions	
1. 1	11. 2
2. 4	12. 1
3. 1	13. 1
4. 2	14. 2
5. 3	15. 1
6. 1	16. 4
7. 3	17. 1
8. 2	18. 2
9. 3	19. 1
10. 4	20. 2
	21. 4

[Click Here to View a Sample Answer Sheet](#)