



BUSINESS TELECOMMUNICATIONS ABILITY BATTERY (BUSINESS-TAB) TEST GUIDE

WHY DO AT&T AND ITS AFFILIATES TEST?

At AT&T, we pride ourselves on matching the best jobs with the best people. To do this, we need to better understand your skills and abilities to make sure that you are indeed the right match for the job. Our ultimate goal is to set you up for success in your career at AT&T (that is, if AT&T is the right match for you). Research has shown that tests provide accurate measures of people's skills and abilities and, therefore, we use tests to identify people who are the best match for the job. Our philosophy is simple...if you succeed in your role, then we succeed as a company.

WHAT IS THE BUSINESS TELECOMMUNICATIONS ABILITY BATTERY (BUSINESS-TAB)?

The Business-TAB consists of four timed tests: Computational Facility, Following Directions, Number Groups and Spelling. Total testing time is approximately 45 minutes. The scoring of each test in the battery is based on the total number of correct answers. Incorrect answers are not counted. The battery score is the total number of correct answers obtained from all the tests in the test battery. There is no penalty for guessing, so it is to your advantage to try as many problems as possible. If you are unsure about the answer to a problem, a careful guess should be made.

WHAT CAN I EXPECT TO SEE ON THE TEST?

This test guide contains a brief description and sample problem for each part of the test. The sample problems are not part of the actual test, but are examples of the types of problems contained in the test. Following each sample problem is the correct answer and a brief explanation.

COMPUTATIONAL FACILITY TEST (25 items, 12 minutes)

This test measures the ability to do arithmetic problems accurately. Conventional signs are used to indicate the functions of addition, subtraction, multiplication, and division; decimals, fractions, and percents are included within the content of the test. For each problem, the task is to determine the correct numerical answer.

Sample Problem:

$$\begin{array}{r} 546 \\ -153 \\ \hline \end{array} \quad \begin{array}{l} \text{(A) } 693 \\ \text{(B) } 403 \\ \text{(C) } 393 \\ \text{(D) None of the above} \end{array}$$

The correct answer is (C) 393.



BUSINESS TELECOMMUNICATIONS ABILITY BATTERY (BUSINESS-TAB) TEST GUIDE

FOLLOWING DIRECTIONS TEST (30 items, 12 minutes)

This test measures the ability to follow both written and spoken directions. The written directions that are being followed are contained on the test pages, but from time to time, a cassette tape interrupts that process by giving spoken directions. Throughout the test, the task of following directions requires a continuous shifting of attention between the written and spoken material. The written directions will be based on a table similar to the following:

	COLUMN				
	R	S	T	U	V
Row R	3	2	3	4	5
Row S	1	5	1	2	3
Row T	2	3	4	5	1
Row U	4	1	2	3	4
Row V	5	4	5	1	2

Sample Problem:

Mark the number that is always just above 1.

- (A) 2 (B) 3 (C) 4 (D) 5

The correct answer is (B). In looking at the table above, the number 3 is always just above 1.

NUMBER GROUPS TEST (25 items, 9 minutes)

This test measures the ability to see how groups of numbers are alike or different. Each problem has four groups of numbers; three of the number groups have something in common. For each problem, the task is to find the one number group that is different.

Sample Problem:

- (A) 345 (B) 567 (C) 692 (D) 234

The correct answer is (C). Number groups (A), (B), and (D) are alike because the numbers are in sequential order. Number group (C) is different because the numbers are not in sequential order.

SPELLING TEST (35 items, 15 minutes)

This test measures the ability to spell words according to standard English spelling. The test is administered via a cassette tape: the speaker pronounces the word to be spelled and uses the word in a sentence. For each problem, the task is to spell the word correctly and then select the series of four letters (from the answer choices) that would be contained in the correct spelling of the word.



BUSINESS TELECOMMUNICATIONS ABILITY BATTERY (BUSINESS-TAB) TEST GUIDE

Sample Problem:

You will hear:

photograph I took your photograph photograph

On your scratch sheet you would write the word you have heard:

photograph

Then go on to answer the problem in the test book about your spelling:

The word you have just spelled contains which of the following letters?

(A) foto (B) graf (C) otag (D) phot

Since “p-h-o-t” is the only series of letters which appears in the correct spelling of the word, the answer is (D).

WHAT CAN I DO TO PREPARE FOR THE TEST?

At AT&T, our goal in testing is not to cause you to fail; rather, our intent is to set our employees up for success. Remember, we succeed when you succeed. All information necessary to complete the Business-TAB is provided during the test. There are no specific materials you should study in order to prepare yourself. However, if you pay close attention to the instructions, you will increase your chances of performing well and thus show your aptitude for the job.

HOW WILL THIS TEST BE ADMINISTERED?

A member of our Staffing team will provide you with the time and location for your testing session. Try to arrive at the location at least 15 minutes before your scheduled test time to give yourself time to relax before the test begins. You may want to bring a jacket or a sweater in case the temperature in the testing location is not to your liking. Feel free to ask questions before the test begins, and be sure you understand the format of the Business-TAB.



BUSINESS TELECOMMUNICATIONS ABILITY BATTERY (BUSINESS-TAB) TEST GUIDE

RETEST INTERVALS

If you do not qualify on the Business-TAB, do not be discouraged. Perhaps, this would indicate that this position is really not the best match for you. Who knows – perhaps a better, more closely matched opportunity awaits you. If you feel strongly that this is the right position for you, then your first two retest opportunities are at six-month intervals. Subsequent retests are at one-year intervals. However, please note that test standards are periodically updated to reflect current abilities and skills required for our jobs. Therefore, it may be necessary to meet new test standards should they be introduced prior to your placement on the job.

SUMMARY

When you succeed in your job, AT&T succeeds as a company! Successful completion of the Business-TAB qualifies you for possible placement into jobs requiring this test. Additional testing may be required for certain positions. See job briefs in your area for additional testing requirements for titles you are interested in.

Thank you for your interest in starting (or expanding) your career at AT&T!

AT&T and its affiliates support and comply with the provisions of the Americans with Disabilities Act (ADA) and other Federal and State laws that specifically assist individuals with disabilities. If you have a limiting disability and need special testing arrangements, please ask your local Employment Office or Placement Bureau personnel for information about the testing accommodation process.