



# STENOGRAPHY TEST 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 STENOGRAPHY TEST?

The Stenography Test consists of transcription of dictated script. You will be expected to take dictation, transcribe your notes, and type them. The test has three parts and takes approximately 20 minutes to complete, including instructions. These parts are:

- ❖ Dictation    Approximately 2 minutes
- ❖ Review of Notes                                      2½ minutes
- ❖ Transcription    Approximately 5 minutes

Your score on the Stenography Test is based on the speed and accuracy of your transcription. The approximate times listed above are the maximum amounts of time allowed for transcription. The table below illustrates the minimum qualifying scores for 60 WPM and 80 WPM transcriptions.

SKILL LEVEL	TRANSCRIPTION TIME	ALLOWABLE ERRORS
60 WPM	5 Minutes, 7 Seconds	7
80 WPM	5 Minutes, 26 Seconds	9

## 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. The best way for you to succeed on a given test is to adequately prepare. Before coming in to take the Stenography Test, you are advised to practice typing. These skills can be improved through work experience, coursework, or independent practice. You may want to check into courses available through local schools or universities. Also, independent practice materials may be found at your local library, bookstore, or computer software store. Keep in mind; however, that completion of coursework or independent practice will not guarantee that you pass the test. It is important that you are both fast and accurate.



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## 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 Stenography Test.

## RETEST INTERVALS

If you do not qualify on the Stenography Test, 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, or you would like to qualify at a higher level (80 WPM), then you may initially retest after one week. A second retest is allowed after one month. Subsequent retests are at three-month 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 Stenography Test 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.**