



AIR CONDITIONING SPECIALIST TEST II (ACST II) 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 AIR CONDITIONING SPECIALIST TEST II (ACST II)?

The ACST II is designed to measure your knowledge of ventilation and air conditioning. The items cover 10 different knowledge and skill areas. These include:

- ❖ Print Reading
- ❖ Digital & Pneumatic Controls
- ❖ Welding
- ❖ Mechanical Maintenance
- ❖ Heating and Ventilation
- ❖ Air Conditioning & Refrigeration
- ❖ Piping & Plumbing
- ❖ Electrical
- ❖ Test Equipment
- ❖ Energy Efficiency

The entire test consists of 101 items and takes approximately 2 hours to complete.

WHAT CAN I EXPECT TO SEE ON THE TEST?

SAMPLE QUESTION 1

- Q. Box wrenches are safer than open-end wrenches because they are
- A. Larger.
 - B. Smaller.
 - C. Less likely to slip off.
 - D. More likely to produce leverage.

A. The correct answer is C.

SAMPLE QUESTION 2

- Q. What is the proper tool to use in driving a nail?
- A. Claw hammer
 - B. Ballpeen hammer
 - C. Sledge hammer
 - D. Rubber mallet

A. The correct answer is A.



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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. The ACST II assesses specific, practical technical knowledge. Acquiring this knowledge through work experience, coursework, or independent study is the best way to prepare to take the test. Keep in mind; however, that completion of coursework or independent study will not guarantee that you will pass the test. Here are some additional tips to help you prepare:

- ✓ Carefully review the 10 knowledge and skill areas being assessed
- ✓ Gather resources (books, articles, other materials, etc.) that cover these areas
- ✓ Study the information carefully
- ✓ Have someone quiz you on the material prior to your testing date
- ✓ Seek out others who have knowledge in this area and may be able to assist you
- ✓ Get a good night's rest the night before your testing session
- ✓ Eat a well-balanced meal an hour before testing

It is important that you have an understanding of the material presented in the course or obtained through independent study.

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 ACST II.

WHAT CAN I DO TO PERFORM MY BEST ON THE TEST?

- ✓ Read questions carefully.
- ✓ Think - reason out your answer.
- ✓ Answer questions you are sure of first.
- ✓ Reject immediately those answers you know are incorrect.
- ✓ Don't change your answers unless an obvious mistake has been detected.
- ✓ Be aware of the time (make a mental note of the time when the test begins and pace yourself accordingly).



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RETEST INTERVALS

If you do not qualify on the ACST II, 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 you may retest at six-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 ACST II 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.