CIRCUIT LAYOUT ASSIGNER TEST (CLAT)
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 CIRCUIT LAYOUT ASSIGNER TEST (CLAT)?

The CLAT is designed to measure your knowledge and ability to apply concepts, terms, and principles involved in the provisioning and maintenance of facilities and circuits. Although the test contains some factual questions, it emphasizes your understanding of the subject and your ability to apply what you know, not just your memory of facts or procedures.

Although there are no prerequisites for taking the CLAT, if you have no prior training or work experience in dealing with circuit equipment and facilities, circuit design, troubleshooting circuits, circuit concepts, or TIRKS, you probably will not do well on the test.

The CLAT consists of 53 multiple-choice questions. Each question has 4 to 6 possible answers to choose from. Total testing time is approximately 105 minutes. The test is given on a PC using a mouse. Some questions refer to figures or diagrams. A tutorial is provided before the test that provides instructions on how to select answers, move from question to question, and view figures/diagrams.

The scoring of the CLAT is based on the number of correct answers. There is no penalty for guessing, so it is to your advantage to try as many questions as possible. If you are unsure about the answer to a question, a careful guess should be made.

WHAT CAN I EXPECT TO SEE ON THE TEST?

This test guide contains a sample question and a brief description of what topics the CLAT covers. The sample question is not taken from the actual test, but is an example of the types of questions included in the test.

SAMPLE QUESTION

Which one of the following sources is the most accurate record of whether a pending facility is customer owned?

- A. Planning Design Access Code
- B. Work Authorization
- C. C1/Ref Location Code
- D. Service and Equipment Section

The CLAT covers the following topics:

READING AND INTERPRETING TECHNICAL DOCUMENTS
The ability to read and interpret inter-office communications, technical job aids, and file documentation
❖ Material types: M&Ps, Network Maps, Technical Job Aids, Interoffice Communications
❖ Ability to read a sample of material and apply it to a particular problem or issue (e.g., M&P)

LOGONS
The ability to locate and use logons for various databases (e.g., TIRKS, SOCS, WFA, LFAC)
❖ What information is contained in SOCS, WFA, BOCRIS, BOCABS, LFACS, TIRKS
❖ What situations call for the use of each database

CIRCUIT EQUIPMENT AND FACILITIES
Knowledge of the kinds of equipment and facilities (e.g., plug-ins, test points, carrier types, switch ports, channel banks) required to make circuits work
❖ Test access points
❖ Facilities required for each circuit type
❖ Equipment required for each circuit type
❖ Knowledge of various channel bank types & associated equipment
❖ Knowledge of circuit components (equipment & facilities)
❖ How to order plug-ins & substitute plug-ins
❖ How to distinguish between customer-owned facilities versus IOF

CIRCUIT DESIGN
The ability to design circuits
❖ Identify various circuit types
❖ Identify circuit levels
❖ Interpret a WORD document

TROUBLESHOOTING CIRCUITS
The ability to troubleshoot to identify causes of circuit problems & possible solutions
❖ Ability to resolve TFAS referrals
❖ Resolve database inconsistencies
  – Equipment or facilities frame data errors
  – Identify restricted equipment
  – Identify possible equipment/facility solution if design fails
❖ Resolve RMAs/PRO-CDS
❖ Identify solutions to posting problems
❖ Identify & resolve SO errors
❖ Identify solutions for distribution problems
❖ How to use online help directory (MHELP, FEERR)
❖ Identify lack of equipment/facilities availability needed for design

CIRCUIT CONCEPTS

The ability to explain circuit- or inventory-related concepts, problem resolution, and other technical matters to coworkers

> ❖Continuity – what is it?
> ❖Line coding & framing – when to use it
> ❖Knowledge of transport types: T1, T3, STS, DLC
> ❖Date management between GOC, E1 & F1

TIRKS

Knowledge of how to populate TIRKS screens commonly used in the design and inventory process

> ❖What are components within TIRKS? (E1, F1, C1, etc.)
> ❖Fields required for various types of record retrieval
> ❖When each screen is used/what's it for?
> ❖What function keys apply
> ❖What entries are appropriate for various data fields

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. As illustrated above, the CLAT requires specific knowledge. Acquiring this knowledge through coursework or independent study is the best way to prepare for this test. Keep in mind, however, that completion of coursework or independent study will not guarantee that you will pass the test.

REFERENCES AND TRAINING AIDS*

*These materials can only be accessed by AT&T employees from the AT&T Intranet

NI3772A01 Using TIRKS Screens
http://my.bls.com/hrplus/training/jobaids/network/index.html#support
N13848A.02 Special Services Provisioning for CPG Job Aid
http://my.bls.com/hrplus/training/jobaids/network/index.html#support
N20845A.01 Hi-Cap Design Job Aid for CPG
http://my.bls.com/hrplus/training/jobaids/network/index.html#support

N26033A.01 Message Circuit Design Job Aid
http://cpg.bst.bls.com/jobaids_home.html

N20409A.01 WORD Document Circuit Design Job Aid
http://my.bls.com/hrplus/training/jobaids/network/index.html#support

CPG Carrier Training Package
http://cpg.bst.bls.com/jobaids_cxr.html

Here are some additional tips to help you prepare:

- ✓ Gather resources (books, articles, other materials, etc.) that cover the areas measured in this test
- ✓ 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 CLAT.

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).

RETEST INTERVALS

If you do not qualify on the CLAT, 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 retest opportunity is at six months. 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 CLAT 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.