



# ENGINEERING CLERK TEST (ECT) 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 ENGINEERING CLERK TEST (ECT)?

This test contains a brief minicourse that teaches technical information relevant to the job. You would then take a test that assesses your ability to learn the material presented in the minicourse as well as other skills important to the job. You will complete the test entirely on the computer. All information necessary to perform well is provided in the minicourse. Your role is to work efficiently to learn the information presented on the computer screens in the minicourse and respond accurately to questions presented in the test.

The ECT consists of a minicourse with practice questions, followed by a multiple-choice test. The entire process takes approximately 1 hour to complete.

## 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 ECT is provided by the computer. There are no specific materials you need to study in order to prepare yourself, though general familiarity with basic telephony may be helpful.

You may also want to do some "mental preparation" for the test by practicing reading information and trying to remember details about it, as this is what you will be required to do during the minicourse.

To do this, choose a newspaper article, something you would normally skip over. Then read it as you usually would. Now read it again, this time read it more slowly, keeping in mind five words:

WHO, WHAT, WHEN, WHERE, WHY

When you are done reading the article, set it aside and try to answer these questions:

- WHO was the story about?
- WHAT information did the story contain?
- WHEN did the story happen?
- WHERE did it take place?
- WHY was the story newsworthy?



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If you are able to answer these questions without referring back to the article, then you have comprehended it. Comprehension, while reading at a good pace will be important when you are taking the minicourse. Keep practicing this skill using other materials until you feel comfortable.

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 ECT.

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

- ✓ Read questions carefully.
- ✓ Think - reason out your answer.
- ✓ Reject immediately those answers you know are incorrect.
- ✓ Don't let spoilers mislead you - those words that make an otherwise true statement false.
- ✓ 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 ECT, 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 initially retest after 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.



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## SUMMARY

When you succeed in your job, AT&T succeeds as a company! Successful completion of the ECT 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.**