



# BUSINESS SALES VIRTUAL JOB TRYOUT (VJT) 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 SALES VIRTUAL JOB TRYOUT (VJT)?

The Business Sales VJT is a simulation-based assessment, which provides a realistic job preview and an opportunity to try out situations someone in a Business Sales position regularly encounters. The Business Sales VJT is a multi-measurement assessment that includes job simulations and questions about you. The assessment consists of four sections described below. It is recommended to block 40 minutes to complete the assessment. There is no time limit but do work quickly and accurately. Be aware that you may not skip any questions or go back and review your answers to questions after you have provided them.

1. The first section assesses your ability to handle various situations commonly faced by incumbents in Business Sales role. In this exercise, you will have the opportunity to play the part of a Business Sales employee and tell us how you would respond to a variety of scenarios. For each scenario, you will be asked to select your most likely and least likely response from the four responses provided.

**You will:**

- Read the scenario and then read the responses.
- Select one MOST and one LEAST response for the scenario.

2. In the second section, addresses common problem-solving tasks related to Business Sales, including searching and integrating information about products, customers, and sales.

**You will:**

- Use the Resources tab at the top left of each page to search for information about products, customers, and sales.
- Review and integrate this information to answer to each question in this section.

3. The third section asks you to tell us about your prior work experience and background.

**You will:**

- Provide information about your past work experiences and background.

4. The fourth section asks you to respond to a series of paired statements about your preferred work style by selecting the option that best describes you.

**You will:**

- Answer questions about your preferred work style.



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## WHAT CAN I DO TO PREPARE FOR THE ASSESSMENT?

At AT&T, our goal is not to cause you to fail; rather, our intent is to set our employees up for success. Remember, we succeed when you succeed. 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 demonstrating your suitability for the job.

## HOW WILL THIS ASSESSMENT BE ADMINISTERED?

This assessment is administered online, at a time and place that is determined by you. Please consider the following recommendations when taking this assessment.

- ✓ This assessment may be taken on a PC, Mac, Tablet, or Mobile Phone.
- ✓ Complete the assessment using a fast and reliable internet connection
- ✓ Choose an environment that has sufficient lighting and free from distractions.
- ✓ Complete the assessment in one sitting, from start to finish.
- ✓ Allow yourself more than enough time to complete the entire assessment. Although some assessment takers will finish earlier, it is recommended to block 50 minutes to complete the assessment.

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

Experience on the job is not essential to perform successfully on this assessment. When taking the assessment, you should:

- ✓ Think through your answer before responding to each question.
- ✓ Think about your background and experiences.
- ✓ Immediately reject those answers you know are incorrect.
- ✓ Don't change your answers unless an obvious mistake has been detected.
- ✓ Be aware of the time and pace yourself accordingly.
- ✓ Don't over-think questions about yourself. You should go with your first reaction whenever possible.
- ✓ Answer questions about yourself accurately. Providing candid answers will ensure the best fit with the job.

## RETEST INTERVALS

If you do not qualify on the Business Sales VJT, 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 retake the assessment in six-months. However, please note that assessment standards are periodically updated to reflect current abilities and skills required for our jobs. Therefore, it may be necessary to meet new assessment 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 assessment qualifies you for possible placement into jobs requiring this assessment. 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.**