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**TEST INFORMATION GUIDE**

This test information guide provides a summary of concepts that are tested on the written (multiple choice) examination for the **Vocational Instructor** job. This information can be reviewed in combination with the class specification and examination announcement to assist you in preparing for the examination.

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**I. INTERPERSONAL SKILLS (20 Questions)**

Employees in this job must be able to establish positive, productive work relationships with supervisors, coworkers and residents. Questions in this exam section test your ability to determine the correct way to handle interpersonal situations commonly encountered in vocational instruction situations. Test question topics include:

- Responding to questions about your work;
- Resolving work problems and developing effective working relationships;
- Interacting with people who are angry or hostile or whom you personally dislike;
- Explaining work procedures to coworkers.

**II. MATH (10 Questions)**

Employees in this job are responsible for developing program and student evaluative measures and reports. Employees also maintain accumulative achievement records on each student including subjects studied, progress reports and work histories. Certain workshop curriculum also requires the use of basic math. These responsibilities require the ability to accurately make basic mathematical computations including addition, subtraction, multiplication, division and to mathematically manipulate fractions, decimals and percentages. These questions test your ability to accurately make these types of mathematical computations.

**III. RESIDENT CARE (10 Questions)**

Employees in this job must be able to maintain discipline, safety, and an effective learning environment. In order to effectively accomplish this critical job responsibility, employees must have knowledge of techniques used to work with residents exhibiting a wide range of behaviors in a variety of situations. The questions in this section test your knowledge of commonly practiced resident care techniques. Test question topics include:

- Using praise to encourage residents;
- Listening to and understanding the needs of residents;
- Effective strategies for use in working with mentally ill or disabled residents;
- Working with older residents;
- Working with discouraged or depressed residents.

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#### **IV WORKSHOP PRINCIPLES & TECHNIQUES**

**(30 Questions)**

This job requires employees to provide occupational instruction in a specific vocation, providing both the necessary practical knowledge and marketable work skills to facilitate student entry into a recognized vocation or trade. Employees must adapt training materials to structure a lesson plan and provide a systematic course of instruction to residents in a workshop environment. This last set of questions tests your knowledge of principles and techniques used in a structured learning environment. Test questions topics include:

- Common behavior patterns of residents in workshop environments;
- Supervising resident groups in a training environment;
- Assigning tasks and instructing residents in task performance;
- Evaluating resident performance on workshop tasks;
- Use of production pressures (quotas; deadlines; etc.) in rehabilitation workshops;
- Planning workshop assignments for older residents;
- Establishing standards of performance and accomplishment.