



DATA ENTRY SKILLS TEST (DEST) TEST INFORMATION PAMPHLET

WHY DO AT&T AND ITS AFFILIATES TEST?

When individuals are being considered for our available job openings, they go through a selection process to measure their skills and abilities to determine if they can perform the jobs in a satisfactory manner. It is to the advantage of both you, as a job candidate, and the company that only those who can perform at acceptable levels be placed on the job. Research has shown that tests provide accurate measures of people's skills and abilities and, therefore, we use tests to help identify people best suited for our job openings.

WHAT IS THE DATA ENTRY SKILLS TEST (DEST)?

The Data Entry Skills Test (DEST) measures the ability to key-in a data set both quickly and accurately. The data set contains alpha and numeric materials considered to be representative of the type of work found on AT&T data entry jobs.

The test is administered with a personal computer (PC) which automatically scores the test for both speed and accuracy. Complete instructions will be provided as well as an opportunity to practice using the keyboard prior to taking the actual test. Including time for instructions, the test session will take approximately 20 minutes.

WHAT CAN I DO TO PREPARE FOR THE TEST?

Before coming in to take the DEST, you are advised to practice data entry. Data Entry skills can be improved through work experience, coursework, or independent practice. You may want to check into data entry courses available through local schools or universities. Also, independent practice materials may be found at your local library, bookstore, or computer software store. Keep in mind; however, that completion of coursework or independent practice will not guarantee that you pass the test. It is important that your data entry is both fast and accurate.

When you are scheduled for the DEST, you will be given a specific time to report to the testing location. 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. Review this Test Information Pamphlet and be prepared for the test by bringing your glasses, etc. Ask questions before the test begins and be sure you understand the format of the DEST.

FOR EMPLOYEES ONLY: You may contact the AT&T Self Development Resource Center located on HROneStop at <http://hronestop.att.com> >> Your Career >> Self Development >> Test Preparation to inquire about study guides, textbooks, and/or general course information that may help you prepare for the test.

SUMMARY

Successful completion of the DEST at the appropriate level qualifies you for possible placement into jobs requiring the 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. 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.

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.