

TEST ANNOUNCEMENT 2015-115
OPENING DATE – SEPTEMBER 16, 2015
CLOSING DATE – DECEMBER 19, 2015

**COMMONWEALTH OF PENNSYLVANIA
STATE CIVIL SERVICE COMMISSION
EXAMINATION ANNOUNCEMENT FOR
EMPLOYMENT INTERVIEWER**

<u>Job Title</u>	<u>Job Code</u>	<u>Pay Schedule and Range</u>	<u>Starting Salary</u>
EMPLOYMENT INTERVIEWER	06010	ST05	\$35,364

<u>VETERANS</u>	Pennsylvania law (51 Pa. C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences for veterans, visit the Commission's website, Job Seekers page, for <u>Veterans</u> ; visit one of our offices; or contact us at ra-cs-vetpreference@pa.gov .															
Job Locations	<ul style="list-style-type: none"> • Pennsylvania Department of Labor and Industry – approximately 15 anticipated vacancies at various locations throughout the Commonwealth • Employment and promotion lists will be established • Normal turnover may create additional job openings 															
Type of Work	<ul style="list-style-type: none"> • Full-time employment 															
Job Duties	<ul style="list-style-type: none"> • Conduct personal and group interviews to determine work qualifications, abilities, and job readiness • Administer aptitude and proficiency tests to define suitable work areas for applicants and refer qualified job applicants to employers • Contact local employers to develop and solicit job openings 															
Qualifications	<ul style="list-style-type: none"> • Must meet <u>PA residency requirement</u> • Click here and scroll to bottom for the Minimum Experience and Training Requirements • Testing occurs before qualifications review. Must meet requirements to receive score • Must be able to perform essential job functions 															
Examination Information	<ul style="list-style-type: none"> • 2 hr. maximum computerized multiple choice exam • May only test <u>once</u> under this announcement • Written notice of test results provided • Only most recent exam score is counted • Testing may be announced for a specific area if needed 	<table border="0"> <tr> <td colspan="2"><u>Test Subject Areas:</u></td> </tr> <tr> <td>Reading Comprehension</td> <td align="right">20</td> </tr> <tr> <td>Effective Expression</td> <td align="right">10</td> </tr> <tr> <td>Interviewing</td> <td align="right">10</td> </tr> <tr> <td>Public Relations</td> <td align="right">20</td> </tr> <tr> <td>Employment Services</td> <td align="right"><u>20</u></td> </tr> <tr> <td align="right">Total Questions</td> <td align="right">80</td> </tr> </table>	<u>Test Subject Areas:</u>		Reading Comprehension	20	Effective Expression	10	Interviewing	10	Public Relations	20	Employment Services	<u>20</u>	Total Questions	80
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How to Apply and Schedule	<ul style="list-style-type: none"> • Complete online application by clicking here or visiting www.scsc.state.pa.us, Job Seekers page • Must pre-schedule test date and time. If schedule is full, <u>walk-in testing</u> may be available 															
	<ul style="list-style-type: none"> • Click here to view testing locations 															

Examination Location	
Contact Information	<p>Information or questions regarding employment, contact:</p> <p>Pennsylvania Department of Labor and Industry, Bureau of Human Resources, Labor and Industry Building—Room 1418, 651 Boas Street, Harrisburg, PA 17121; Telephone: (717) 787-6374, <u>Internet: www.dli.state.pa.us</u></p> <p>Further information on testing, assistance for persons with disabilities, veterans' preference, and other items can be obtained from:</p> <p><u>Harrisburg</u>: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (Voice) (717) 783-3058, Text Telephone (Deaf/Hard-of-Hearing callers only) (717) 772-2685 <u>Philadelphia</u>: 110 North 8th St., Suite 503, Phila., 19107; Telephone (Voice) (215) 560-2253, Text Telephone (Deaf/Hard-of-Hearing callers only) (215) 560-4367</p> <p><u>Pittsburgh</u>: 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (Voice) (412) 565-7666, Text Telephone (Deaf/Hard-of-Hearing callers only) (412) 565-2484</p> <p><u>Internet: www.scsc.state.pa.us</u></p> <p>PA CareerLink offices</p>
<p align="center">THE COMMONWEALTH IS AN EQUAL OPPORTUNITY EMPLOYER</p>	