

Applying for a Position:

HOW IT WORKS



START HERE

Find available positions
at www.stanjobs.org

Apply Online
by filing date

If you meet the minimum
qualifications you will be invited
to participate in the
examination process



Not all examinations
include all these parts.
For most entry level positions, the
examination will have two parts: a
written exam and an oral exam.

An examination can be



Written Exam



Oral Exam

Performance Exam



The names of candidates who pass the entire
examination process are placed on an eligible
list for that classification. The person with the
highest score is ranked #1, the second highest
#2, and so on.

Top candidate names are referred
to departments to conduct selection
interviews and a hiring decision is
made.

*YOU'RE
HIRED!*

Keys to Remember

APPLY! APPLY! APPLY!

1. Examinations are prepared in compliance with Federal and State laws or guidelines and are based on job requirements.
2. Applicants will be notified of the results from each test. If you do not pass one of the tests, you will be notified and unfortunately will not continue in the recruitment process, but don't be discouraged!
3. If you pass all examinations, but are not one of the top names referred to a department, your name will remain on an eligible list, generally for six months and Departments will continue to be referred names off that eligible list as needed.