THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

CIVIL SERVICE COMMISSION

77 North Front Street, 3rd Floor
Columbus, Ohio 43215
P: (614) 645-8301
F: (614) 645-8379
W: CivilService@columbus.gov
E: columbus.gov/civilservice

Most Common Subtests

Oral Comprehension is the ability to listen and understand spoken words and sentences. This ability is tested using oral instructions played from a recording either over speakers or a headset. You must listen carefully and take notes to answer multiple-choice questions based on the information given.

Written Comprehension (also referred to as **Reading Comprehension**) is the ability to read and understand written materials. This ability is typically tested using multiple-choice questions based on a provided reading passage.

Oral Communication is the ability to use words and sentences in speaking so others will understand. This ability is typically tested using an oral board examination. This type of examination requires a candidate to speak in front of a group (or board) through a presentation, role play, or question and answer format.

Written Communication is the ability to communicate in writing so that others understand. This ability is tested through a written work sample.

Written Expression is the ability to use words and sentences in writing so others will understand. This ability is typically tested though topics such as grammar, punctuation, spelling, and report writing.

Problem Sensitivity is the ability to tell when something is wrong or likely to go wrong. This ability is often tested using multiple-choice questions that ask about best solutions in a given scenario, but other test methods may sometimes be utilized.

Logic and Reasoning is the ability to use logic and analysis to solve problems. These items require a candidate to use the information provided to figure out the best answer; often presented as multiple-choice, work samples or written responses.

Information Ordering is the ability to correctly follow a rule or set of rules in order to arrange things in a certain order. Multiple-choice questions must be answered by following a set of rules or steps provided.

Mathematics is the ability to use mathematics to solve problems, including the ability to add, subtract, multiply or divide whole numbers, fractions, or decimals. Word problems are often used.

Memorization is the ability to remember information such as words, numbers, pictures, or procedures. After studying a sheet of paper containing a chart or scenario for a set amount of time (usually five minutes), a candidate must answer multiple-choice questions based on the recalled information.

Name/Number Comparison is the ability to compare names, numbers, objects, pictures, or patterns quickly and accurately. For this ability, two pieces of information are provided side by side. A candidate must indicate whether the sets match or do not match. Usually more items are provided than you are expected to get through in the allotted time. This subtest is generally timed separately from other portions of an examination.

Reading Maps or Plans is the ability to read a map, plan, atlas or blueprint. Multiple-choice questions are asked about a provided map or plan.

Knowledge is used to test areas specific to a classification. Some examples of knowledge areas are tool identification and usage, plumbing, automotive repair, or painting.

Situational Judgement Test (SJT) is a video-based test that assesses judgement required for problem solving in work-related situations. Scenarios are viewed and ratings are chosen for various responses.

Time-Sharing is used to test multitasking skills; assesses the ability to a complete a task while processing inbound information that is presented in various ways.

Public Relations assesses the ability to handle situations that an employee might encounter when dealing with the public; usually multiple-choice questions that ask about best actions/responses in a given scenario.

Training and Experience Evaluations award credit for work experience and/or classes taken within a specified area. For some examinations, this test is completed at our testing center, but for others, they must be completed at home and returned with documentation. In all cases, a Work History Questionnaire is included. This is a listing of previous job experience and employer details.

Performance examinations require candidates to physically perform a task. This may include, welding, driving a truck, or climbing a utility pole.

Computer Skills require a candidate to operate a computer, performing tasks within various software programs such as Microsoft Excel, Outlook, Power Point, and/or Word.