

THE UNIVERSITY OF TEXAS
MD Anderson
~~Cancer Center~~

Making Cancer History®

Pre-employment Assessments
Applicant Preparation Guide

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INTRODUCTION

The purpose of this guide is to assist you in preparing for the MD Anderson Cancer Center (MDACC) Pre-employment Assessment Process. The guide provides general tips for helping you prepare for the assessment process.

The assessment process is designed to measure various characteristics, knowledge, skills and abilities that are important to performing clerical, secretarial, and technical jobs. At MDACC, there is a wide range of jobs that are currently tested. These jobs fall into various categories, which include:

- Administrative Support
- Business Support
- Front Line Service
- Coding, Pharmacy
- Communications
- Other professional roles

Using this guide does not guarantee you will successfully complete the Pre-employment Assessment Process.

ASSESSMENT-TAKING TIPS

The following are some suggestions to help you prepare for the Pre-employment Assessment Process.

General Assessment Suggestions

Before the Assessment

- Eat well and get a good night's sleep before the test.
- Make sure that you have set aside enough time to complete the assessment battery. Once you start a particular test, you will not be able to exit the assessment and come back to it at another time.
- Make sure the assessment area you choose is quiet and free from distractions. Silence or turn off any cell phones.
- Read the frequently asked questions regarding assessments located on the [How to Apply](#) page.
- Go into the assessment with a positive attitude, determined to do your best. Focus on what you know rather than worrying about what you do not know.

During the Test

- Read all of the instructions for each assessment and follow them step-by-step. If you skip the instructions, you may miss important information.
- No calculators, cell phones, and other electronic devices may be used during the test. Scratch paper/pencil may be used if needed.
- Although most assessments that we use have generous time limits (45 minutes), keep in mind that some assessments have shorter time limits (5 minutes or less). On assessments with shorter time limits, work as quickly and accurately as you can, but do not become discouraged if you do not complete any test. It is not expected that everyone will be able to respond to all of the assessment questions in the given time limits.
- Carefully read each assessment item. Skimming over an assessment item may cause you to miss important information.
- Try to stay relaxed during the test.

Strategies for Multiple-Choice Assessments

Multiple-choice assessment formats present questions with several response alternatives. You are to choose the one alternative that is the correct or best answer to the question. Keep the following tips in mind when you are taking a multiple-choice exam:

- Never choose an answer based on the frequency or pattern of your previous responses. Do not assume that the correct answers follow any sequence or pattern, or that they are used in equal numbers.
- Be sure to read every alternative. Even if one of the first responses is the alternative you expected to be correct, one of the others may be better or more specifically correct.
- Eliminate alternatives you know are wrong. This will help you to focus on the remaining alternatives. If two or more alternatives seem correct, compare them to determine what makes them different. Evaluate these differences in relation to the question.
- If you are not sure about any of the alternatives, use logical reasoning to rule out as many alternatives as you can. Then, choose between the remaining alternatives.
- Try to answer as many questions as you can during the time limit. Do not spend too much time on any one question.

Other Tips

- Several of the assessments will allow you to complete warm-up questions prior to the actual test. Take advantage of these items to familiarize yourself with the assessment format and content. This will allow you to get a feel for the assessment prior to completing the portion that will be scored. Once you have completed the warm-up questions, you may then begin the assessment.

JOB REQUIREMENTS

The MD Anderson titles in the Administrative Support, Business Support, Front Line Service, Coding, Pharmacy, Communications, and other professional roles were studied to determine the skills and abilities that are required of individuals in order to perform successfully in these jobs. The following list presents examples of requirements that were identified as important for these jobs (note that you will only be tested on a subset of these as appropriate for the job that you are applying to):

- Personal characteristics such as service orientation, dependability, communication, and interpersonal skills.
- Ability to follow MD Anderson rules, regulations, and procedures.
- Ability to formulate ideas and thoughts and present them meaningfully (for example, in letters, memos, reports, presentations, or instructions).
- Ability to organize, assemble, and compile information, including tracking and recording information on forms and in records.
- Ability to inspect and verify information for accuracy, paying close attention to details.

The assessments you will complete are based on the skill and ability requirements of the specific job for which you are applying.