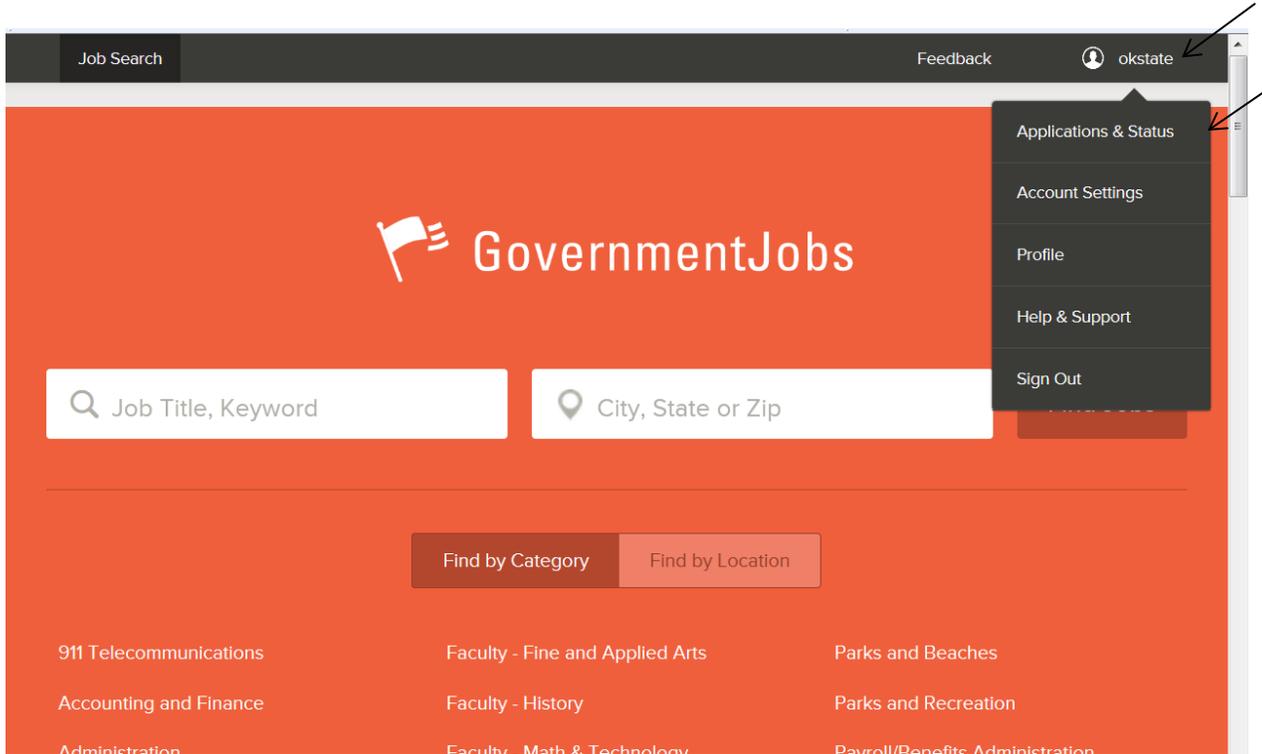


TUTORIAL TO SELF-SCHEDULE WRITTEN TEST

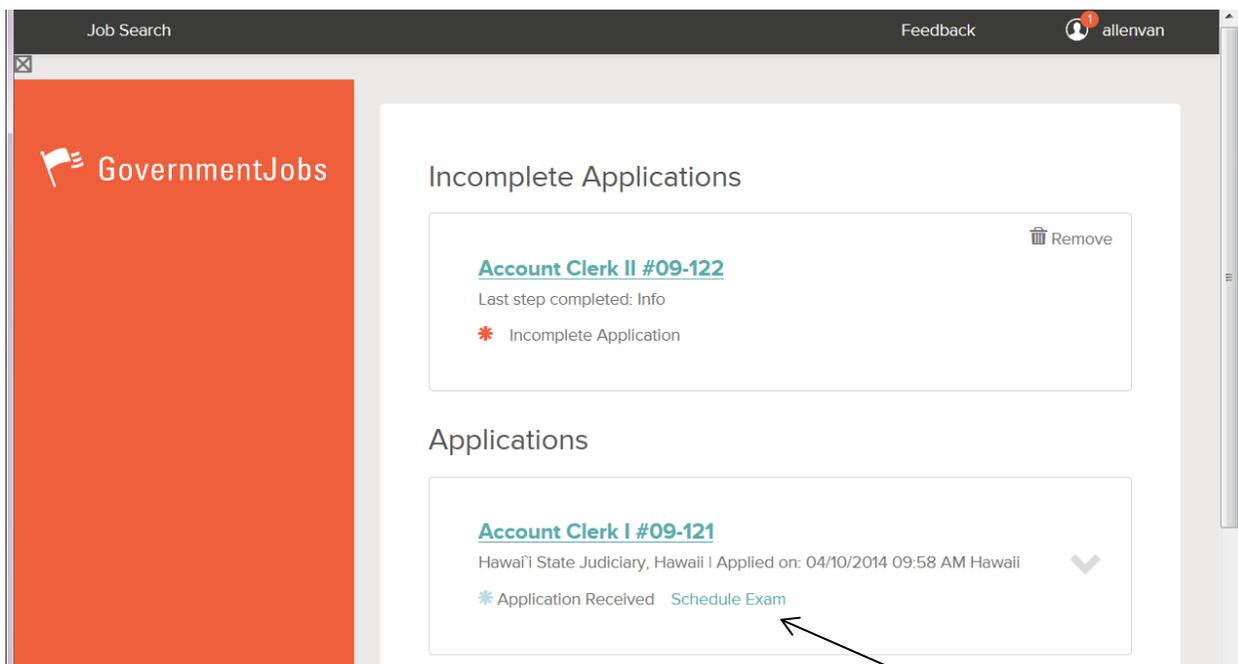
You will receive an email informing you to Self-Schedule yourself for a written test.

How To Self-Schedule for the Written Test:

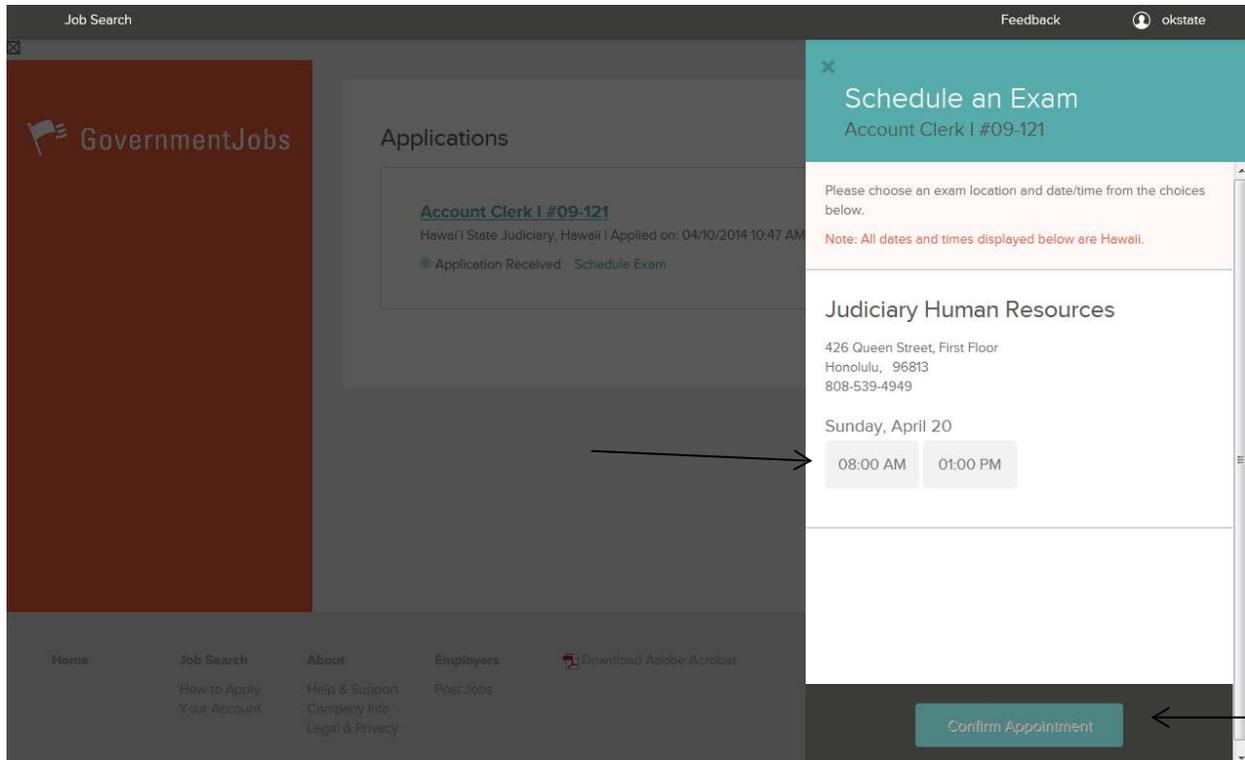
Log in to your governmentjobs.com account (www.governmentjobs.com) with your Username and Password. Click on your name in the upper right hand corner of the page and select “Applications & Status”.



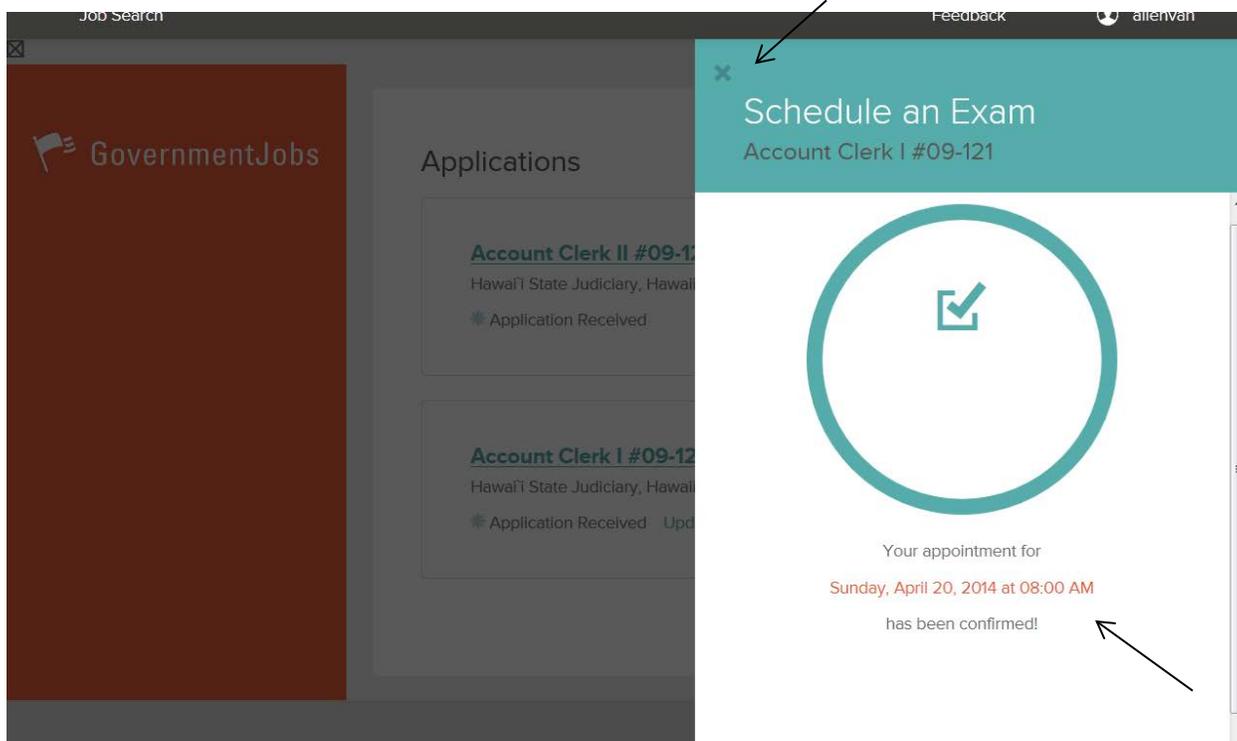
Look for the appropriate Recruitment title listed under “Applications”. Click on “Schedule Exam”.



You may select from any one of the test sessions listed. Click on the exam time of your choosing. Click on “Confirm Appointment.”



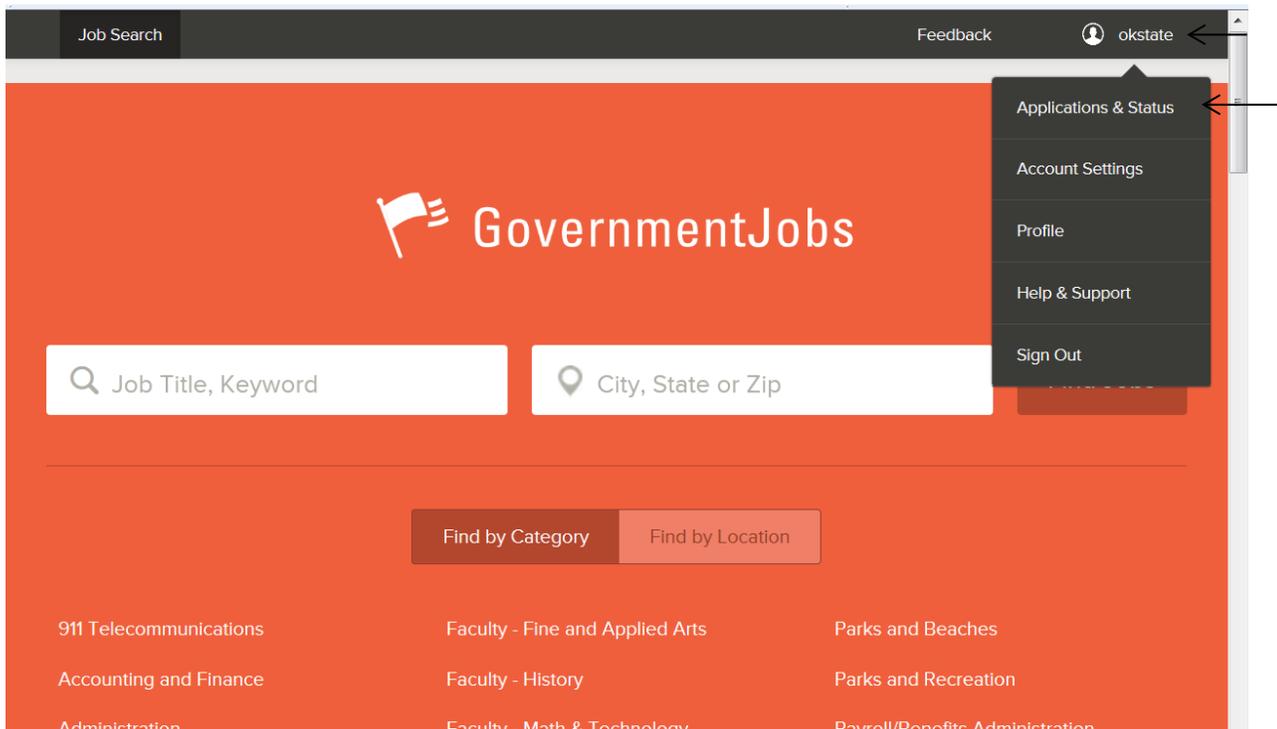
You will receive a confirmation of your test session. Click on the “X” to close this window.



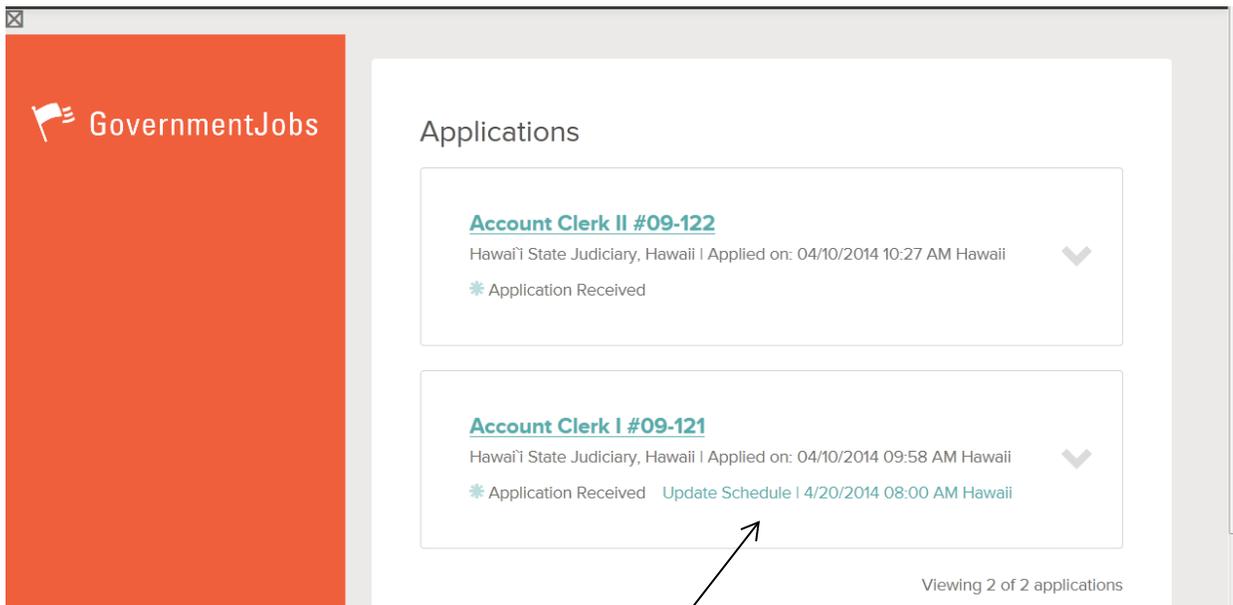
Five days prior to the test date, you will receive an admission letter from our office confirming your test session. **Print this letter and bring it with you when you report for the test.** If you do not receive an admission letter by five days prior to the test date, please contact Staffing Services at 539-4949 (O’ahu) or 1-800-493-9298 (toll-free).

How To Change or Cancel Your Written Test Session:

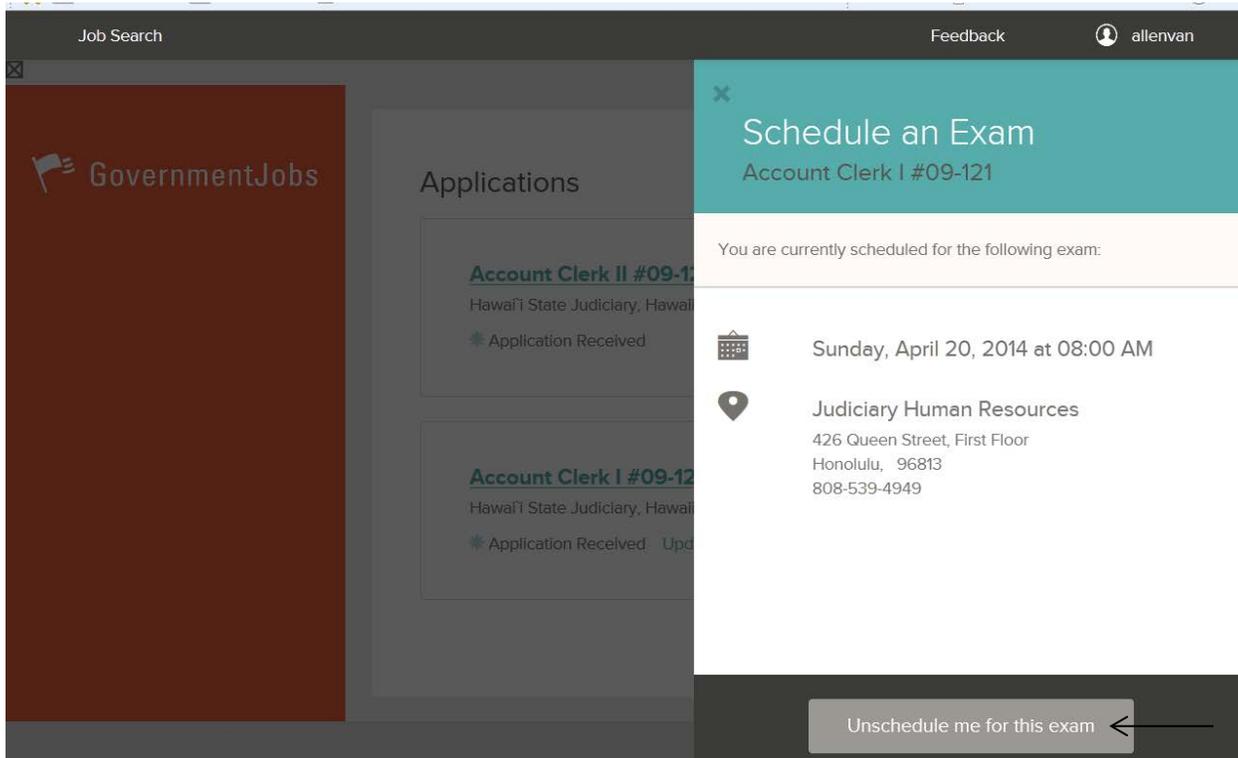
Log in to your governmentjobs.com account (www.governmentjobs.com) with your Username and Password. Click on your name in the upper right hand corner of the page and select “Applications & Status”.



In “Applications” under the recruitment title, click on “Update Schedule”



Click on “Unschedule me for this exam.”



Available test sessions will be displayed. Select another test session, click on the desired time and click on “Confirm Appointment”.

To close this window without making another selection, click on “X”. Your name will be removed from the testing schedule. Unless you select another test date, no further action will be taken on your application.

