2016 Census **Form 22C-E**

Preparing for Written Test

Selection process

All candidates interested in Census jobs are required to pass a written test, reference check, and a criminal record name check to be considered for employment. Supervisory candidates must also pass an interview.

Purpose

The selection tests assess basic skills and abilities required for census positions and measure the following: map-reading, math, ability to follow instructions, the coding of information and, in the case of the supervisory test, supervisory skills.

In addition to the selection tests, language tests in English and/or French will be administered in areas designated as bilingual or when the candidate's working language is not the same as the designated language for the assignment area. Only candidates who pass the selection test will be asked to continue with the language testing process.

Description

The **selection tests** are paper-and-pencil, multiple-choice tests.

The **Supervisory Selection Test** consists of 22 questions. Candidates are allowed 55 minutes to complete the test.

The **Non-supervisory Selection Test** consists of 15 questions. Candidates are allowed 35 minutes to complete the test.

Note: Candidates who indicate they would like to be considered for both positions will only be required to complete one test: the Supervisory Selection Test.

The sample questions on page 2 are similar to questions found on both the Supervisory and Non-supervisory Selection Tests.

Testing information

- Please arrive at least 15 minutes before the testing session is scheduled to begin.
  - For Supervisory positions, allow yourself approximately 1 h 15 min to participate in this phase of the selection process.
  - For Non-supervisory positions, allow yourself approximately 1 hour to participate in this phase of the selection process.
- All candidates will be asked to complete a security assessment form and consent to a criminal record name check as part of the required security assessment for employment. Only candidates with a passing mark on the written test will be subject to a criminal record name check conducted by the RCMP.

What to bring

- You must present a **valid government-issued personal identification** that includes your name and photograph. You must also present a **proof a citizenship** (i.e., Canadian Passport, Provincial or Territorial Birth Certificate, Naturalization Certificates, Certificate of Registration of Birth Abroad, Certificate of retention or Citizenship Certificate), or official documentation proving entitlement to work in Canada.
  - If you indicated on your application for employment that you are a permanent resident or in Canada seeking work under a work permit, you must bring:
    - the original documentation along with a photocopy to the test session
    - your resume including 5-year work and residential history
- Bring a calculator. **Calculators will be permitted but not supplied. Cell phones, iPods or any other electronic device other than a calculator will not be permitted**.
- Work references are required. If you did not supply contact information during the online application process, please bring the names of two (2) references **who can confirm your work history and comment on your work. We will need the referees' phone numbers, email addresses (if applicable) and, when, where, and in what capacity you worked for them.**
- **If you are a person with a disability**
  When you are called to schedule the test, please advise the person who contacts you of any accommodation you require in order to write the test and/or participate in the supervisory interview process. You may be asked to provide additional documentation from your doctor with regards to the disability.

Tips for writing the Selection Test

- **Fill out the answer sheet correctly.**
  Be sure the information you provide about yourself at the beginning of the testing session is entered correctly on the answer sheet and that you mark your answers in the correct space for the question number.
- **Budget your time and work as efficiently as possible.**
  Do not spend unnecessary time on a question that you find too difficult. Return to it later if you have the time. If you finish early, review your responses.
- **Answer all of the questions.**
  Read the entire question and all of the answer categories before answering. Eliminate the answer choices you know are wrong. When you have reduced the number of choices, your chance of selecting the correct answer is increased. If you are unsure of the correct answer, guess; there is no penalty for wrong answers.
- **Review the sample questions on the reverse of this document.**

Selection Test – Sample questions

Sample questions

The following sample questions are similar to the kinds of questions found on the **Supervisory and the Non-supervisory Selection Test**.

Question 1 – Ability to follow instructions

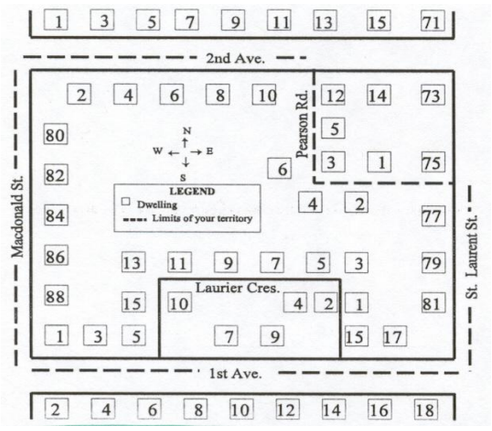
Dwelling type codes: Mark only one answer for each dwelling. What is the type of dwelling?

Dwelling 1	Dwelling 2	Dwelling 3
○ Single-detached house	○ Single-detached house	○ Single-detached house
○ Semi-detached house	⊗ Semi-detached house	○ Semi-detached house
○ Row house	⊗ Row house	○ Row house
○ Apartment	○ Apartment	○ Apartment
○ Mobile home	○ Mobile home	⊗ Mobile home

An enumerator has filled in the information above regarding three dwellings in his/her territory. For which dwelling(s) does the answer require clarification?

(1) Dwelling 1 (2) Dwelling 2 (3) Dwelling 3
(4) Dwellings 1 and 2 (5) Dwellings 1 and 3

Question 2 – Map-reading skills



You must drop off one questionnaire to each dwelling within your territory. The boundary of your territory is defined by the dotted line. How many questionnaires do you need for your territory?

(1) 59 (2) 41 (3) 34 (4) 20 (5) None of the above

Question 3 – Map-reading skills

Please refer to the map above. You walk west from number 5, 1st Ave. When you come to the end of the street you turn right; you follow this street until the end and turn east. Continue walking and stop at the next intersection. Where are you?

(1) Laurier and 1st (2) Pearson and St-Laurent
(3) St-Laurent and 2nd (4) Pearson and 2nd
(5) Macdonald and 1st

Question 4 – Math skills

Amal distributed 12 more questionnaires than Pat. Eli distributed 15 fewer questionnaires than Pat. Martine distributed the same number of questionnaires as Amal. What is the difference between the number of questionnaires distributed by Amal and the number distributed by Eli?

(1) 15 (2) 27 (3) 3 (4) 13 (5) None of the above

Question 5 – Ability to follow instructions

Enumerator	Number of dwellings	% of unoccupied dwellings	% completed	% target
Adams, J.	365	5.21	31.79	45.00
Lofolla, L.	369	12.45	30.65	35.00
Herbert, G.	385	11.85	48.75	40.00

Code A – % completed at or above target

Code B – % completed below target

Code C – % of unoccupied dwellings below 10%

Code D – Combination: % of unoccupied dwellings below 10% and % completed above target

Code E – Combination: % of unoccupied dwellings above 10% and % completed below target

Using the information in the table above and the guide for the codes A-E, choose the appropriate code for Enumerator L. Lofolla.

(1) A (2) B (3) C (4) D (5) E

Question 6 – Ability to follow instructions

Using the information in the table above and the coding guide, choose the appropriate code for G. Herbert.

(1) A (2) B (3) C (4) D (5) E

Question 7 – Supervisory skills (for supervisory testing only)

You arrive at work at 9:00 a.m. and you receive the following documents on your desk:

A. A faulty travel claim from an enumerator for attending the training session.

B. A message from an angry member of the public threatening to call the media if someone does not call him back immediately.

C. A message from a member of the public upset about having to fill out the questionnaire.

D. Your daily reminder book shows that you have a report due at 11:00 a.m. This will take approximately 1 h 30 min to complete.

E. A message that an enumerator has resigned due to illness.

Which of the following answers best represents the order in which you would address the issues?

(1) A, C, B (2) E, A, B (3) D, B, C
(4) B, D, E (5) A, C, E

Correct answers:

1. (4) 2. (3) 3. (4) 4. (2) 5. (5) 6. (1) 7. (4)