

Sample Test Items

Clerical Test Battery



TEST INFORMATION

Union Pacific has partnered with Aon Consulting to develop the Clerical Test Battery (CTB). The CTB assesses a candidate's ability to perform required clerical job tasks such as checking information for accuracy and solving business related math problems. The test also includes a personality profile that assesses a candidate's job fit and potential for success in a clerical position.

Candidates applying for specific Agreement clerical positions in the following departments will be required to take and pass the CTB in order to be considered further:

- CMS
- CC&S
- Finance
- Marketing & Sales
- Mechanical
- Supply Chain
- Workforce Resources

RETEST & TEST RESULT PERIODS

All clerical job candidates are subject to the same retest and test result periods as outlined below:

Candidate Type	Retest Period	Test Result Period
External	Must wait six months from date of failed test date to take the test again	If hired – Test result good indefinitely for the specific department / job family candidate moves in to If not hired – Test result good for two years from date of test
Internal	Must wait six months from date of failed test date to take the test again	Test result good indefinitely for the specific job family candidate moves in to

Department / Job family = CMS, CC&S, Finance, Marketing & Sales, Mechanical, Supply Chain, Workforce Resources

Candidates should not take the CTB twice within a six-month period. If a candidate happens to test twice within six months the first result recorded in the testing platform (GATE) will be used as the valid result.

TEST DESIGN

The CTB is a one hour online test. There are three components in the CTB:

1. Proofing & Checking – This component measures a candidate’s ability to compare words and numbers to detect errors. There are two sections in this component that assess this ability.
2. Adaptive Profile Quantitative Reasoning – This component measures a candidate’s applied numerical reasoning.
3. ADEPT-15 – This component measures aspects of a candidate’s personality that are linked to effective work performance.

HOW TO PREPARE FOR THE TEST

It is highly encouraged to review the following sample items and answers before taking the test.

In addition to these sample items, employees can brush up on their math skills by accessing an online tutorial via LinkedIn Learning.

- To request a LinkedIn Learning license, review the instructions on the following link:
<http://home.www.uprr.com/e/hr/career/mangt-dev-opportunities/linkedinlearning/index.htm>
- Employees can access the online tutorial by logging into LinkedIn Learning and typing **Learning Everyday Math** into the search bar. The tutorial is taught by Vince Kotchian.
- Section two of the tutorial, “Math Foundations: Part One and Two”, as well as section four, “Shopping and Cooking Math”, review areas similar to the problems candidates may encounter during the test.

Please note that the tutorials and content provided on LinkedIn Learning are not designed by Aon Consulting or Union Pacific. The tutorial should be used as a tool to reinforce math skills. Viewing the tutorial on LinkedIn Learning does not guarantee a passing test result on the Clerical Test Battery or any other Union Pacific pre-employment test / assessment.

SAMPLE CLERICAL TEST BATTERY INSTRUCTIONS & ITEMS

In the first component, **Proofing and Checking**, you are given a ‘Correct List’ containing typed names, addresses, and dollar amounts. You are to compare a ‘List To Be Checked’ to the ‘Correct List’ line by line, to detect any differences, and then indicate the number of differences or errors by selecting the correct number of errors.

Read the examples below and compare the ‘List To Be Checked’ to the ‘Correct List’ and select the Number of Errors.

SECTION I EXAMPLES

SECTION I: CORRECT LIST

SECTION I: LIST TO BE CHECKED

Name	Address	Amount	Name	Address	Amount
Mr. John Smith	New York, N.Y.	127.32	1. Mrs. John Smythe	New York, N.J.	127.32
Dr. Jane Dunn	Moline, Ill	2437.16	2. Dr. John Dunn	Moline, Ill	2374.16

Please select the number of errors in each of the above examples.

As the examples show there could be an error in any of these: title, first name, last name, city, state, and amount. In example item 1, there are three errors in the ‘List To Be Checked’ item, so you would have selected ‘3.’

The three errors are:

1. The title ‘Mrs.’ rather than ‘Mr.’
2. Last name ‘Smythe’ rather than ‘Smith’
3. The state ‘N.J.’ rather than ‘N.Y.’

In the second example item, you would have selected ‘2’ indicating there are two errors:

1. First name ‘John’ rather than ‘Jane’
2. Error in the dollar amount, ‘2374.16’ rather than ‘2437.16’

Number of Errors

Item 1	0	1	2	3
Item 2	0	1	2	3

In the next section of the first component there are also two lists to be compared. One is an alphabetically sorted 'Correct List' and the other is an unsorted 'List To Be Checked.'

You are to compare each entry in the 'List To Be Checked' to the appropriate entry in the 'Correct List,' count the number of errors and select the correct answer. Each word in the name of the business could be an error, and there could be an error in the number for each business.

Read the examples below and compare the 'List To Be Checked' to the 'Correct List' and select the Number of Errors.

SECTION II EXAMPLES

SECTION II: CORRECT LIST

Alignment Services, Inc., 41-003
 Bicycle Recovery Ctr., 10-1212 Czek's Sausage Shop, 14-10-1
 Dyad Consulting, 99-110
 Everlasting Floral, 81-10-1

SECTION II: LIST TO BE CHECKED

1. Dyad Consultants, 99-101
2. Bicykle Recovery Center, 01-2121

Number of Errors

Alignment Services, Inc., 41-003
 Bicycle Recovery Ctr., 10-1212
 Czek's Sausage Shop, 14-10-1
 Dyad Consulting, 99-110
 Everlasting Floral, 81-10-1

In example item 3 there are two errors:

1. 'Consultants' rather than 'Consulting'
2. '99-101' rather than '99-110'

In example item 4 there are three errors:

1. 'Bicykle' rather than 'Bicycle'
2. 'Center' rather than 'Ctr.'
3. '01-2121' rather than '10-1212'

Number of Errors

Item 3	0	1	2	3
Item 4	0	1	2	3

The second test component is Adaptive Profile Quantitative Reasoning. This component is a measure of applied numerical reasoning. Numerical reasoning abilities are an important predictor of success in nearly all professional and managerial positions, and are involved in analyzing and understanding quantitative information, making predictions, and in problem solving and complex decision making. This type of test is valid in a variety of industries including manufacturing, insurance, financial services, healthcare, and technology.

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- Example A** An office manager bought a computer for A dollars, three desks for B dollars, and two chairs for C dollars. What is the total cost of the order?
- A. $A + B + C$
 - B. $AB + 2C$
 - C. $A + 3B + 2C$
 - D. $A + (B + 2C)/3$
 - E. $(A + B + C)(3 + 2)$

The correct answer is 'C' because this represents the sum of the costs of one computer (A), three desks (3B), and two chairs (2C).

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- Example B** A commodity has been on the market for four years and is currently worth \$1,107. In its first two years on the market, its value increased by 50% every year. Its value doubled in the third year and tripled in the last year to reach its current value. What was the initial value of the commodity?

- A. \$862
- B. \$454
- C. \$186
- D. \$82
- E. \$68

The correct answer is 'D' because the commodity price increased by 50% each of the first two years on the market (Year 1: $\$82 * 1.5 = \123 ; Year 2: $\$123 * 1.5 = \184.50), doubled in the third year (Year 3: $\$184.50 * 2 = \369), and tripled in the fourth year (Year 4: $369 * 3 = \$1,107$).

The third component, **ADEPT-15**, measures 15 aspects of individuals' personality linked to effective work performance. It has been proven effective in selection, promotion, and development contexts by over 8 million global administrations, is backed by 50 years of research, and is built upon a database of 350,000 unique items.

Instructions

This assessment is composed of pairs of statements. You simply need to indicate which one you agree with more.



The closer you move the selector towards a statement indicates a greater level of agreement with that statement than the other. For each pair of statements, you must move the selector left or right, you cannot leave it in the middle.



If you change your mind, simply move the selector to another location or click the new location.



There will be five pairs of statements on each screen.

At times, it may be hard to choose because you **agree or disagree with both** statements. This is a normal part of the assessment. When faced with this type of choice, you should review each statement and then **move the selector closer to the one you agree with slightly more**.

You should be careful not to over-think your responses; you should go with your first reaction whenever possible.

There are a total of 100 statement pairs on the assessment.

Example of a real item pair

