



Typing Test (TYPE)

Preparation Guide

The Typing Test (TYPE)

OVERVIEW

Pacific Gas and Electric Company believes it is critical that employees have the basic ability to succeed on the job. The Typing Test (TYPE) is standardized to ensure that everyone who wants to be considered for our clerical jobs receives a fair and objective opportunity to demonstrate their abilities. This test has been professionally validated to ensure job-relatedness. The Typing Test is administered in one session that lasts approximately 10 minutes.

The Typing Test allows PG&E to make an initial assessment of your typing skills – which are important to your success on the job. The test has one practice section manually timed for 2 minutes, and two scored sections, each 2 ½ minutes. The practice section will not be scored.

These exercises are designed to measure your ability to type quickly and accurately. You must type a selection of text as presented, including all text, symbols, punctuation, and paragraph breaks. Both speed and accuracy will affect your overall score. Your overall score will be your net words per minute (WPM) calculated from the two scored sections. Your WPM will be used in relation to PG&E's Typing Test Levels presented below.

Typing Test Levels* :
TYP – 15-24 net words per minute
TY1 – 25-34 net words per minute
TY2 – 35-39 net words per minute
TYF – 40-49 net words per minute
TY3 – 50-54 net words per minute
TY4 – 55 or more net words per minute
* scores of within .5 words per minute of next highest typing test level will be rounded up to meet that level

ADDITIONAL RESOURCES

For practice typing tests you may visit the following websites:

- <http://www.typingtest.com/>
- <https://www.keyhero.com/free-typing-test/>

DO YOUR BEST

You may also practice using a computer, keyboard, and mouse if you are not comfortable with these. We hope you find this information helpful. Make sure that when you are scheduled to take the test you are physically and mentally alert and ready to do your best, or you should reschedule your test session.