Industrial Skills Test
(IST)

Preparation Guide

Pacific Gas and Electric Company®

Industrial Skills Test (IST) for Physical Jobs

OVERVIEW

Pacific Gas and Electric Company believes it is critical that physical employees have the basic ability to succeed on the job. The Industrial Skills Test (IST) allows PG&E to make an initial assessment of your problem solving and mechanical abilities. Because the IST is standardized, it ensures that everyone who wants to be considered for our physical positions receives a fair and objective opportunity to demonstrate their abilities. This test has been professionally validated to ensure job relatedness.

The IST consists of three components and is administered in one session:

- **Reading Comprehension (30 minutes)**
- **Working with Numbers, Charts and Graphs (30 minutes)**
- **Mechanical Principles (20 minutes)**

READING COMPREHENSION

This 25-item test consists of brief written passages using scenarios, contexts, and language relevant to industrial settings. Timed at 30 minutes, the test is designed to measure the ability to read and comprehend written instructions.

A sample problem is shown below.

The telephone is one of our most important tools in establishing good relations with customers and suppliers. When answering or placing a call, identify yourself as well as the company. Remember that the number of phone lines is limited - please exercise common sense in using the telephones for personal business.

The use of the company telephone for personal calls is

- ○ A prohibited by the company
- ○ B limited to certain phone lines
- ◉ C expected to be limited and sensible
- ○ D encouraged

"C" is the correct answer to the first question. The last sentence asks you to use common sense in making personal phone calls.

Pacific Gas and Electric Company®

WORKING WITH NUMBERS, CHARTS, AND GRAPHS

This 25-item test presents information in the form of tables and graphs. You must extract the appropriate information or draw the appropriate conclusions from the information presented. Also included are basic math word problems. You are given 30 minutes to complete the test.

A sample of a Word Problem is shown below.

Yesterday morning, Jamison produced 585 connectors, Willis produced 476, and Gibbs produced 650. What was the total number of connectors produced by the three workers?

- A 1,511
- B 1,611
- C 1,711
- D None of the above.

"C" is the correct answer to the first problem. 585 + 476 + 650 equals 1,711.

An example of a chart with a sample question is provided below.

Product Flaws

Flaw	Frequency	
	A.M. Sample	P.M. Sample
Exceeds Tolerance	20	10
Finish Defects	10	12
Poor Mix	5	4
Assembly	1	0
Other	3	2
Total Product Samples	400	400

Which type of flaw increased in number from the morning to the afternoon sample?

- A Exceeds Tolerance
- B Finish Defects
- C Poor Mix
- D Assembly

"B" is the correct answer to the first question. The number of Finish Defects was 10 in the morning sample and 12 in the afternoon sample. This is the only flaw where the number increased from morning to afternoon.

Pacific Gas and Electric Company®

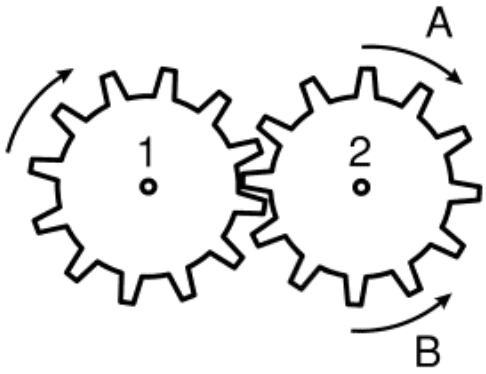
MECHANICAL PRINCIPLES TEST

This 36-item test measures the understanding of basic physical and mechanical concepts. You are presented with drawings of physical and mechanical scenarios, and asked questions about the properties of the system of how it will react to specific changes. This test is timed at 20 minutes.

A sample problem is given below.

If force is applied to Gear 1 in the direction shown, which way will Gear 2 rotate? If either, mark C.

- ○ A
- ◉ B
- ○ C



The correct answer is B.

DO YOUR BEST

A general reference book is always invaluable as a supplement to other textbooks from classes or specific subjects, and as an instrument for general review in preparing for qualifying tests. Additional resources for improving your reading, math and mechanical concepts may be found at your local libraries and bookstores.

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 appointment.

Pacific Gas and Electric Company wishes you the best of luck in qualifying on our test for physical classifications.

Pacific Gas and Electric Company® 2010