

Graphic Designer II & III Training & Experience Questionnaire

This Training & Experience Questionnaire is the examination for the classifications of Graphic Designer II & Graphic Designer III. The results of this examination will determine your placement on the hiring list for each of the classifications should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Graphic Designer II & Graphic Designer III positions.

The Training & Experience Questionnaire is the sole component of the Graphic Designer II & Graphic Designer III examinations. All instructions should be read carefully and understood before completing this questionnaire. Failure to do so may result in an inability to process your Training & Experience Questionnaire and/or disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

Please print and submit the completed Training & Experience Questionnaire along with your State Application as indicated on the examination bulletin.

If you have any questions regarding this questionnaire, please contact:

Examination and Recruitment Section
916-324-4807
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HOW TO COMPLETE A SUPPLEMENTAL QUESTIONNAIRE

What is a Training & Experience Questionnaire?

A Training & Experience Questionnaire is a way to measure the previous experience, training, and/or education that a candidate has which is relevant to the job for which the exam is being conducted.

These questionnaires typically consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

This questionnaire is a scored component accounting for 100% of your rating in this examination. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Suggested Rating Techniques

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- Read the statements and the responses carefully. Consider all your relevant training and experience.
- Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career.
- Be truthful. While it's common to want to present yourself to the best advantage, Training & Experience Questionnaires are of most use when your ratings are accurate. Don't exaggerate what you have done by rating yourself higher in certain experiences or indicating that you have more training than you do as candidates' responses are often confirmed during the hiring interview.

INSTRUCTIONS

Using the corresponding numeric value of the Item Rating Scale below, please respond to each of the following statements by indicating the level of your education, training, and/or experience relevant to that statement. Failure to indicate a level of experience will result in your overall score being adversely impacted.

Item Rating Scale Levels:

EXPERT (4).

I possess an expert level to the extent that I could effectively perform the most difficult and complex attributes of this statement with little or no training and I could instruct others on specific aspects of the position.

ADVANCED (3).

I possess an advanced level to the extent that I could effectively perform the attributes of this statement with some training and handle the majority of circumstances or situations encountered.

SUFFICIENT (2).

I possess a sufficient level to the extent that I could perform the attributes of this statement, but may require additional instruction/training to apply my knowledge effectively.

SOME (1).

I possess some level of this area and will need some instruction and training to perform the attributes of this statement.

NONE (0).

I do not possess any knowledge, skill, or ability of this area and will need instruction and training to perform the attributes of this statement.

Using the drop down box which contains the Item Rating Scale values, select the corresponding level of your education, training, and/or experience relevant to the statement.

Expert (4).
Advanced (3).
Sufficient (2).
Some (1).
None (0).

Communicate effectively both orally and in writing in order to work with a diverse clientele.

Use the elements of design to create page layouts, multimedia, displays and websites.

Perform image editing and digitally retouch images in order to produce a quality print or multimedia output.

Apply color theory and typography in order to produce high quality designs.

Apply creativity in the preparation of artwork for high visual impact.

Learn and apply new software in order to maintain cutting edge technology.

Maintain project files for ease of access for update and changes.

Analyze situations accurately and take effective action.

Use time effectively in order to multi-task and meet production deadlines.

Basic knowledge of the procedures for creating traditional and/or electronic files for output for single and multicolor publications.

Design and produce industrial/graphic artwork such as posters, flyers, brochures, bookmarks, forms, web forms and publications, email seminar invitations, charts, diagrams, newsletters, banners, incentive items, trade booth designs, magazine/newspaper ad art, and PowerPoint presentations.

Create, test, and prepare electronic files for use in web applications and prepress, and prepare HTML files for web design.

Ensure accurate proofs.

Manage daily work effectively.

Design and prepare exhibit materials for presentation and review.

Establish and maintain effective working relationships, within and outside the department, to establish collaborative relationships.

Review narrative material in order to create appropriate illustrations.

Knowledge of the methods and techniques of freehand drawing and color illustration in order to create custom designs and logos.

Using the drop down box which contains the Item Rating Scale values, select the corresponding level of your education, training, and/or experience relevant to the statement.

Expert (4).
Advanced (3).
Sufficient (2).
Some (1).
None (0).

Knowledge of the principles and techniques of three-dimensional exhibit preparation in order to create displays, backdrop design, etc.

Interpret and apply agency standards and accessibility standards in preparing layout and design, selecting style, color, size and type, photo editing, color correction, determining letter and line spacing, column sizes, footnote placement, and inserts such as maps, exhibits, graphics, or photographs to convey the design impact and message to a specifically targeted audience.

Digitally retouch images in order to enhance or soften photographs.

Research alternate resources in order to identify partnerships within and outside the department.

Produce freehand drawing and color illustration in order to produce custom designs and logos.

Scan and import text, graphics, or photographs, modifying and retouching images, checking digital files for proper links, inclusion of correct fonts, proper color separations, page imposition and other requirements for designated output devices and resolve problems encountered in the creation and production of text or graphics.

Prepare correct color separations and accurate trapping (chokes, spreads).

Research and advise management on industry standards and trends.

Establish standards to be used for production layouts of items such as posters, brochures, advertisements, and other mediums.

Knowledge of the elements of design (e.g., line, shape, texture, space, size, value, and color, balance/symmetry, rhythm/repetition, emphasis, unity, movement, proportion/scale, page layout, color theory, and typography) in order to produce or edit high quality print or multimedia product.

Knowledge of the principles of graphic design (page layout, drawing, photo editing, type formatting, and electronic file preparation) in order to produce the highest level of production for print, online publishing, and multimedia, etc.

Knowledge of principles of graphic tools and equipment (e.g., software programs, computer scanner, photography, etc.) in order to produce multimedia products.

Knowledge of graphic design software application (e.g., Adobe InDesign, Photoshop, Illustrator, Acrobat, and Dreamweaver) in order to produce multimedia, digital imaging and online publishing projects.

Using the drop down box which contains the Item Rating Scale values, select the corresponding level of your education, training, and/or experience relevant to the statement.

Expert (4).
Advanced (3).
Sufficient (2).
Some (1).
None (0).

Knowledge of the stages of design (e.g., research, thumbnail, rough, comprehensive, and camera-ready art) resulting in an electronic file for print or online publishing.

Knowledge of time management in order to multitask and meet production deadlines.

Capture images photographically and digitally retouch images in appropriate software.

Negotiate with program managers on design issues, recommending solutions to resolve problems.

Troubleshoot within graphics application software in order to minimize downtime.

Knowledge of project leadership in order to work with a diverse clientele while producing quality products.

Knowledge of state of the art technologies, graphic design techniques, theories, and processes in order to keep abreast of current trends.

Knowledge of team building techniques and principles in order to maintain organize team participation and meet production deadlines.

Create and adhere to project schedules and prepare project reports and cost/benefit analysis.

Knowledge of departmental programs and objectives in order to identify audience impact.

Assimilate ideas and concerns from a variety of customers and translate them into an effective and cost-efficient graphic design project or program.

Knowledge of networking techniques used to implement new programs and procedures.

Write design proposals.

Prepare implementation plans.

Knowledge of alternate strategies available to establish and improve comprehensive graphic design programs.

Present ideas to a large or diverse audience.