

**Stock Clerk
Training and Experience Questionnaire**

The Training and Experience (T&E) Questionnaire is the entire examination for the classification of Stock Clerk. The results of this examination will determine your ranked placement on the certification list used when hiring for the classification should any open positions become available.

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for Stock Clerk with the State Board of Equalization. The T&E Questionnaire is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your training and work history has provided you the essential knowledge, skills, and abilities to successfully perform in the Stock Clerk position. The ratings you provide will be used to determine your final score in this examination.

The overall assessment consists of 2 sections:

- Work Experience
- Knowledge Assessment

All instructions should be read carefully and understood before completing this examination. You will be evaluated based on your ratings of the provided statements; this will require you to follow directions and read, interpret, and respond appropriately to the questions in this T&E Questionnaire. Failure to follow the instructions may result in an inability to process your questionnaire and/or disqualification from this exam. Please keep a copy of your completed questionnaire for your records.

Please print and submit the completed T&E Questionnaire along with your [State Application \(STD-678\)](#) as indicated on the exam bulletin.

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

Examination and Recruitment Section
(916) 324-4807
BOExams@boe.ca.gov

HOW TO TAKE A T&E

What is a T&E?

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

T&E examinations are typically questionnaires that 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.

The T&E 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.

How to rate the T&E?

Making judgments about your 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 work experience statements and the knowledge assessment choices carefully. Consider all your relevant training and experience.
- Be honest. Do not diminish your accomplishments or the amount of time that you have put into your career.
- Be truthful. Do not exaggerate what you have done. While it is common to want to present yourself to the best advantage, T&E examinations are of most use when your ratings are accurate. Rating yourself higher for certain experiences or indicating that you have more training than you do isn't necessarily going to result in a higher score or being selected for a position. Candidates' responses on the T&E questionnaire will be confirmed during a hiring interview.

**SECTION I
WORK EXPERIENCE – STOCK CLERK**

INSTRUCTIONS: To respond appropriately to Items 1 – 2; check the corresponding box in each column that accurately reflects your work experience. (**NOTE:** You must check only one box for each item under “Years of Experience” AND one box for each item under “Frequency”.)

		LEVEL OF EXPERIENCE					FREQUENCY			
		Not performed	Performed during training only	Performed for less than 6 months	Performed for at least 6 months but less than 1 year	Performed for over 1 year	Not Performed	Performed MONTHLY	Performed WEEKLY	Performed DAILY
<p><u>LEVEL OF EXPERIENCE:</u> Check the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u></p> <p><u>FREQUENCY:</u> Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u></p> <p>Note: There should be a total of TWO check marks for each item. <u>ONE</u> check mark for “Years of Experience” and <u>ONE</u> check mark for “Frequency”.</p> <p>ITEMS:</p>										
1.	Check goods received against purchasing documents.									
2.	Fill and deliver supply requisitions using moving carts, transport dollies and other moving equipment.									
3.	Wrap and package goods for storage or shipment using shrink wrap, boxes, plastic storage bins, and other necessary packaging to keep items safe and secure or while transporting to different departments for delivery.									
4.	Pick up surplus property and obtain appropriate signatures.									
5.	Take physical inventories and update inventory records of quantities or stock on hand.									
6.	Keep shelves and goods clean and see that stock is in its proper place and neatly arranged.									
7.	Notify supervisors when stock becomes low using inventory reports.									

**SECTION I
WORK EXPERIENCE – STOCK CLERK**

INSTRUCTIONS: To respond appropriately to Items 1 – 20; check the corresponding box in each column that accurately reflects your work experience. (**NOTE:** You must check only one box for each item under “Years of Experience” AND one box for each item under “Frequency”.)

		LEVEL OF EXPERIENCE					FREQUENCY			
		Not performed	Performed during training only	Performed for less than 6 months	Performed for at least 6 months but less than 1 year	Performed for over 1 year	Not performed	Performed MONTHLY	Performed WEEKLY	Performed Daily
<p>LEVEL OF EXPERIENCE: Check the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u></p> <p>FREQUENCY: Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u></p> <p>Note: There should be a total of TWO check marks for each item. ONE check mark for “Years of Experience” and ONE check mark for “Frequency”.</p> <p>ITEMS:</p>										
8.	Replenish the stock as needed using moving equipment such as forklifts, hand trucks, and pallet jacks or by physically lifting goods while adhering to an Injury & Illness Prevention Program.									
9.	Segregate and store goods based on good types, storage recommendations, and shelf life.									
10.	Keep records of goods received and shipped using computer software or filing systems.									
11.	Keep receiving areas clean and safe for unloading.									
12.	Prepare reports of work done using computer software such as Microsoft Word.									
13.	Receive and count stock items, and record data manually or using a computer on a daily basis.									
14.	Verify inventory computations by comparing them to physical counts of stock and investigate discrepancies.									

**SECTION I (CONT.)
WORK EXPERIENCE – STOCK CLERK**

INSTRUCTIONS: To respond appropriately to Items 1 – 20; check the corresponding box in each column that accurately reflects your work experience. (**NOTE:** You must check only one box for each item under “Years of Experience” AND one box for each item under “Frequency”.)

		LEVEL OF EXPERIENCE					FREQUENCY			
		Not performed	Performed during training only	Performed for less than 6 months	Performed for at least 6 months but less than 1 year	Performed for over 1 year	Not performed	Performed MONTHLY	Performed WEEKLY	Performed Daily
<p><u>LEVEL OF EXPERIENCE:</u> Check the appropriate box that best describes your level of experience for each item. <u>There should be 1 check mark for each item.</u></p> <p><u>FREQUENCY:</u> Check the appropriate box that best describes how often you performed each item. <u>There should be 1 check mark for each item.</u></p> <p>Note: There should be a total of TWO check marks for each item. <u>ONE</u> check mark for “Years of Experience” and <u>ONE</u> check mark for “Frequency”.</p> <p>ITEMS:</p>										
15.	Mark stock items using identification tags, state property tags, or other labeling equipment.									
16.	Clean and maintain supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations.									
17.	Determine proper storage methods and identify proper stock locations based on turnover, environmental factors, and physical capabilities of facilities.									
18.	Examine and inspect stock items for wear or defects, reporting any damage to supervisors.									
19.	Store items in an orderly and accessible manner in warehouse, supply rooms and other storage areas.									
20.	Rotate old supplies with new deliveries (first in, first out).									

**SECTION II
KNOWLEDGE ASSESSMENT – STOCK CLERK**

		LEVEL OF KNOWLEDGE			
For items 1 – 5, rate your level of knowledge by checking the appropriate box that best describes your level of knowledge for each item.					
Definition of Levels:					
Extensive Knowledge: I possess an expert knowledge level to the extent that I have effectively performed the tasks related to this knowledge in the most difficult and complex situations and I have instructed others on specific aspects of this knowledge.					
Moderate Knowledge: I possess a sufficient knowledge level that has allowed me to perform tasks related to this knowledge successfully.					
Basic Knowledge: I possess some knowledge but may require additional instruction to apply this knowledge effectively.					
No Knowledge: I do not possess this knowledge.					
ITEMS:		No Knowledge	Basic Knowledge	Moderate Knowledge	Extensive Knowledge
1.	Knowledge of methods and practices used in receiving, storing, packing, and shipping supplies.				
2.	Knowledge stockroom procedures.				
3.	Knowledge of usual forms, methods, and practices of the shipping department of a governmental or commercial organization.				
4.	Knowledge of methods of taking inventories and maintaining inventory records.				
5.	Knowledge of proper ways in which to move heavy objects				

THIS CONCLUDES THE TEST AND EXPERIENCE QUESTIONNAIRE FOR STOCK CLERK