

**LIST OF AGENCIES FOR
KEYSTROKE AND TYPING SPEED CERTIFICATE REQUIREMENTS**

The job announcement indicates a certificate for typing speed must be provided to the Human Resources Office, along with the employment application, that indicates your *net* typing speed. Net typing speed is the number of words typed per minute minus the number of errors.

***NOTE* Certificates obtained on Internet typing sites are not acceptable for verification of typing speed.** Acceptable typing certificates must be dated within one year, be printed on company letterhead, and include the signature of the testing administrator of your typing test.

If you have any questions about the acceptability of your typing test certificate, please contact the Human Resources Office before submitting your application. Failure to submit a certified typing certificate will disqualify you from the testing process for openings that require a typing certificate.

If you do **not** have a typing certificate, you may obtain one at one of the agencies listed below:

MESA

Department of Economic Security

Job Service

163 N. Dobson Rd.

Mesa, AZ 85201-6066

Phone Number: 480-962-7678 Ext. 7701

Call to make appointment

Testing Monday – Friday

8:00 a.m. – 4:00 p.m.

No fee

GILBERT

Maricopa Workforce Connections

735 N. Gilbert Rd., Suite 134

Gilbert, AZ 85234

Phone Number: 602-372-9700

Call to make appointment

9:00 a.m. - 3:00 p.m.

Testing on Fridays only

No fee

WEST VALLEY

Maricopa Workforce Connections

1840 N. 95th Ave., Suite 160 (North of McDowell Road)

Phoenix, AZ 85037

602-372-4200

You must register 1st at www.arizonavirtualonestop.com

Call to make appointment

8:00 a.m. - 5:00 p.m.

Testing on Fridays only – all day by appointment

No fee

SAMPLE

Candidate Test Report - JOHN DOE - ABC STAFFING AGENCY TYPING TEST

Candidate: JOHN DOE
Candidate ID: 12345
Date of Test: 12/15/09
Test Duration: 3:00 minute(s)
Gross Typing Speed: 35 words/minute
Number of Errors: 11
Net Typing Speed: 24 words/minute

All letters convey **to** messages; **on** is expressed in words, the other by the impression it makes **one** the reader. The second message is the hidden quality you put into an **envelop** each time you mail a letter. The message is **important**, so let there be no doubt **one** this point. A **leter** must say what it should, and it should say it **clearly**. Nobody likes to **recieve** fuzzy **letter** in which ideas defy interpretation. A clear letter is **usally** a welcome caller. A person should have some special qualities to be an effective

ABC STAFFING AGENCY
15 S. BAHAMA STREET
MESA, AZ 85201
480-555-1212

TYPING TEST CERTIFICATE

NAME: John Doe

DATE TESTED: 12/15/09

NET WORDS PER MINUTE (NWPM):
24

TESTED BY: Jack Moon

If you wish to retest, you may do so in 30 days by calling 480-555-1212 for an appointment time.



SAMPLE