

## Exam Check-List

- 1) Read the question slowly and thoroughly. Take your time!
- 2) Ask yourself..."What are the core issues or components of the problem?"
- 3) **READ EACH ANSWER SLOWLY.** What are you being asked to resolve? Best, First, Initial response?
- 4) What is your job within the question? Don't forget your **TARGET RANK** you are writing for. ( Are you "in charge", a subordinate supervisor, an investigator or part of a Team?)

### *ASK YOURSELF*

- a) How does each answer options differ from the other?
- b) What are the different actions ( each answer will have more than one action )
- c) Consider the order in which these actions are taken. Are you answering the **BEST, FIRST** response, etc?
- d) Consider the individuals involved ( Internal and External Clients...Is it appropriate to have them involved and in the order listed ?)
- e) Consider the actions which you would be specifically responsible for ( within the given situation) What is your job, your position, your responsibility?
- f) Consider the likely consequences of the actions described in each answer. ( you may quickly resolve the problem but create new problems. Or the consequences of your actions run counter to the Mission Vision Values). Some problems take time to solve. Sometimes quickly trying to completely and fully solve a "community" or "personnel" problem is not appropriate or expected on the exam.