Postal Service
Practice Exam
Sample Exam # 1

Exam # 473E
MC 474, MH 475,
MP 476, CS 477
Personality Exam

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About the Exam

This exam is the most often used exam for Postal Service job openings. Most Postal Service job openings are filled using this exam. Even many part time jobs are filled using this exam. This exam is used for so many job openings that it is sometimes referred to as the Postal Battery Exam, General Entrance Battery Exam among other names. Obviously, it is to your benefit to become familiar with this exam.

The Exam has two separate sections.

The first section is the Personal Characteristics & Experience Inventory section (known as PCEI or PCI). Because this section is a part of multiple exams, we also went over this section in the “Postal Service and Other Government Job Opportunities Guide”. The Guide was available for download separately, when you downloaded this practice exam. If you did not download the Guide when you downloaded this practice exam, you can simply refer back to the email we sent you for the download link to access the “Postal Service and Other Government Job Opportunities Guide ”.

The second section contains the majority of the exam. This section consists of 3 parts:

A. Address Checking
B. Address Coding
   and Memory
C. Forms Completion

Sample EXAM # 1

Part I Address Checking

Questions: 95
Time: 6 minutes

Directions: Decide which of these addresses is Alike or Different and mark the answer sheet “A” for alike and “D” for different. The answer sheets are behind this exam.

1.	5609 N Blue Valley Rd	5608 Blue Valley Rd
2.	16004 E 23	16004 E 23
3.	1813 S Rankin Dr 92405	1813 S Rakin Dr 92405
4.	3201 S Vermont	3210 S Vermont
5.	4138 NE Hampstead Dr	4138 NE Hampstead Dr
6.	112 Kendall Rd 32056	112 Kendall Rd 32056
7.	16701 E Larkspur Ln	16701 E Larkpur Ln
8.	1008 NE Kenwood Dr.	1008 NE Kenwood Ln
9.	3912 Lees Rd.	3912 Lees Rd.
10.	4528 NE Webster Dr.	4528 SE Webster Dr.
11.	3504 N Pleasant 61532	3504 N Pleasant 61532
12.	16524 E 41Terr	16523 E 41 Terr
13.	12300 E 43	12300 E 43
14.	1212 E Frederick	1211 E Frederick
15.	747 N Dover Dr.	747 S Dover Dr.
16.	4810 Maybrook Ct.	4809 Maybrook Ct.
17.	3211 S Reynolds Ave	3211 S Reynolds Ave
18.	815 Ute	815 Utah
19.	20116 E 12 Terr 23691	20116 E 12 Terr 23691
20.	18005 Holke Rd	18005 Hoke Rd
21.	120 E Linden	102 E Linden
22.	506 W 35 Terr	506 W 35 Terr
23.	15601 E 40 Terr	15600 E 40 Terr
24.	701 Redwood Dr	701 Redwood Dr
25.	834 W 24 Terr	834 W 24 Rd

26.	1326 E Frederick	1326 E Frederickson
27.	11530 E Winner Rd	11530 E Winner Rd
28.	1700 N McCoy 48532	1709 N McCoy 48532
29.	1507 W 27 Terr	1502 W 27 Terr
30.	18011 E Dakota Dr.	18012 E Dakota Dr.
31.	12806 E 50 Terr	12806 E 50 Terr
32.	2641 Collins	2641 Collins
33.	1810 S Maywood	1810 S Maywod
34.	2501 S Tamaqua	2501 S Tamaqua
35.	1000 S Woodbury	100 S Woodbury
36.	12403 E 33 Terr	12404 E 33 Terr
37.	1629 Drumm 75645	1629 Drumm 75645
38.	4003 S. Crysler Ave	4002 S. Crysler Ave
39.	3916 S Queen Ridge Dr	3919 S Queen Ridge Dr
40.	2214 S Home 54269	2214 S Home 54269
41.	16113 E 28 Terr	16113 E 28 Terr
42.	3600 Jackson Dr	3609 Jackson Dr
43.	18837 E Wigwam Dr.	18837 E Wigwam Dr.
44.	9715 E 24 Hwy	9716 E 24 Hwy
45.	19207 E 6N	19206 E 6N
46.	714 N Rogers 97625	715 N Rogers 97625
47.	16004 E 32q	16004 E 32q
48.	1104 W 31	1102 W 31
49.	4121 S Osage	4122 S Osage
50.	3633 S Park	3633 S Park
51.	8717 E Lexington	8716 E Lexington
52.	3713 S Queen Ridge Dr	3716 S Queen Ridge Dr
53.	4400 S Union 21695	4400 S Union 21695
54.	14501 E 36th Terr	14502 E 36th Terr
55.	2308 S Northern	2308 S Northern
56.	11328 E Winner Rd	11328 E Winner Rd
57.	3606 Shady Bend Dr	3606 Shady Bend Dr
58.	17221 E 31 Terr	17121 E 31 Terr
59.	11615 E Lexington	11612 E Lexington
60.	16916 E Ellison Way	16919 E Ellison Way

61.	331 W Sea	331 W See
62.	1609 W 24 Terr	1609 W 24 Terr
63.	2328 S Harvard	2329 S Harvard
64.	136 N Home 26451	136 N Home 26451
65.	17010 E 3 Terr	17090 E 3 Terr
66.	17226 E 40	17226 E 40
67.	620 N River Blvd	620 N River Blvd
68.	2900 S 291 Hwy	2900 S 291 Hwy
69.	4901 S Valley View Rd	4901 S Valley View Rd
70.	1226 S Hocker 64259	1229 S Hocker 64259
71.	1208 W Lexington	1208 W Lexington Rd
72.	209 W Claremont	206 W Claremont
73.	12505 E 34 Terr	12505 E 34 Terr
74.	17212 E 41 St	17121 E 41 St
75.	13401 E 43 Place	13402 E 43 Place
76.	1904 N Jennings Rd	1904 N Jennings Rd
77.	16107 E 28 Terr	16109 E 28 Terr
78.	3706 S Claremont	3709 S Claremont
79.	9412 E 16 45926	9412 E 16 45926
80.	186 S Oak Hill Cluster	186 S Oak Hill Court
81.	4709 Holke Dr	4709 Holke Dr
82.	1525 S Osage	1525 S Osage
83.	1309 N Cottage	1306 N Cottage
84.	16000 E 25 26751	1600 E 25 26751
85.	1705 Ponca Dr	1705 Ponc Dr
86.	4536 S Noland Rd	4536 S Noland Rd
87.	1157 Cottage	1152 Cottage
88.	1400 Willow	140 Willow
89.	18605 E 14 Terr	18605 E 14 Terr
90.	1119 N Liberty	119 N Liberty
91.	20813 E 13 Terr	20813 E 13 Terr
92.	3201 S Vermont	3201 S Vermnt
93.	20417 15 Terr	20417 15 Terr
94.	924 N Main 56782	926 N Main 56782
95.	3714 Blue Ridge Blvd	3714 Blue Ridge Road

Sample Exam # 1 Answer Grid
Part I Address Checking

1.	A	D	33.	A	D	65.	A	D
2.	A	D	34.	A	D	66.	A	D
3.	A	D	35.	A	D	67.	A	D
4.	A	D	36.	A	D	68.	A	D
5.	A	D	37.	A	D	69.	A	D
6.	A	D	38.	A	D	70.	A	D
7.	A	D	39.	A	D	71.	A	D
8.	A	D	40.	A	D	72.	A	D
9.	A	D	41.	A	D	73.	A	D
10.	A	D	42.	A	D	74.	A	D
11.	A	D	43.	A	D	75.	A	D
12.	A	D	44.	A	D	76.	A	D
13.	A	D	45.	A	D	77.	A	D
14.	A	D	46.	A	D	78.	A	D
15.	A	D	47.	A	D	79.	A	D
16.	A	D	48.	A	D	80.	A	D
17.	A	D	49.	A	D	81.	A	D
18.	A	D	50.	A	D	82.	A	D
19.	A	D	51.	A	D	83.	A	D
20.	A	D	52.	A	D	84.	A	D
21.	A	D	53.	A	D	85.	A	D
22.	A	D	54.	A	D	86.	A	D
23.	A	D	55.	A	D	87.	A	D
24.	A	D	56.	A	D	88.	A	D
25.	A	D	57.	A	D	89.	A	D
26.	A	D	58.	A	D	90.	A	D
27.	A	D	59.	A	D	91.	A	D
28.	A	D	60.	A	D	92.	A	D
29.	A	D	61.	A	D	93.	A	D
30.	A	D	62.	A	D	94.	A	D
31.	A	D	63.	A	D	95.	A	D
32.	A	D	64.	A	D			

Sample Exam Practice Exam
Answer Key

Part I - Address Checking

1. D
2. A
3. D
4. D
5. A
6. A
7. D
8. D
9. A
10. D
11. A
12. D
13. A
14. D
15. D
16. D
17. A
18. D
19. A
20. D
21. D
22. A
23. D
24. A
25. D
26. D
27. A
28. D
29. D
30. D
31. A
32. A
33. D
34. A
35. D
36. D
37. A
38. D
39. D
40. A
41. A
42. D
43. A
44. D
45. D
46. D
47. A
48. D
49. D
50. A
51. D
52. D
53. A
54. D
55. A
56. A
57. A
58. D
59. D
60. D
61. D
62. A
63. D
64. A
65. D
66. A
67. A
68. A
69. A
70. D
71. D
72. D
73. A
74. D
75. D
76. A
77. D
78. D
79. A
80. D
81. A
82. A
83. D
84. D
85. D
86. A
87. D
88. D
89. A
90. D
91. A
92. D
93. A
94. D
95. D

Part II Address Coding & Memory

Questions: 88
Time: 5 minutes

This is really a 2 section part, one for coding and one for memory. The memory section is the more difficult part and is our main focus here. During the coding section you will simply look at the chart and pick which group an address falls in, A, B, C, or D. The coding section is basically an open book test and as long as you look at the chart, the placing of the addresses is fairly simple. However, during the memory section, once the timed exam has started, you will not be allowed to look back at the groups of addresses. For this sample exam, during the memory section, you may study the following table of addresses for 5 minutes. You need to focus on memorizing which letter group the address appears in. On the exam itself you will simply need to remember which letter group that particular address was in. After 5 minutes put the table of addresses aside and begin the exam. You are not able to look at the table after you have started the exam. The answer sheets are behind the exam.

Group A

4200 - 4600 Peck Dr
Spring St
500 - 900 Kiger Rd
3400 - 3800 Willis

Group B

1200 - 1600 Ash
300 - 600 Redwood
Whitney Rd
400 - 800 Farview

Group C

600 - 900 Crysler
Kentucky Rd
1200 - 1600 Gill
5000 - 9000 Marion

Group D

Dover Blvd
1200 - 1400 Maywood
400 - 700 Wilson
3400 - 3800 Main

Group E

100 - 400 McCoy
1100 - 1400 Hall Rd
Claremont Dr
8200 - 8600 Gudgell

Directions: On your Answer Sheet show which letter group that address was in (from the prior table). A, B, C, D, or E. Remember you may not look back at the table once you have begun the exam.

1. 600 - 900 Crysler
2. Dover Blvd
3. 4200 - 4600 Peck Dr
4. 1200 - 1600 Ash
5. Kentucky Rd
6. Spring St
7. 300 - 600 Redwood
8. 500 - 900 Kiger Rd
9. Whitney Rd
10. 1200 - 1600 Gill
11. 3400-3800 Willis
12. 5000 - 9000 Marion
13. 400 - 800 Farview
14. 3400 - 3800 Main
15. 100 - 400 McCoy
16. 3400 - 3800 Willis
17. Whitney Rd
18. 1200 - 1400 Maywood
19. 600 - 900 Crysler
20. 400 - 700 Wilson
21. 1200 - 1600 Gill
22. 400 - 800 Farview
23. 500 - 900 Kiger Rd
24. Dover Blvd
25. Kentucky Rd
26. 4200 - 4600 Peck Dr
27. 300 - 600 Redwood
28. 400 - 700 Wilson
29. Spring St
30. 1200 - 1600 Gill
31. Whitney Rd
32. 500 - 900 Kiger
33. 3400 - 3800 Willis
34. 1200 - 1600 Gill
35. Dover Blvd
36. 600 - 900 Crysler
37. 1200 - 1600 Ash
38. 1200 - 1400 Maywood
39. 400 - 800 Farview
40. 400 - 700 Wilson
41. 300 - 600 Redwood
42. Kentucky Rd
43. Spring St
44. 3400 - 3800 Main
45. 1200 - 1600 Ash
46. 5000 - 9000 Marion
47. 4200 -4600 Peck Dr
48. Claremont Dr
49. 1200 - 1400 Maywood
50. 3400 - 3800 Willis
51. Whitney Rd
52. 5000 - 900 Marion
53. 500 - 900 Kiger Rd
54. 100 - 400 McCoy
55. 600 - 900 Crysler
56. 1200 - 1600 Ash
57. 1100 - 1400 Hall Rd
58. 8200 - 8600 Gudgell

59. 4200 - 4600 Peck Dr
60. 1200 - 1600 Gill
61. 3400 - 3800 Main
62. Claremont Dr
63. 300 - 600 Redwood
64. 3400 - 3800 Main
65. Kentucky Rd
66. 600 - 900 Crysler
67. Spring St
68. Dover Blvd
69. 5000 - 9000 Marion
70. 100 - 400 McCoy
71. 500 - 900 Kiger Rd
72. 400 - 700 Wilson
73. 400 - 800 Farview
74. 1100 - 1400 Hall Rd
75. 1200 - 1400 Maywood
76. Spring St
77. 1200 - 1600 Ash
78. Whitney Rd
79. 1200 - 1600 Gill
80. 300 - 600 Redwood
81. 3400 - 3800 Main
82. Claremont Dr
83. 4200 - 4600 Peck Dr
84. Kentucky Rd
85. 100 - 400 McCoy
86. 400 - 800 Farview
87. 8200 - 8600 Gudgell
88. 500 - 900 Kiger Rd

Sample Exam # 1 Answer Grid
Part II Address Memory

1.	A	B	C	D	E
2.	A	B	C	D	E
3.	A	B	C	D	E
4.	A	B	C	D	E
5.	A	B	C	D	E
6.	A	B	C	D	E
7.	A	B	C	D	E
8.	A	B	C	D	E
9.	A	B	C	D	E
10.	A	B	C	D	E
11.	A	B	C	D	E
12.	A	B	C	D	E
13.	A	B	C	D	E
14.	A	B	C	D	E
15.	A	B	C	D	E
16.	A	B	C	D	E
17.	A	B	C	D	E
18.	A	B	C	D	E
19.	A	B	C	D	E
20.	A	B	C	D	E
21.	A	B	C	D	E
22.	A	B	C	D	E
23.	A	B	C	D	E
24.	A	B	C	D	E
25.	A	B	C	D	E
26.	A	B	C	D	E
27.	A	B	C	D	E
28.	A	B	C	D	E
29.	A	B	C	D	E
30.	A	B	C	D	E
31.	A	B	C	D	E
32.	A	B	C	D	E
33.	A	B	C	D	E
34.	A	B	C	D	E
35.	A	B	C	D	E
36.	A	B	C	D	E
37.	A	B	C	D	E
38.	A	B	C	D	E
39.	A	B	C	D	E
40.	A	B	C	D	E
41.	A	B	C	D	E
42.	A	B	C	D	E
43.	A	B	C	D	E
44.	A	B	C	D	E
45.	A	B	C	D	E
46.	A	B	C	D	E
47.	A	B	C	D	E
48.	A	B	C	D	E
49.	A	B	C	D	E
50.	A	B	C	D	E
51.	A	B	C	D	E
52.	A	B	C	D	E
53.	A	B	C	D	E
54.	A	B	C	D	E
55.	A	B	C	D	E
56.	A	B	C	D	E
57.	A	B	C	D	E
58.	A	B	C	D	E
59.	A	B	C	D	E
60.	A	B	C	D	E
61.	A	B	C	D	E
62.	A	B	C	D	E
63.	A	B	C	D	E
64.	A	B	C	D	E
65.	A	B	C	D	E
66.	A	B	C	D	E
67.	A	B	C	D	E
68.	A	B	C	D	E
69.	A	B	C	D	E
70.	A	B	C	D	E
71.	A	B	C	D	E
72.	A	B	C	D	E
73.	A	B	C	D	E
74.	A	B	C	D	E
75.	A	B	C	D	E
76.	A	B	C	D	E
77.	A	B	C	D	E
78.	A	B	C	D	E
79.	A	B	C	D	E
80.	A	B	C	D	E
81.	A	B	C	D	E
82.	A	B	C	D	E
83.	A	B	C	D	E
84.	A	B	C	D	E
85.	A	B	C	D	E
86.	A	B	C	D	E
87.	A	B	C	D	E
88.	A	B	C	D	E

Practice Exam
Answer Key

Part II - Address Memory

1. C
2. D
3. A
4. B
5. C
6. A
7. B
8. A
9. B
10. C
11. A
12. C
13. B
14. D
15. E
16. A
17. B
18. D
19. C
20. D
21. C
22. B
23. A
24. D
25. C
26. A
27. B
28. D
29. A
30. C
31. B
32. A
33. A
34. C
35. D
36. C
37. B
38. D
39. B
40. D
41. B
42. C
43. A
44. D
45. B
46. C
47. A
48. E
49. D
50. A
51. B
52. C
53. A
54. E
55. C
56. B
57. E
58. E
59. A
60. C
61. D
62. E
63. B
64. D
65. C
66. C
67. A
68. D
69. C
70. E
71. A
72. D
73. B
74. E
75. D
76. A
77. B
78. B
79. C
80. B
81. D
82. E
83. A
84. C
85. E
86. B
87. E
88. A

Part III Forms Completion

The Postal Service has a number of various forms that are completed through the process of performing job duties. Therefore, it's important that an employee know and understand how to complete various forms. The Forms Completion section tests your ability to complete various sample forms quickly and accurately. This part will show you 3 different forms for completion. Each form will be shown first and the following page will then ask you 6 separate questions about that form. The answer sheets are behind the exam.

The forms and questions begin on the next page.

Authorization to Hold Mail

Postmaster - Please hold mail for:

1. Name(s)	
2. Address	
3a. Begin Holding Mail (Date)	**3b.** Resume Delivery (Date)

4. ☐ **Option A**
I will pick up all accumulated mail when I return and understand that mail delivery will not resume until I do. (This is suggested if your return date may change or if no one will be at home to receive mail.)

5. ☐ **Option B**
Please deliver all accumulated mail and resume normal delivery on the ending date shown above.

6. Customer Signature

For Post Office Use Only

7. Date Received	
8a. Clerk	**8b.** Bin Number
9a. Carrier	**9b.** Route Number

Customer Option A Only

Carrier: Accumulated mail has been picked up.

10a. Resume delivery on (date) _____

10b. By: _____

Look at the form on the previous page and answer the following questions.

1. The customer's name is Steve Evans, the clerk's name is Henry Williams and the carrier's name is Julie Smith. Where would Henry Williams' name be entered on this form?

A) Box 1
B) Box 8a
C) Box 9a
D) Box 9b
E) None of the above

2. The customer's name is Steve Evans, the clerk's name is Henry Williams and the carrier's name is Julie Smith. Where would Julie Smith's name be entered on this form?

A) Box 1
B) Box 8a
C) Box 9a
D) Box 6
E) None of the above

3. The customer's name is Steve Evans, the clerk's name is Henry Williams and the carrier's name is Julie Smith. Where would Steve Evans'name be entered on this form?

A) Box 1
B) Box 8a
C) Box 9a
D) Box 10b
E) None of the above

4. If Option A in Box 4 is checked, which of these is correct?

A) The accumulated mail should be delivered on the date specified.
B) The accumulated mail should be delivered and delivery should resume on the date specified.
C) Mail should no longer be held as of the date specified.
D) The Postmaster will deliver the mail immediately.
E) None of the above is correct.

5. How would you indicate that you want your accumulated mail delivered on 4/14/12 and that you want your normal delivery to resume on that date?

A) Enter 4/14/12 in Box 3b.
B) Check “Option B” in Box 5.
C) Enter 4/14/12 on Line 10a.
D) Enter 4/14/12 in Box 3b and check “Option B” in Box 5.
E) None of the above

6. A date would be an acceptable entry for each of these EXCEPT

A) Box 3b
B) Box 6
C) Box 7
D) Line 10a
E) None of the above

Certificate of Bulk Mailing

Fee for Certificate		
Up to 1,000 pieces	Use Current Rate Chart	**1.** Meter stamp or postage (uncancelled) stamps in payment of fee to be affixed here and cancelled by postmarking, including date.
For each additional 1,000 pieces, or fraction		
Duplicate Copy		

2a. Number of identical pieces	**2b.** Class of mail	**2c.** Postage on each	**2d.** Number of pieces per lb.	**2e.** Total number of pounds	**2f.** Total postage paid	**2g.** Fee paid

3a. Mailed for	**3b.** Mailed by

Postmaster's Certificate

It is hereby certified that the above-described mailing has been received and number of pieces and postage verified.

4. _____

(Postmaster or Designee)

Look at the form on the previous page and answer the following questions.

7. Where should the class of mail be entered?

A) Box 2e
B) Box 3a
C) Box 2b
D) Box 2g
E) None of the above

8. Which of these would be an acceptable entry for Box 2c?

A) Zip code 33317
B) $0.51
C) A check mark
D) 321 Dover Street
E) None of the above

9. Where should the total weight be entered?

A) Box 3a
B) Box 2a
C) Box 2e
D) Box 1
E) None of the above

10. Which of these would be an acceptable entry for Box 2b?

A) $2.01
B) 50 pounds
C) Steve Evans
D) A check mark
E) None of the above

11. Where would you indicate the total amount of postage paid for this bulk mailing?

A) Box 3b
B) Box 2e
C) Box 2g
D) Box 2f
E) None of the above

12. A number would be an acceptable entry for each of these EXCEPT

A) Box 3b
B) Box 2a
C) Box 2d
D) Box 2e
E) None of the above

EXPRESS MAIL

Mailing Label

ORIGIN (POSTAL USE ONLY)				DELIVERY (POSTAL USE ONLY)		
PO ZIP Code 1a.	Day of Delivery 1b. ☐ Next ☐ Second	Flat Rate Envelope 1c. ☐		Delivery Attempt 1d. Mo. Day	Time 1e. ☐ AM ☐ PM	Employee Signature 1f.
Date In 2a.	2b. ☐ Noon ☐ 3 PM	Postage 2c. $		Delivery Attempt 2d. Mo. Day	Time 2e. ☐ AM ☐ PM	Employee Signature 2f.
Time In 3a. ☐ AM ☐ PM	Military 3b. 2nd Day 3rd Day	Return Receipt Fee 3c.		Delivery Attempt 3d. Mo. Day	Time 3e. ☐ AM ☐ PM	Employee Signature 3f.
Weight 4a. lbs. ozs.	Int'l Alpha Country Code 4b.	COD Fee 4c.	Insurance Fee 4d.	6. ☐ WAIVER OF SIGNATURE NO DELVERY ☐ Weekend ☐ Holiday Customer Signature _____		
No Delivery 5a. ☐ Wknd ☐ Holiday	Acceptance Clerk Initials 5b.	Total Postage & Fees 5c. $				

CUSTOMER USE ONLY

Method of Payment 7a. Express Mail corporate Acct. No.	Federal Agency Acct. No. or 7b. Postal Service Acct. No.
8a. FROM: (PLEASE PRINT) PHONE: _____	8b. TO: (PLEASE PRINT) PHONE: _____ ZIP + 4: _____

Look at the form on the previous page and answer the following questions.

13. Where would you enter the recipient's address?

A) Box 7b
B) Box 1a
C) Box 3f
D) Box 8b
E) None of the above

14. An Express mail package was dropped off to the Post office on 6/9/15 at 11:15 in the morning. How should this be noted on the form?

A) Write "6/9/15" in Box 2a and check "PM" in Box 3a
B) Write "6/9/15" in Box 2a, write "11:15" in Box 3a, and check "AM" in Box 3a
C) Write "6/9/15" in Box 1d and check "AM" in Box 1e
D) Does not apply on this form
E) None of the above

15. When the customer drops this package off for mailing they are told the delivery will be made the next day. Where would this be entered on the form?

A) Box 1d
B) Box 3d
C) Box 1b
D) Box 3c
E) None of the above

16. Where would the total amount of postage and any additional services be entered?

A) Box 5c
B) Box 2c
C) Box 3c
D) Box 7a
E) None of the above

17. The Post office zip code where the package is being dropped is 54356, the zip code of the sender is 54369 and the zip code of the recipient is 86782. What would be placed in box 1a?

A) 86782
B) 54369
C) 54356
D) 33317
E) None of the above

18. Which of these would be an acceptable entry for 2b?

A) 6/16/15
B) $5.06
C) Julie Smith
D) 54369
E) None of the above

Sample Exam # 1 Answer Grid
Part III Forms Completion

1.	A	B	C	D	E
2.	A	B	C	D	E
3.	A	B	C	D	E
4.	A	B	C	D	E
5.	A	B	C	D	E
6.	A	B	C	D	E
7.	A	B	C	D	E
8.	A	B	C	D	E
9.	A	B	C	D	E
10.	A	B	C	D	E
11.	A	B	C	D	E
12.	A	B	C	D	E
13.	A	B	C	D	E
14.	A	B	C	D	E
15.	A	B	C	D	E
16.	A	B	C	D	E
17.	A	B	C	D	E
18.	A	B	C	D	E

Practice Exam
Answer Key

Part III – Forms Completion

1. B
2. C
3. A
4. E
5. D
6. B
7. C
8. B
9. C
10. E
11. D
12. A
13. D
14. B
15. C
16. A
17. C
18. E

Scoring the Results

Part I. Address Checking

Determine how many answers you checked correctly and incorrectly, this will give you a raw score. Fill in these two numbers in the following equation:

Correct Answers	(minus)	Incorrect Answers	(equals)	Score
_____	-	_____	=	

Part II. Address Memory

Determine how many answers you checked correctly and incorrectly. Take the number of incorrect answers and divide that number by 4. Then put that number and the number of correct answers into the following equation:

Correct Answers	(minus)	Incorrect Ans. / 4	(equals)	Score
_____	-	_____	=	

Now, add the two scores from Part I. And Part II to determine a raw score.

Part I Score	Plus	Part II Score	(equals)	Total Score
_____	+	_____	=	

Part III. Forms Completion

Total number of correct answers divided by 18 = _____ %

Remember, these are not your official scores it is just a way for you to measure your progress.

PERSONALITY EXAM -

The Personality Exam is designed to build a personality profile and work ethics profile of a job applicant. The Personality Exam can be given by itself. The Postal Service uses this exam to select the best possible employees. We can assist you on scoring well on this exam. This exam will ask you a series of questions. Many of these questions are about the same topic, or the same questions, simply asked in different ways. The questions cover the topics of temper, stress, tolerance, motivation, frustration, organization, among others as well. All of the questions are multiple choice. For example, some questions will have answers such as “Strongly Agree”, “Agree”, “Disagree” and “Strongly Disagree”. Other questions may have answers such as “Very Often”, “Often”, “Sometimes” and “Rarely or Never”. As a side note, this type of exam is becoming more common in the private sector as well, so getting familiar with this type of questioning should prove to be beneficial to your employment prospects overall.

Do not rush through this exam, it's very tempting to rush through this exam as the questions seemingly cover the same topics over and over again. You will not be scored in a traditional method, technically, there are no right or wrong answers. Here is the best pathway to success. Look at each question in the following way. It is generally accepted that the Postal Service is looking for stable minded, hard working individuals that are able to handle stress, can control their temper, are motivated to work well with others without becoming overly frustrated and are safety conscious. Therefore, we would advise that while taking this exam, that you briefly pause before answering each question and remember the above phrase in regards to what type of individual it is generally accepted that the Postal Service is looking for. It's also important that you remain consistent through the exam with how you answer. Remember, the same questions are asked, just in different ways, so just stay consistent with how you answer the questions. On the following pages, we will list some sample questions and answers for this exam.

1. You are willing to listen to another person's opinion even if you don't agree.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

2. When you complete your assigned task, you offer to help a co-worker complete their task.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

3. Stress distracts your focus.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

4. When someone makes you angry, you tell that person how angry you are.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

5. People get angry at you because you refuse to consider their suggestions.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

6. Your fellow co-workers can tell very easily when you are in a bad mood.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

7. You overcome any obstacles to assure that an assignment is completed.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

8. You react quickly without always considering the consequences of your actions.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

9. You do what is expected of you and a little bit more.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

10. You must be reminded of appointments and schedules.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

11. When working in a team environment, you encourage input from all teammates.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

12. You get aggravated when people remind you of safety precautions.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

13. You are quick to offer assistance if a co-worker has a problem.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

14. You get more accomplished on the job than others.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

15. Completing tasks seems to take more time than it should.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

16. Fellow employees comment on how reliable you are.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

17. You share new information with co-workers if it will improve their job performance.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

18. You make a great first impression.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

19. You plan your assignments by prioritizing your job duties.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

20. You adhere to all safety practices while on the job.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

21. You respond respectfully to others regardless of how another person treats you.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

22. While on the job, you do not take risks without completely understanding the consequences.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

23. Co-workers come to you for resolving tense situations at work.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

24. At work, you find it difficult to meet deadlines when assigned multiple tasks.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

25. When performing tasks at home, you pay close attention to safety precautions.

A) Very Often
B) Often
C) Sometimes
D) Rarely or Never

26. You can easily associate with other people from different backgrounds.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

27. When you are aggravated it affects your performance on the job.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

28. Safety is a priority in everything you do while on the job.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

29. If a customer treats you unfairly, you should treat the customer the same way they treated you.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

30. You believe that occasionally being a little late for work is okay.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

31. You do exactly what is expected of you on the job and no more.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

32. You are recognized for your patience by other co-workers.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

33. While on the job, deadlines are usually flexible.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

34. You adhere to just as many safety precautions at home as you do at work.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

35. You take offense if a customer is not satisfied with the service you provide.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

36. At work, It is difficult for you to focus on one thing for an extended amount of time.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

37. You are recognized for your organization by other co-workers.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

38. Problems at home influence your performance at work.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

39. Juggling several assignments at the same time is easy for you.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

40. Performing multiple tasks at the same time is one of your strongest skills.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

41. Your supervisor knows to come to you if a job must be completed quickly.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

42. You have friends from different ethnic backgrounds.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

43. Some individuals are difficult for anyone to get along with.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

44. You prefer to be challenged by a job rather than perform a job that is more routine.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

45. Safety is more of a priority for you than for most other employees you work with.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

46. You are more productive than most other co-workers

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

47. You more often early to work than you are late.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

48. You enjoy taking on new and different tasks.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

49. You often help co-workers with their tasks.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

50. While on the job, you handle stress better than your co-workers.

A) Strongly Agree
B) Agree
C) Disagree
D) Strongly Disagree

51. Which of the following factors is important to you for employment?

A) Status
B) Advancement
C) Job Security
D) Wages

52. How quickly do you finish assignments compared to your co-workers?

A) Faster than my co-workers
B) About the same as my co-workers
C) I don't know
D) Slower than most of my co-workers

53. How much of a risk taker are you in your personal life?

A) I never take risks
B) I take risks all the time
C) I occasionally take small risks
D) I don't know
E) None of the above

54. How are you at learning new procedures while on the job?

A) About the same as everybody else
B) Much better and quicker than other employees
C) A little better and quicker than other employees
D) A little slower than other employees
E) I don't know

55. What performance rating were you given in your latest job review?

A) I don't know
B) Excellent
C) Superior
D) Satisfactory
E) Unsatisfactory
F) I've never had a performance review

56. Which of the following were you best at during school?

A) Exam taking
B) Preparing reports
C) Participating in class
D) Group projects
E) None of the above

57. Which type of job task do you prefer more?

A) Keeping records
B) Dealing with the public
C) Manual labor
D) None of the above

58. Which of the following best describes how you feel when introduced to someone new?

A) Nervous
B) Content
C) Relaxed
D) Excited
E) I don’t know

59. Which of the following areas do you believe you excel at?

A) Setting goals
B) Record keeping
C) Assisting the public
D) Prioritizing
E) I don’t know

60. While in school, how frequently were you involved in physical confrontations with others?

A) Once or twice
B) Weekly
C) Daily
D) Monthly
E) Never