Office Assistant (General and (Typing)

Prequalification Process

Step 1

Go to the Prequalify link under Filing Instructions on the Office Assistant bulletin. **CLICK HERE to Prequalify**

Step 2

Read the Examination Information page then click Continue.

Step 3

Read the Terms of Use page and check the boxes under the Retaking the Exam section, then click Continue

Step 4

Login with your user ID and password, or create an account and click on Login

Step 5

Complete the Equal Employment Opportunity questionnaire and click Continue

Step 6

Indicate your Mailing Address Location Choice and click Continue

Step 7

Create or verify your User Profile information and click Continue

Step 8

Answer the Minimum Qualification questions and click Continue

Step 9

If you meet the Minimum Qualifications, you will receive the Minimum Qualifications Passed message, then click Continue

Step 10

Select the Locations in which you are willing to work and click Continue

Step 11

Make your selections on the Supplemental Information page and click Continue

Step 12

The Results page will indicate "You are prequalified". Please return to the examination bulletin on the self-scheduling date.