



**Operations and Maintenance
Testing Preparation Guide**

General Test Preparation

The purpose of this Guide is to assist you in preparing for the Operations and Maintenance preemployment tests. This Guide provides examples of the types of items that are included in the test battery and tips for helping you prepare for the testing process.

The assessment can be completed on a mobile device or desktop. For the best testing experience keep these tips in mind:

- Find a quiet place where you can complete the assessment without any distraction.
- Complete the assessment all in one uninterrupted sitting.
- If you must take a break you can, but you should NOT do so during the timed portion of the test (i.e., Mechanical Aptitude Assessment). If you log out of the assessment you can log back in to continue where you left off using the same process that you used to originally enter the test.

The ExxonMobil Operations and Maintenance assessment is designed to measure skills and abilities that are important to performing Operations and Maintenance jobs. The test includes two components:

- **Behavioral Assessment** — The first component on the assessment is the behavioral components. This component measures a variety of behavioral characteristics that are important to success in Operations and Maintenance jobs.
- **Mechanical Aptitude Assessment** — The second component on the assessment is the Mechanical Aptitude Assessment which measures the ability to apply general mechanical principles to understand and solve problem situations.

On the following pages, you will find an overview and sample items for these two test components.

Mechanical Aptitude Assessment

The Mechanical Aptitude Assessment is designed to measure basic mechanical skills needed in Operations and Maintenance jobs. Items in this test present you with a picture and a question that involves a basic mechanical principle.

- This test contains **20 items** and has a time limit of **15 minutes** once you start with the actual test items (which follow the test instructions and practice questions). It is important to respond quickly while maintaining your ability to answer correctly, although most people do complete the assessment in this time.
- The test items are presented in a multiple-choice format. The items have four possible answers, and you need to select the best answer based on the information provided in the item.
- To mark your answer, just click on the answer with your mouse (or tap on the response for mobile devices). You can only mark one answer. If you want to change your answer, just click on your new answer, and your first answer will be changed.
- All questions on the test are mandatory, and you must select an answer before being able to click the “Next” button to move onto the next question. Note that you will NOT have the opportunity to review or change answers to previous items once you have moved onto the next question.
- **You must complete the entire test to avoid a score reduction as missing responses count as incorrect.**

The Mechanical Aptitude Assessment is timed, but there is typically enough time for you to complete the test. However, do not spend too much time on any one item. Work as quickly and as accurately as possible.

Mechanical Aptitude Assessment Practice Items

Presented on the following pages are practice items for the Mechanical Aptitude Assessment. Carefully examine the items and attempt to answer the sample items.

After the pair of items, the correct answer for each is explained. It is best if you attempt to answer the question on your own before looking to see what the correct answer is.

Practice Item #1



If the larger gear turns clockwise, which direction will the smaller gear turn?

a	Clockwise
b	Counter-Clockwise
c	Either clockwise or counter-clockwise
d	It would not turn

Practice Item #2



A



B



C

Which gallon of water would evaporate more quickly?

a	A
b	B
c	C
d	There will be no difference.

Practice Item #1:

The correct answer is “**b**”. When two gears are connected like shown in the picture, the gears will turn in opposite directions. It is sometimes helpful to actually place your finger on the picture to trace the direction the gears are turning. With the gears in the picture, if one gear is turning one way, the other gear must turn the other.

Practice Item #2:

The correct answer is “**c**”. Even though there is one gallon of water in each container, Container c is widest, and the water in Container C has a greater surface area. The greater the surface area of water, the faster it will evaporate.

Behavioral-Based Assessment

This assessment measures the extent to which you engage in certain work behaviors that are important to success in Operations and Maintenance jobs.

- When completing this assessment, think about yourself at work and be sure to choose answers based on how you would behave in a work setting.
 - Statements about ‘Organizations’ refer to any organizations you currently belong to or have belonged to in the past (e.g., work, school, volunteer groups).
 - A ‘Manager’ is anyone who has delegated tasks to you, and could be a coach or teacher.
- The behavioral test items are presented in a triplet format.
 - First, you will see three statements. **Think about yourself in a work context** and pick the one that you think is **most like you**.
 - Next, you will see the two remaining statements. **Still thinking about yourself at work**, pick the one that you think is **more like you**.
- In contrast to the Mechanical Aptitude test, there are no answers that are objectively correct or incorrect on this component. However, the answers will identify whether you have the behavioral characteristics that are important to success in Operations and Maintenance jobs.
- Not every statement will apply to you and your experience. Select the statements based on what describes you best.
- While completing the assessment you may notice that some statements seem to repeat themselves. This is intentional and you should choose the best answer from the available choices without worrying about how you responded to previous statements that sounded similar.
- This test is not timed, although you should try to move relatively quickly through the tests. Try not to spend too much time on any one item but focus on working quickly but thoughtfully.
- These tests are designed to look for multiple behavioral characteristics that indicate someone will be a good fit and perform successfully on the job. As a result, please be truthful when responding and do not try to guess which characteristics are being measured by each item.

Sample Behavioral Item:

Which statement describes you **best**?

I encourage people to work together as a team

I can see the advantages and disadvantages of an approach

I follow rules and regulations

Of the remaining two statements, which one describes you **best**?

I can see the advantages and disadvantages of an approach

I follow rules and regulations