

Louisiana Department of State Civil Service

Sample Questions for Series 9300

HIGHWAY FOREMAN

This booklet contains *SAMPLE QUESTIONS ONLY*.

None of the questions in this booklet are actual test questions. They are samples and are not intended to cover all topics which may appear on the test.

Studying this booklet *WILL NOT NECESSARILY IMPROVE YOUR TEST SCORE.*

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I. About this Booklet

This booklet contains examples of the different types of questions on the actual test. None of the example questions will be on the actual test, but they are similar to the actual questions.

At the end of the Sample Questions, you are given the correct answers to each question. Do not be discouraged if you are not able to answer some of the sample questions correctly.

The sample questions are not comprehensive. The questions are provided to give you an idea of what the test will be like. If you want to practice before the test, the local library may have additional test preparation books.

II. About this Test

This test is used for Highway Foreman state jobs. Typically, these jobs are filled through promotion, although vacancies may be open to applicants not employed by the State of Louisiana.

The jobs using this test generally require all applicants to already have several years of experience in a particular field. The test does not assess specific areas of job knowledge. The test focuses on supervision and math knowledge, and on the ability to follow instructions needed for successful performance in Highway Foreman jobs.

III. Description of Test Content

HIGHWAY FOREMAN TEST (Series 4300):	50 Questions Total
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The Highway Foreman Test has 50 questions divided into the following sections.

Supervision: 30 Questions

These questions are designed to test your knowledge of the basic principles of supervision.

Math: 10 Questions

These questions test your knowledge of how to do numerical computations.

Following Instructions: 5 Questions

These questions test your ability to follow instructions.

Table and Charts: 5 Questions

These questions are designed to test your knowledge of how to do basic math computations and how to complete a simple chart/table.

IV. Tips for Taking Tests

To avoid the risk of arriving too late to be admitted to the test, allow extra time for traveling to the test center and finding a parking place. Notify the Department of State Civil Service in advance if you will require special testing accommodations due to a disability.

Pay close attention to the instructions given by the monitor at the beginning of the test sessions.

Read the instructions included in the actual test booklet carefully. These instructions are given to help you and should be followed very closely.

Read each question carefully. Then read ALL of the answer choices before deciding which answer is best.

Try to answer all questions even if you must guess at the answer. Your final grade will be based only on the number of correct answers you give. There is no penalty for guessing.

Be sure you mark your answers properly on your answer sheet and NOT in the test booklet. You will only be given credit for answers you mark on the answer sheet.

Be sure you mark your answers on the answer sheet clearly. Your answer sheet is graded by a machine. Light or incomplete marks may not be read well. To be sure you get credit for your answers, fill in the circles completely.

V. SAMPLE TEST QUESTIONS

SUPERVISION

1. Assume that your department has never officially authorized an afternoon coffee break. However, supervisors of some units within the department allow the break while others do not. Employees of those units not allowed to take the break frequently complain of unfair treatment. Some have said that they are as deserving of a break as those employees who are allowed to take the break. As the manager of the department, what action would you take to best resolve this problem?
 1. Arrange a schedule of mid-afternoon coffee breaks for all employees.
 2. Forbid all employees to take a mid-afternoon coffee break.
 3. Permit each unit to decide for itself whether or not it will have a coffee break.
 4. Require all employees who wish to take a coffee break to take a shorter lunch period.

2. A supervisor should realize that the performance of his workers will tend to meet the standard of work that:
 1. the former supervisor maintained.
 2. the nature of the work required.
 3. the supervisor is willing to accept.
 4. they can do with reasonable effort.

3. Assume that a certain work procedure has been used for many years. When a new employee asks why this particular procedure is followed, the supervisor should:
 1. explain that everyone does it that way.
 2. explain the reason for the procedure.
 3. inform him that it has always been done that way in this particular unit.

4. tell him to try it for a while before asking questions.

4. The best way of training an inexperienced worker to perform a task is to:
 1. explain the fundamentals of the work and then have the worker practice it.
 2. demonstrate the best way to do the work and have the worker practice it.
 3. explain the principles of the work, making certain the worker knows how to apply the principles.
 4. let the worker do the work, correcting mistakes as they occur.

MATH

5. Crew 941 filled 300 pot holes during the month of June. During the month of July, the crew filled 10% fewer pot holes. How many pot holes did Crew 941 fill in July?
 1. 220
 2. 240
 3. 270
 4. 280
 5. None of the above.

6. A Highway Foreman drove from Lake Charles to a meeting in Baton Rouge. The total distance for the round trip was 240 miles. The time required to drive one way to Baton Rouge was two hours. Due to heavy traffic during the return trip to Lake Charles, an extra hour was required. How much slower was the Highway Foreman traveling on the return trip?
 1. 10 mph slower
 2. 15 mph slower
 3. 20 mph slower

4. 25 mph slower
 5. None of the above.
7. If 3 workers can complete a job in 6 days, how many days will it take 6 workers to complete the same job?
1. 1 day
 2. 2 days
 3. 3 days
 4. 4 days
 5. None of the above.
8. The fraction $\frac{3}{8}$ is equal to which of these decimal fractions?
1. .0375
 2. .260
 3. .375
 4. 2.60
 5. None of the above.

TABLES AND CHARTS

Directions: Refer to the chart below to answer questions 9 and 10. The chart contains numbered spaces that correspond to the next two questions. You are to figure the amount that should be entered in the space and choose the correct answer.

LEAVE REPORT				
TYPE LEAVE				
WORKER	ANNUAL	SICK	OTHER	TOTAL
Smith	45	70	15	130
Jones	34	9. ___	9	134
Austin	51	65	27	143
Piper	49	83	19	151
Total	179	309	70	10. ___

9. How much sick leave did Jones take?
1. 71
 2. 81
 3. 91
 3. None of the above.
10. What is the total of all types of leave taken?
1. 448
 2. 558
 3. 668
 4. None of the above.

FOLLOWING INSTRUCTIONS

Instructions: To answer questions 11 and 12, use the following Accident Report Form and coding instructions.

Accident Report Form				
Violation	Weather	Road Surface	Roadway Condition	Vehicle Condition

In developing the codes for the report, use the following keys:

VIOLATIONS

1. Exceeding the stated speed limit
2. Exceeding safe speed limit
3. Failure to yield
4. Following too closely
5. Improper turning
6. Improper passing
7. No violation

WEATHER

1. Clear
2. Cloudy
3. Raining
4. Fog
5. Dust

ROAD SURFACE

1. Concrete
2. Blacktop
3. Gravel
4. Dirt
5. Other

ROADWAY CONDITION

1. Defective shoulders
2. Holes
3. Deep Ruts
4. Bumps
5. Loose surface materials
6. Construction
7. Water on the road
8. No defects

VEHICLE CONDITION

1. Defective brakes
2. Defective headlights
3. Defective turn signals
4. Tire failure
5. Worn or smooth tires
6. Other defects
7. No defects

Code the information given in each question using the keys shown above. Use only the information given to determine the code. The report code should be in the same order shown on the Accident Report Form, from left to right. Select the correct code from the choices given and choose the number of your answer.

11. On a straight – level, concrete road, John Ludden lost control of his car and skidded into the ditch. No defects were found in either the car or the roadway and it was a sunny day. There were no violations. The correct accident report code is:

1. 2 4 3 1 1
2. 4 3 2 5 5
3. 7 1 1 8 7
4. 5 3 4 3 2
5. None of the above.

12. Charlene Baker was ticketed with failure to yield after a collision with another vehicle. Baker did not stop at a red light on a graded curve. Neither the blacktop nor Baker's vehicle showed any evidence of defects. There were no injuries, and damage to both cars was slight. The correct report code is:

1. 1 2 2 2 6
2. 6 2 1 2 1
3. 3 1 1 4 2
4. 3 1 2 8 7
5. None of the above.

ANSWERS

Supervision

1. 1
2. 3
3. 2
4. 2

Math

5. 3
6. 3
7. 3
8. 3

Tables and Charts

9. 3
10. 2

Following Instructions

11. 3
12. 5

