

## **TEST PLAN**

### **EXECUTIVE SUPPORT SPECIALIST 2 - #0119**

1. Minimum Qualifications Screening
2. Test questions and criteria will be decided at time of recruitment by the hiring agency.
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

### **MINIMUM QUALIFICATIONS**

- one year of experience performing administrative duties in support of agency projects or programs. Qualifying experience would involve data collection and analysis; project evaluation and/or analysis; interpretation and application of laws, rules, and regulations; or similar experience.