



TEST GUIDE

WHY DO AT&T AND ITS AFFILIATES TEST?

At AT&T, we pride ourselves on matching the best jobs with the best people. To do this, we need to better understand your skills and abilities to make sure that you are indeed the right match for the job. Our ultimate goal is to set you up for success in your career at AT&T (that is, if AT&T is the right match for you). Research has shown that tests provide accurate measures of people's skills and abilities and, therefore, we use tests to identify people who are the best match for the job. Our philosophy is simple...if you succeed in your role, then we succeed as a company.

WHAT IS THE PHYSICAL ABILITIES EVALUATION?

The Physical Abilities Evaluation is an evaluation performed by a medical professional that assesses the ability to perform physically demanding work. The evaluation is based on the physical requirements of the job, which are listed on the job brief.

The content of the Physical Abilities Evaluation includes:

- ❖ Physical evaluation
- ❖ Demonstration of strength and lifting of weight required for the job

The specific tests are administered by the medical professional conducting the evaluation. The evaluation includes assessment of lower abdominal strength, upper abdominal strength, upper back muscles, and lower back muscles, as well as the ability to lift the weight required for the job. Results of the evaluation include a determination of the capacity to perform essential job functions.

WHAT CAN I DO TO PREPARE FOR THE EVALUATION?

At AT&T, our goal in testing is not to cause you to fail; rather, our intent is to set our employees up for success. Remember, we succeed when you succeed. When you are scheduled for the Physical Abilities Evaluation, you will be given a specific time to report to the clinic. Try to arrive at the location at least 15 minutes before your scheduled time to give yourself time to relax before the evaluation begins. You should wear clothing appropriate for physical testing, such as comfortable slacks, sweatpants or shorts, a short sleeved shirt, and sneakers or flat-soled shoes. Remember to bring corrective eyewear, hearing aids, etc., if applicable.

IMPORTANT – Now that you have reviewed the procedure for administering the PAE, if you feel that an accommodation will be needed to perform the PAE, you must notify the medical professional immediately (prior to the medical examination) and communicate the type of accommodation that you are requesting.



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PROPER LIFTING TECHNIQUES

The following information is a reminder of proper and safe lifting techniques. It does not necessarily reflect the type of weight that you will be asked to lift.



- Begin with one foot slightly ahead of the other.
- Point toes outward.
- Place feet shoulder width apart.
- Have feet firmly planted. This gives you stability during the lift.
- Next, squat down close to the object, keeping your back straight.
- Keep your elbows positioned between your knees, with your chin tucked toward your chest.
- Now test the weight of the object by lifting it.
- If the object is not too heavy, grasp the object firmly.
- Keep the object close to your body and lift by straightening the knees. This allows you to maintain balance and use the power of your lower body to lift the object.

FOR EMPLOYEES ONLY: You may contact the AT&T Career Development Resource Center located on OneStop at <http://hronestop.att.com> >> Your Career Matters >> Career Development >> Test Preparation to inquire about study guides, textbooks, and/or general course information that may help you prepare for the test.

EXPIRATION AND EVALUATION INTERVALS

A qualified status on the Physical Abilities Evaluation is valid for one year. If you are not placed on a job within one year of qualification on the Physical Abilities Evaluation, you will need to be re-evaluated. If it should happen that you do not qualify on the Physical Abilities Evaluation, you may be re-evaluated after 6 months. Physical Abilities Evaluation standards are periodically updated. Therefore, it may be necessary to meet new Physical Abilities Evaluation standards should they be introduced prior to your placement on the job.



SUMMARY

When you succeed in your job, AT&T succeeds as a company! Successful completion of the PAE qualifies you for possible placement into jobs requiring this test. Additional testing may be required for certain positions. See job briefs in your area for additional testing requirements for titles you are interested in.

Thank you for your interest in starting (or expanding) your career at AT&T!

AT&T and its affiliates support and comply with the provisions of the Americans with Disabilities Act (ADA) and other Federal and State laws that specifically assist individuals with disabilities. If you have a limiting disability and need special testing arrangements, please ask your local Employment Office or Placement Bureau personnel for information about the testing accommodation process.