PEF STUDY GUIDES

The New York State Public Employees Federation (PEF) has a number of Civil Service Test Preparation Booklets available for its membership. They may be requested by contacting:

NYS Public Employees Federation
1168-70 Troy-Schenectady Road
P.O. Box 12414
Albany, N.Y. 12212-2414

Phone (518) 785-1900 - Ext. 328
FAX (518) 782-1796

Booklets available include:

◆ Study Guides for Promotion Test Battery.
  * Promotion Test Battery; Supervisors and Specialists.
  * Simulation Exercise; Question and Response Books; Answer Key.
  * Simulation Key Management Points Suggested Bibliography; Instructions and Answer Sheet.
  * Written Communication; Analysis of written Communication; Questions and Answers.
◆ Improving your Test Taking Skills.
◆ Basic Math.
◆ Arithmetic Reasoning.
◆ Basic Algebra & Elementary Statistics.
◆ Understanding and Interpreting Written Material.
◆ Understanding and Interpreting Written Material II.
◆ Supervision.
◆ Verbal Analysis / Evaluating Conclusions in Light of Known Facts.
◆ Tabular Reasoning.
◆ Understanding and Interpreting Tabular Material II / Quantitative Analysis.
◆ Written English / Preparing Written Material II.
◆ Administrative Supervision / Supervision II.
◆ Evaluating Conclusions in the Light of Known Facts.