



PENNSYLVANIA STATE POLICE LEO ORAL EXAMINATION CANDIDATE PREPARATION GUIDE

Congratulations for advancing to the Pennsylvania State Police (PSP) Liquor Enforcement Officer Trainee oral examination, the next step toward your goal of becoming a PSP Liquor Enforcement Officer Trainee. Following are guidelines to help you understand the process and prepare for the examination.

BEFORE THE EXAMINATION

- If you are unable to appear for your scheduled examination date, you must reschedule the exam through the SCSC website. The PSP is not able to schedule or reschedule appointments for candidates in the SCSC system. There are **no** make-up examinations or deferments for any reason other than military activation and deployment.
- Allow sufficient travel time in order to arrive at the examination site at least 15 minutes **prior** to your scheduled appointment time.
- It is recommended that you wear business attire for the examination, as though you are interviewing for a job in an office.
- Bring official photo identification with you. Acceptable forms of photo ID include: driver's license or another official transportation department ID card, U.S. Passport, or military identification. **You will not be tested without an acceptable photo ID.**
- **Do not bring veteran's preference documents to the oral examination site. You will be instructed where to mail the necessary documents.**

AT THE EXAMINATION SITE

- When you arrive at the examination site, you will join a group of other candidates who have been scheduled for the same reporting time. A series of examination reporting times are scheduled throughout the day at each test site.
- A Pennsylvania State Police Liquor Enforcement Officer Recruiter will be in the reception area of the test site to answer any questions you may have. You are encouraged to take advantage of this opportunity.
- ***At your scheduled appointment time***, State Police staff will help you to complete administrative paperwork and provide you instructions for the examination—both verbally and in writing.
- After completing your administrative paperwork, you will be introduced to one of the two raters who will evaluate you during the examination. That rater will escort you to a separate individual room and introduce you to the second rater. The raters will ask if you

have any questions about the examination process or the instructions you were given during the administrative period before the examination. The raters will then administer the oral examination.

NOTE: The raters will not answer questions about the examination contents. Furthermore, other questions about the hiring process or the position must be directed to the Liquor Enforcement Officer Recruiter in the reception area—not the raters.

DURING THE EXAMINATION

- The oral examination includes questions about your interest in the position, and gives you the opportunity to describe how you would respond to certain real-life situations.
- Once the examination has begun, you may not ask any further questions about the examination process or instructions. The oral examination raters will give you only the examination items (the job interest questions and real-life situations) exactly as they are written.
- The raters will ask you to respond to the examination items one at a time. The raters will read the questions to you aloud, and a copy of the examination will be available for you to read along. When you are completely finished responding to an item, you will be instructed to turn to the next item and the raters will read it aloud. Once you begin a new item, you will not be able to return to any previous item.
- In responding to the real-life situations, you will be asked to assume the role of an undercover Liquor Enforcement Officer, and describe the specific actions you would take in that situation and explain the reasons for those actions.
 - As written, the situations are very brief and do not contain a lot of details.
 - In responding to the situations, you may make assumptions or add details. If you do, you must tell the raters exactly what assumptions you have made or details you have added.
- The real-life situations will not require technical knowledge of law enforcement. The technical law enforcement knowledge required for the position will be provided during Liquor Enforcement Officer training.
- You will have a total of twenty five (25) minutes to complete the examination. At the conclusion of the examination, you will be escorted by one of the raters back to the reception area.
- In the reception area, a Liquor Enforcement Officer Recruiter will be available to answer any questions you may have about further processing, Academy life, or a career as a Liquor Enforcement Officer.

EXAMINATION EVALUATION

- The raters will evaluate a number of qualities and abilities that have been identified as critical to successful performance as a Liquor Enforcement Officer. These include:

Communication	Ability to effectively, thoroughly, and accurately deliver and receive information in a clear and articulate manner. Ability to communicate on the same level (use appropriate language) as other persons.
Decision making	Ability to make sound and timely decisions. Paying attention to and taking into account all relevant information in making decisions and developing effective solutions to problems. Specifically, ability to make rational decisions using common sense under pressure and/or without direction from another person.
Honesty	Accurately reporting events as they occur and adherence to societal rules and laws.
Initiative	Proactivity and persistence with special effort to reach goals by overcoming difficult obstacles. Specifically, the motivation to take action in the absence of direct orders from another person.
Self confidence	Belief in own ability to judge and handle situations successfully. Specifically, appearing comfortable in diverse situations and projecting an image of confidence when under pressure.
Self control	Ability to remain calm and maintain awareness of the consequences of one's actions in difficult situations.

Each question and real-life situation is designed to evaluate several of these qualities and abilities.

- The raters have been trained in the proper methods to observe, record, and evaluate your responses.
- Approximately four weeks after the last day of this oral examination period, you will receive by mail the combined results of your written and oral examinations and your position on the eligibility list.

Thank you for your interest in becoming a Liquor Enforcement Officer with the Pennsylvania State Police.