



Wisconsin Civil Service Typing Performance Test

Some Wisconsin civil service positions require a minimum typing speed and accuracy level in addition to a written exam. Most positions utilizing the typing performance test require applicants to meet the eligibility requirements of at least 45 wpm; however, some agencies have different standards for specific positions and a score of less than 45 wpm may be acceptable. We recommend all applicants take the typing performance test and keep a copy of the results for future interviews.

The typing performance test may be taken at any time. To schedule an appointment to take the typing performance test, applicants are required to contact the nearest Wisconsin Job Center (<http://www.wisconsinjobcenter.org/directory/>) or call toll free (888)258-9966.

The typing performance test should not be considered a practice session. Applicants can seek additional training or practice before taking the performance test. There are free online resources and training to increase your typing speed and accuracy.

If an applicant meets the eligibility requirement, the results will remain attached to an applicant's record unless the applicant is informed otherwise by Division of Personnel Management (DPM). Applicants who do not meet the minimum of 45 wpm may schedule another appointment to take the typing performance test. There is no waiting period to test again.

Examples of classifications that may require a typing performance test include:

Criminal History Records Specialist	Program Assistant Advanced – Confidential
Criminal History Records Specialist – Senior	Purchasing Associate
Document Production Assistant	Records Program Associate
License/Permit Program Associate	Revenue Tax Representative – Entry
Offender Records Assistant 1	Secretary – Confidential
Office Associate	Tax Representative 1
Office Operations Associate	Tax Representative 2
Operations Program Associate	Visitor Service Associate
Program Assistant – Confidential	

Schedule your typing performance test today!

**Wisconsin Job Center
(888)258-9966**