

**University of Northern Iowa
TYPING TEST INSTRUCTIONS**

Name (Please Print)

Address

City

State

Zip

You will need to take a typing test at Iowa Workforce Development Center if you have applied for any of the following classifications at the University of Northern Iowa: Clerk Typist II or III or Secretary I, II, III, as well as other higher level clerical classifications as positions become available.

Iowa Workforce Development Center is located at : 3420 University Avenue (North Star Building)
Waterloo, IA 319-291-2546 (Ask for Resource Center)
8:00 am – 4:00 pm (Monday through Friday)

You do not need an appointment for a typing test.

Please take this form with you and Iowa Workforce Development Center will forward your typing test results to our office. We will send a copy of this form to you as notification of your typing score.

The typing test consists of a warm-up exercise and one five-minute timing. However, you are allowed to take another five-minute timing if you didn't get the minimum score the first time, or you feel you can do better. One point is deducted for each error. A score of net 40 wpm is required to pass the test.

IOWA WORKFORCE DEVELOPMENT CENTER: Please fill out the information requested below and return to: Liz Cook, Human Resources, UNI, 027 Gilchrist, Cedar Falls, IA 50614-0034. This form will be put with the applicant's file.

IWD Use Only

Date Test Taken: _____

$$\frac{\text{Gross WPM}}{\text{Gross WPM}} - \frac{\text{Errors}}{\text{Errors}} = \frac{\text{Net WPM}}{\text{Net WPM}}$$