

Human Resources | Testing Information

Testing Information

When a test is required for a position it will be indicated on the job announcement. The Staffing and Compensation Division will schedule and administer tests for clerical positions and others as necessary.

The Fire Department will schedule and administer the test for Fire Fighter Recruit applicants, and the Police Department will schedule and administer the test for Certified Police Officer and Police Officer Recruit.

Applicants will be provided with testing information to include: date, time and test location. Applicants should arrive a few minutes prior to a scheduled test in order to find the building, and room and complete any necessary paper work. Applicants must bring a picture identification card in order to be admitted to the testing room.

The City of Virginia Beach does not generally accept test results obtained by applicants from other sources. However, a typing test score will be accepted from the VEC provided that it is recent. A formula is used to calculate net words per minute.

If you have any questions or need additional information regarding the City of Virginia Beach testing policies and procedures, please contact us by email at hrcareers@vb.gov, by phone at 757-385-4157, or come to the Staffing and Compensation Division, of the Department of Human Resources, Building 18 at the Municipal Center in Virginia Beach.

Contact Information:

Staffing and Compensation Services

2424 Courthouse Dr.

Municipal Center, Bldg. 18

Virginia Beach, VA 23456

Fax: (757) 385-5678

Direct: (757) 385-4157