



CODESP SELECTION ACADEMY WEBINARS

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Participant instructions: To qualify for a certificate view the webinar and then request a quiz. If you receive a passing score on the quiz you will receive credit toward the certificate. There are two certificates currently available. 1-Selection Basics and 2-Selection Fundamentals.

Selection Basics-Selection Planning

This is the first in a series of the CODESP Employee Selection Online Academy Webinars. It provides participants with an overview of planning a selection process from recruitment to the final placement interview using job-related, effective online recruitment and selection/examination tools. Participants learn to effectively use CODESP resources to complete their selection plan. We discuss best practices in determining how to evaluate your particular candidate pools dependent upon the specific needs of your recruitment. Subsequent webinars will delve into these topics in much more detail. This webinar is part of our CODESP Employee Selection Online Academy, and co-sponsored by CSPCA.

Selection Basics-Recruitment

Recruitment is constantly evolving with the changing job markets and opportunities for marketing on the internet. In this webinar, we covered the basics of recruitment and discussed what to consider before recruitment begins including how to develop effective job postings and where to advertise based on recruitment strategies for today's economy. This webinar is part of our CODESP Employee Selection Online Academy, and co-sponsored by CSPCA.

Selection Basics-Supplemental Application Forms

Supplemental application forms, or training and experience evaluations, are a valuable tool in screening applicants for minimum qualifications. This webinar covers how to match job requirements to the appropriate supplemental application types, whether to score the supplemental application, and how to score it when desired. Topics include how to develop new supplemental application forms and how to select and/or edit supplementals provided by CODESP. Also addressed are working with subject matter experts and job analysis and/or job description information to identify minimum qualification requirements as a basis for valid and defensible supplemental applications. Suggested course preparation resource: CODESP Handbook Chapters 4 and 5. This webinar is part of our CODESP Employee Selection Online Academy, and co-sponsored by CSPCA.

Selection Basics-Multiple Choice Tests

A multiple choice test is one of the most efficient tools for employee selection in the public sector; however, there is much to consider when developing or selecting test content. It is critical to know when it is appropriate to use a multiple choice test and what to include on a test to ensure content and face validity. This webinar explores how to determine which competencies should be assessed; how to link the competencies to job-related, multiple choice questions; how to use CODESP's test generator; and ways to determine a cut-off score. This webinar is part of our CODESP Employee Selection Online Academy, and co-sponsored by CSPCA.

Selection Basics-Interviews

Interviews are HR's most popular and widely used assessment tool. This webinar reviewed how to plan, prepare, evaluate and administer interviews. Participants learned how to appropriately select, develop and edit interview content to match the agency's needs and find the best candidate. Topics included linking job

requirements and essential competencies to interview questions, using SME's and stakeholders to assist in the development of interviews, scoring and evaluating interviews and how to use CODESP's Interview Builder. This webinar is part of our CODESP Employee Selection Online Academy, and co-sponsored by CSPCA.

Selection Fundamentals-Job Analysis

A job analysis is a detailed statement of work behaviors and other information relevant to the job, required in order to demonstrate content validity for a selection procedure. It should describe all important work behaviors, their criticality, and their level of difficulty essential for various human resource functions. Job analysis is an essential step in building effective HR tools such as job descriptions, classification plans, training programs and job-related tests to measure the knowledge, skills and abilities (KSAs) and competencies required for satisfactory job performance. Class participants will be provided with job analysis development instruction using the CODESP Job Analysis Questionnaire. Suggested course preparation resource: CODESP Handbook Chapters 3 and 13. This webinar is part of our CODESP Employee Selection Online Academy, and co-sponsored by CSPCA.

Selection Fundamentals-Performance Exercises

Performance exercises are a valid and valuable tool to add to your selection test battery. Candidate acceptance of such testing is often high due to the potential for extremely high face validity. During this webinar you learn how CODESP can assist you in developing performance exercises with the assistance of onsite SMEs. Further we share examples of the best exercises for particular job classes, and we cover how to develop rating guides for best scoring practices. Finally we discuss the best times and situations to incorporate such testing within your overall test battery. This webinar is part of our CODESP Employee Selection Online Academy, and co-sponsored by CSPCA.

Selection Fundamentals-Writing & Situational Exercises

Writing and situational exercises are valuable tools to use once a qualified group of applicants have been narrowed down to a manageable candidate pool. During this webinar you will learn when is the best time to use writing or situational exercises, how to develop these tools, how to use CODESP to assist in the development of custom exercises and how to rate and score candidate responses. Participants will also learn how to use job analysis and/or job description information and subject matter experts to assist you in developing valid and defensible writing and situational exercises. This webinar is part of our CODESP Employee Selection Online Academy, and co-sponsored by CSPCA.

Selection Fundamentals-Interpreting Test Results

Interpreting your multiple choice-test results data is key in understanding whether your test is working to discriminate candidates legally and effectively. During this webinar we discuss how to interpret your test item analysis. We explore the following statistics: mean, median, mode, response frequency, standard deviation, difficulty, discrimination, point biserial, and reliability. We examine what each statistic tells us and how to interpret these numbers in the context of your test sample. For those new to item analysis, easy to follow examples and instructions are included for interpreting the reports generated through the CODESP system. This webinar is part of our CODESP Employee Selection Online Academy, and co-sponsored by CSPCA.