

TRAINING

CODESP provides FREE on-site and webinar training in various human resource subject areas such as interviews, job analysis, supplemental applications, job description development, exam planning, legal updates, interpreting test results and classification.

JOB ANALYSIS QUESTIONNAIRES

- Available online in a easy-to-complete, flexible and comprehensive format for collection of job information.
- Job-related knowledge, skills, abilities and competencies required to perform the job are captured and linked to the tasks performed.
- Working conditions, physical and mental requirements are collected to assist in ADA/return-to-work issues.

JOB DESCRIPTION BUILDER

- Online system allows for import of job analysis data or use of the existing database of information to produce printer-ready job descriptions.
- Checklists provide customers with public agency related options for task statements and minimum qualifications.

CODESP provides employment test products and related services to:

Public educational member agencies including school districts, colleges and charter schools.

Other public agencies receive online access to services by becoming a subscriber for the same low annual fee.

CONTACT INFORMATION

714-374-8644

tests@codesp.com

www.codesp.com

CODESP

Cooperative Organization for the Development of Employee Selection Procedures

**Online
Employment
Test Products
and
Services
for
Public Agencies**



WHAT IS CODESP



CODESP is a joint powers agency and consortium of public educational agencies that supplies employment test products and human resource services. Access to online services is also available to all other public agencies through a subscriber option.

CODESP was formed over thirty years ago to provide a more effective and efficient central resource to develop employment test materials. The annual fee of \$1,750 allows customers unlimited online access to services and free training.

By utilizing CODESP services, customers improve their selection procedures and ability to develop valid employee test instruments to meet federal and state employment regulations. CODESP's easy-to-access test materials provide the necessary tools for agencies to determine the KSAs and competency levels of applicants required for success on the job prior to hire.

TEST PRODUCTS

Supplemental Applications

Interviews

Performance Examinations

Writing Exercises

Test Scoring and Item Analysis

Multiple Choice Tests

NCLB Compliant Test Materials

There are over 21,500 test items in the item bank. Tests can be generated in online or paper format directly from a customer's workstation.

**Test products are customized
by request**

ONLINE TESTING

We are excited to announce our newest service, proctored online testing! Customers can create a multiple choice test, administer it, score it, and receive item analysis all online. There is no additional charge for this service including:

No per candidate fees!



MULTIPLE CHOICE ITEM BANK SUBJECT AREAS

Accounting

Animal Care

Athletic

Attendance

Auto Body

Carpentry

Childcare

Clerical

Custodial

Electrical

Electronics

English Usage

First Aid

Food Service

Grounds

Guidance

Health/Therapy

HVAC

Human Relations

**Information
Technology**

Instructional Aide

Legal

Library / Media

Maintenance

**Management /
Supervision**

Mechanic

Media Services

Music

**Native American
Education**

Painting

Personnel

Plumbing

Pool Maintenance

Printing

**Programs /
Research**

Psychology

Public Information

Purchasing

**Reading
Comprehension**

Safety

Science

**Security / Campus
Police**

Spanish

Statistics

Telephone

Theater

Transportation

Warehouse

Welding

Word Processing