Central resource for school district employee test materials.

CODESP

CATS Enhancements Are On the Way!

Due to valuable feedback from our members and CODESP's desire to provide new services, we have ordered several enhancements to CATS. Our goal is make this system even easier than it already is to use by providing more on-screen instructions to guide members as they order and build, and print test materials.

CODESP also strives to provide new services. Features to be added next year include an Interview Item Bank that will help you search and build interviews by job-related criteria. Another feature we will be adding will be an online test taking skill practice area that will be open to the public to use. Your applicants and employees will be provided tips on how to improve their test-taking skills and have a chance to try out their skills.

If you have any suggestions for improving the CATS system, please email tests@codesp.com.

Report From PTC/SC Conference

Lisa Borden, J.D. from the law office of Baker, Donelson, Bearman, Caldwell & Berkowitz, provided participants with information regarding, *Developing Defensible Selection Procedures*. She stated that test developers must focus on more than just science in developing good selection procedures. She stressed the need to develop your testing procedure in a manner that would be defensible in the event of litigation. There is also a strong need to create documentation that may be needed if you end up in court.

Test developers need to remember that many aspects of the selection process are subject to challenge including: Recruiting and advertising; application process and applicant definition; minimum qualifications or other preliminary screening; examination as a whole and by item; scoring; use of scores; and the final decision making process. Other areas that are subject to challenge include the selection of subject matter experts, their qualifications and the qualifications of the test development staff.

She stressed the importance of the minimum qualification development process. A meeting with the subject matter experts is needed to review a list of qualifying KSAs determined by a job analysis. They need to define minimum qualifications (MQs) and discuss the purpose of them and finally develop MQ statements. MQs are the minimal levels of education, training, prior work experience or other attributes that would be necessary to acquire the KSAs needed to perform at a minimally acceptable level on Day 1. The MQ development process should be consistent with the requirements of the Uniform Guidelines which also leads to their content validity.

CATS LINKS

Members can Log-in and Click on Links to access a variety of hyperlinks to websites in the following categories:

[ADA Info](#)

[Associations](#)

[Compensation](#)

[Employee Association](#)

[Government Agencies](#)

[HR Info](#)

[Job Analysis](#)

[Job Descriptions](#)

[Job Postings](#)

[No Child Left Behind Act Information](#)

[Other Resources](#)

[Test Development: Bilingual Quizzes](#)

[Test Preparation - Interview Questions](#)

[Test Preparation - Multiple Choice Tests](#)

[Test Taking - Online Practice Tests](#)

Links

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CHANGE: SOMETIMES IT TAKES SOME BUY-IN

To help employees accept change, ask them to identify at least one benefit they'll get as a result of the proposed change. Also, ask them to identify at least one benefit their "customers" will receive from the change. This will give the employees a stake in the results.

UPCOMING WRIPAC TRAINING

Holiday Inn - San Diego on the Bay
January 25, 2006 Training   January 26 - 27, 2006 Conference

Join other public agency HR staff for training in San Diego. Two one-day training topics will be offered including **Workforce Planning** and **Training and Experience Applicant Evaluations** (Supplemental Application Forms). $100 for members, $120 for non-members of WRIPAC.

The regular two-day WRIPAC meeting will follow on the 26th and 27th. The fee is only for the pre-meeting training classes, the two day meeting that follows is free and all public agencies are invited. Presentations during the conference will focus on assessment-related HR topics. For registration information, go to **www.wripac.org.**

LOG-IN AND PASSWORD SECURITY

Do the individuals using CATS in your district have their own log-in name and password? If not, they should receive their own from your district's CATS administrator (click on the *Add New User* button at the bottom of the *Add/Edit Profile* screen). Log-in names and passwords should not be shared and should only be given to authorized employees. Email correspondence from CODESP, including test materials, are sent to the email address of the person whose log-in name is being used. Also, please log-off from CATS when you are not at your workstation.

HOW DO I BUILD A TEST FROM CATS?

Below is an example of the multiple choice item format (the key has been hidden from view) members receive online when they order test materials by completing a CATS Request Form. Members select the questions by clicking the Add boxes on the right and then renumbering them in the boxes on the left. It's that EASY! The test, which includes a cover page, instructions, and an answer key, can be stored in their CATS file and printed directly from the member's workstation.

TRAINING/EVENTS

Creating and Using Structured Interviews

Garden Grove USD November 18, 2005 10:00 — 12 noon

Learn to plan and execute structured interviews, rated by a single evaluator or by a panel. The presentation includes tips on job analysis; developing valid, reliable interview questions and objective scales for rating responses; and strategies for offsetting rater bias and applicant self-inflation. Also covered: training raters; interview DOs and DON'Ts including legal concerns. A group exercise provided by the presenter, CODESP Selection Analyst Amy Tompkins, will offer the chance to practice the material presented.
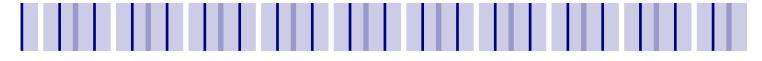
Register online at www.codesp.com under Events. Log-on first if you are a member who is CATS registered. Non-members and unregistered members can also register online and do not need to log-in.

CODESP Appreciates Our Recent Training Meeting Hosts:

Santa Clara County Office of Education

Fresno Unified School District

Sacramento County Office of Education

CODESP CUSTOMER APPRECIATION DAYS ARE COMING IN 2006!

We are looking for meeting locations in Southern, North Central and the Bay areas of California to hold day-long training courses to show appreciation of our dedicated members early this Spring. If you have a meeting facility to offer which is close to a major transportation route and airport and has the room capacity for at least 60 participants, please let us know. We are also looking for topics and speaker suggestions. Please send them to marcodesp@aol.com.

Log-on to CATS and Click on Resources
Before completing a CATS Request Form check this area first (test materials listed below in orange) for access to:

Human Resource Guides and Sample Forms used in the selection process.

Membership Documents such as Invoices.

Pre-Assembled Tests which can be used without modification if they meet your district's needs. These are actual tests and are not to be used as practice tests. If test materials are needed to develop custom tests in job families not shown below, multiple choice test items can be ordered by completing the online **CATS Request Form**. Pre-Assembled tests include:

CUSTODIAN
Custodian Community College District
Custodian Entry
Custodian Experienced

FOOD SERVICE
Food Service Cashier
Food Service Worker

INSTRUCTIONAL AIDE
Instructional Aide - Original Version
Instructional Aide - Version 2

OFFICE CLERK
Community College Office Clerk
District Office
School Office Clerk

SECRETARY
Administrative Secretary
Secretary

SPANISH
English to Spanish and Spanish to English
Spanish Only Vocabulary Skills
Spanish Fill-In-the-Blank Vocabulary Test

Resources

Supplemental Application Forms listed by job classification

Instructions to develop customized interviews from CATS

Interviews listed by job classification

Writing Exercises listed by job classification

Performance Exercises listed by job classification

Instructional Aide Observation/Evaluation

Tutorials for CATS/Instructional Aide/General