



COOPERATIVE
ORGANIZATION FOR THE
DEVELOPMENT OF
EMPLOYEE
SELECTION
PROCEDURES

What Do They Want From HR?

Hiring Managers Want HR to Provide Selection Assistance That:

- doesn't require extra work for them
- gets them someone fast
- doesn't get them in trouble
- provides clear rules
- gets them a person that they feel they can work with

Applicants Want HR to Provide:

- validation, recognition — a chance to show competence
- fast reply
- good/useful feedback
- fair and decent treatment
- clarity

Applicants can develop negative perceptions of the employment process if the process is too vague. If the length of time to hire is long, especially if there is a lag in the communication from Human Resources (HR) to the candidates, it can cause misconceptions. Since most HR departments “rush” applicants to submit all of their paperwork within a restricted time frame, the applicants perceive that the waiting time that follows is negative. Good potential hires tend to disappear through this time of “waiting” while the poor candidates, knowing they have no place else to go, wait it out.

Potential applicants want to know the reasons for restrictions on who applies for the job. Unrelated boundaries to the job cause a lot of questions and distrust. If they are accepted into the testing process, applicants can be irritable if they feel the test is not related to the job. If they don't succeed in the testing process, they typically want to know immediately if they can have a second chance. The perception of fairness and trust throughout the hiring process effects how the applicants think and inter-react with the district.

What Do They Want From HR

Internal candidates feel their years of service entitle them to promotional opportunities, but the hiring manager may not feel the same. They assume that the district knows about their skills and work history and they tend to hold back on information provided during the application and interview phase of the testing process. Because of this assumption employees have an even worse time understanding why they didn't get the position.

HR Departments need to better inform applicants of the employment process so that misconceptions don't occur. A list of the subject areas which the candidates will be tested on should be included on the job bulletin. Realistic job previews provided to the candidates throughout the testing process are also important. The explanation of the application, testing, and selection process is essential not only for the applicants but also for the hiring managers.

Hiring managers sometimes don't understand the process and rarely receive training on how to handle applicants. They wonder why HR can't get them a replacement faster. Sometimes they don't know there are many steps involved to hire someone. This process should be a part of the orientation training provided to all hiring managers.

Applicants and managers also need to understand each others needs. If applicants don't succeed, do they receive feedback so that they understand why they weren't chosen? Are candidates told what areas they didn't score well on during the written test process so that they can study more the next time they apply? Do the candidate's know how they were evaluated during the interview? Do candidates know how to get more feedback or know how to appeal? Are hiring managers prepared to explain the applicant's failure in the examination process?

Gaps in information can be effectively closed by providing information on district web sites, and job bulletins, etc.. HR should also understand both the applicants and hiring managers motives so that their needs can be better met. Hiring managers should receive training on employee selection and post-recruitment counseling of promotional employees. HR staff members should also be skilled in working with applicants before and after the testing process is complete.

Unless the selection criteria and procedures information is personal and/or provides information regarding actual test questions, etc., it shouldn't be kept a secret. Secrecy causes animosity.

FALL TRAINING

EFFECTIVE AND SAFE HIRING STRATEGIES

LOCATION: Ventura USD/Ventura CCD (new address)
ADDRESS: 255 W. Stanley, Ventura
WHEN: Friday, October 13, 2006
TIME: 10:00 — 12 noon
FEE: FREE!!!!!!

SPEAKER AND TOPIC DESCRIPTION: Attorneys from the law firm of Fagen, Friedman and Fulfroost will provide a presentation on the proper interview questions, issues to address when sites hire, potential discrimination pitfalls and proper topics for job descriptions and postings.

USING PHYSICAL ABILITY ANALYSIS TO BUILD VALID JOB DESCRIPTIONS

LOCATION: Riverside County Office of Education
ADDRESS: 3939 13th St. , Riverside — Conference Center
WHEN: Friday, October 20, 2006
TIME: 10:00 — 12 noon
FEE: FREE!!!!!!

SPEAKER AND TOPIC DESCRIPTION: Gene Carmean from Med-Tox Health Services will be the presenter. He will provide a set of physical ability terms and instructions on how to use the working conditions manual. The presentation will include information on distinguishing between job evaluation and job analysis, minimum qualifications related to physical qualifications, and some do's and don'ts of job description writing.

EFFECTIVE AND SAFE HIRING STRATEGIES

LOCATION: Carlsbad USD
ADDRESS: 6225 El Camino Real, Carlsbad
WHEN: Friday, November 3, 2006
TIME: 10:00 — 12 noon
FEE: FREE!!!!!!

SPEAKER AND TOPIC DESCRIPTION: Same as 10/13 Ventura meeting above. Attorneys from the law firm of Fagen, Friedman and Fulfroost will provide a presentation on the proper interview questions, issues to address when sites hire, potential discrimination pitfalls and proper topics for job descriptions and postings

USING CATS TO IMPROVE YOUR EMPLOYEE SELECTION PROCESS

LOCATION: Kern COE
ADDRESS: 1300 17th St. (corner of 17th and Elm)
WHEN: Wednesday, November 15, 2006
TIME: 10:00 — 12 noon
FEE: FREE!!!!!!

SPEAKER AND TOPIC DESCRIPTION: Executive Director Marianne Tonjes will explain the services provided by CODESP membership and provide a tutorial for the CODESP Automated Test System — CATS.

INSTRUCTIONAL AIDE SURVEY

In September 2006 CODESP sent out an Instructional Aide Survey by email and in the newsletter. We received 82 replies to the questions in the first table and 31 of those districts provided information in the second table. The low response to the survey should be considered when reviewing the results.

82 Districts Responded to the Survey:

Question	#	%
Title 1 Aides in Responding Districts	7,718	-
Districts 100% Compliant	63	77
Districts NOT 100% Compliant*	19	23
Aides Who Met Requirements by Written Test	-	61
Aides Who Met Requirements by Other Methods (AA or Units)	-	39

*Only 4 of the 19 districts reporting non-compliance have more than 10% of their Aides who have not met the qualifications. Most only had one Aide who was not compliant.

31 of the Districts Responded to the Following:

Districts Action Toward Aides Who Didn't/Don't Meet Requirements	#	% *
Terminate	10	32
Transfer to a Non-Title 1 Position	10	32
Continuing to Retest	9	29
Working Them Until Governmental Intervention	2	7

*Numbers reflect percent of districts (31) who responded to the second set of questions.

Note: Not all responding districts answered all questions.

Survey comments included many districts who stated they had assisted their Aides in passing the test by providing tutorials. Go to www.codesp.com and you will find Test Preparation material under Resources and Links. These areas are open to the Public to View. Send applicants and current employees who need Test Preparation assistance, including practice test sites to our website to view the non-secure areas.

PERSONNEL ANALYST

Garden Grove USD

\$65,160—\$79,380

Requires any combination equivalent to a bachelor's degree with a major in personnel administration, psychology, or closely related field, including courses in statistics, tests and measurements, industrial psychology, or public personnel administration; and two years of professional personnel experience, preferably including experience in test development and validation, or classification and job analysis. Apply by: October 13, 2006, using district application materials from the website at www.ggusd.us or in person at 10331 Stanford Ave. Garden Grove, CA.

CSPCA ANNUAL CONFERENCE

February 15 - 18, 2007 Long Beach Westin Hotel

Merit Systems: Investing in Student Achievement

A Pre-Conference Staff Development Day is also available on February 15, 2007. The cost is \$35 and will be held from 8:00 - 3:30 p.m. Training choices include *Who Moved My Cheese*, *Classification 101*, *Everyday Creativity*, *Compensation 101*, and *Teams and Team Leadership*.

Register at: www.meritsystem.org

INFORMATION THAT SHOULD BE POSTED ON DISTRICT WEBSITES

The success of many employees is determined in the first 90 days. Providing them with information about your district can make a difference in their success. To ensure that the information is delivered to all employees in the same manner can be attained by using your district's website. Information that should be posted on your site:

Job Descriptions
Benefits Available and How to Obtain Them
How to Communicate with Supervisors
Organizational Charts
Departmental Goals and Services
Career Ladders and Steps/Rules for Promotion
Test Preparation Materials-What to Study and How to Obtain the Study Materials
In Service Training Available
Harassment and Discrimination Rules and Reporting Information
Personnel Rules
Leave Instructions and Applicable Forms
HR Hours and Services Available
Terminology/Acronyms Used In the School District
Employee Association Information/MOUs
Payroll Information

WRIPAC MEETING AND TRAINING

The Winter WRIPAC meeting and training program will be held at the beautiful and historic Mission Inn in Riverside. Training will be on January 24 with the meeting following on the 25th and 26th. For details and to register:

www.wripac.org

Two Pre-Meeting Training Sessions Will Be Offered:

Item Writing –Mike Willihnganz

January 24, 2007

Mission Inn Hotel

Assessment Centers- Aaron Morgan

January 24, 2007

Mission Inn Hotel

What is WRIPAC?

WRIPAC, the Western Region Intergovernmental Personnel Assessment Council, was first established in 1979. It consists of over forty small, medium, and large agencies representing state and local governments, school districts, utility districts, and other public agencies in Arizona, California, Nevada, and Washington. There is no fee for membership or to attend WRIPAC meetings which follow the workshops. More information is available at www.wripac.org. Our objectives are:

To develop and share personnel selection procedures; to provide a forum for the review of professional and legal selection issues; to assist member jurisdictions in maintaining professional personnel selection standards and in complying with legal requirements and guidelines; to promote the principles of merit selection and equal employment opportunities; and to improve communication among member jurisdictions and with other regional assessment groups.