



# CODESP

COOPERATIVE  
ORGANIZATION FOR THE  
DEVELOPMENT OF  
EMPLOYEE  
SELECTION  
PROCEDURES

## SURVEY RESULTS — WE HAVE A WINNER!

The winner of the CODESP 2007 Survey raffle is Mount Diablo Unified School District in Concord. Mount Diablo will receive a free CODESP training session of their choice.

We sincerely thank all of our members that completed the survey and who shared their opinions and suggestions. This information will be used to ensure that members continue to receive high quality services at a low membership fee. Training programs and new products and services are also generated by this information.

The results of the CODESP 2007 Survey are now available for your review in the [RESOURCES](#) section of the website under [SURVEY](#).

## SPRING BASIC SELECTION TRAINING

We are already looking forward to our spring training schedule. After a state-wide tour of districts to promote the [Job Description Builder](#) we are ready to get back to the basics. This has been a record year for the number of changes in HR staff among our members. Our spring program will help our members by providing them access to valuable training opportunities in the area of **Employee Selection Basics**.

Training sessions will be held from the end of January through June throughout the state. Our first scheduled training session is already planned for **Natomas USD** (near Sacramento) for **March 7**. Mike Willinghganz will provide **Test Results Analysis** training. This training will focus on the results from test administrations to determine what is working and what is not working and if changes need to be made. He will also go over the item analysis statistics that CODESP provides. For those participants who do not conduct many written tests, he will also discuss how to review results from recruitment and selection processes that rely on supplemental applications and/or interviews. Looking back at your previous recruitments and analyzing what worked and what didn't work will help your district move forward to attain more positive results.

Other training topics for spring will include Selection Planning, Interviews, Performance Testing, Supplemental Application Forms and Multiple Choice Tests. The survey also identified Classification and Compensation as a hot-topic that we will try to include. Check the [Events](#) area of the CODESP website often for updates.

*See page 5 of the newsletter for WRIPAC's Two-Day Job Analysis training class.*

# ASK US FOR CUSTOM TEST MATERIALS

## Did You Know ...

... that custom test materials are always available to CODESP members? All you need to do is let us know what you need!

Our **Resources** section offers members a broad variety of ready-to-adapt selection tools, including Supplemental Application Forms, Interviews, Performance Tests, In-Baskets, and Writing Exercises. These materials are organized by job family for quick identification, and formatted in MS Word so you can easily save them to your own PC. Members are encouraged to download and edit these materials to suit the specifics of their district's vacancies.

But suppose you review our **Resources** area, and find that they don't meet your particular needs? No problem!

Just ask us to develop custom materials matched to your position description. Use the **CATS Test Material Request Form**, accessible via the link **CATS Request Form** on the left side of your CODESP home page, just as you do to request multiple choice test materials. We will gladly work with you to deliver materials tailored to your requirements. Make sure you log-in first to get access to this page.

Along with your position description pasted into section III of the Request Form, you can include detailed instructions here to tell us exactly what you are looking for. When you are selecting the date by which you'd like your materials, please do allow us additional time for custom development. We look forward to the chance to serve YOUR district's needs!

**Just a sample of custom test materials recently developed for CODESP members:**

**Interview: Community Worker - Preschool**

**Interview: Help Desk Support Specialist**

**Interview: High School Theater Manager**

**Supplemental Application Form: CCD Tutorial Program Coordinator**

**Supplemental Application Form: Technology Technician**

**Performance Examination: CCD Tutorial Program Coordinator**

**Performance Simulation Exam: High School Security Role Play**

**Performance Simulation Exam: Middle School Security Aide Role Play**

**Writing Exercise: Workers' Compensation Specialist**

# Testing Materials en Español

Gilma Anderson - CODESP Selection Analyst

We have fantastic news! CODESP has enriched its Spanish testing materials to better assist you in selecting the most qualified bilingual speakers and translators.

## Why are Spanish Testing Materials Important?

According to 2006/2007 statistics from the California State Department of Education, 85 percent of the students classified as English Language Learners speak Spanish. English Language Learners are those students for whom there is a report of a primary language other than English on the Home Language Survey, and who have been determined to lack the clearly defined English language skills necessary to succeed in the school's regular instructional programs. Since most people speak the language spoken at home, it can be assumed that these students' parents or caregivers speak Spanish and limited or no English. As a result, Spanish translators are necessary to facilitate communication between parents or caregivers and schools. In fact, according to Ed. Code Section 48985, when students speaking a language other than English constitute 15 percent or more of a school's enrollment, translations of parental notifications are required.

## How Can CODESP Help?

CODESP has developed various test instruments to assess Spanish speaking and translating ability. The testing materials include the following:

### Writing Exercises

Several writing exercises varying in difficulty level are available to assess an applicant's ability to translate written material from English to Spanish. To access them, log on, go to Resources in the blue tool bar, click on Writing Exercises, and then click on Spanish.

### Performance Exercises

Role play exercises for both classroom and office environments are offered to assess an applicant's ability to translate orally from English to Spanish and from Spanish to English. To access them, log on, go to Resources in the blue tool bar, click on Performance Exercises, and then click on Spanish.

### Multiple Choice Test Items

Over 150 multiple choice test items are available to assess an applicant's ability to use accents, spell correctly, use correct Spanish grammar and translate from English to Spanish. To request a multiple choice test template, log on and complete a **CATS Request Form** from the link on the left side of our webpage. Always include a current job description with your request.

Sample grading rubrics and or answer keys are available for each writing and performance exercise. Since Spanish word usage varies by region, the answer keys include other possible Spanish translations for several words in parentheses. When using CODESP testing materials and grading rubrics, remember to advise raters to consider differences in Spanish usage when determining bilingual skills.

We are optimistic about these selection tools and hope they assist you in reaching your selection goals.

# Selection Procedure Planning

Amy Tompkins - CODESP Selection Analyst

Selection methods include your district's employment application, supplemental application forms, written multiple choice tests, interviews, writing exercises/in-baskets, simulation interviews and performance tests. Consider these as you plan for selection:

**Employment applications:** Screen applications for *minimum* qualifications. For positions with low minimum qualifications, such as an entry-level custodian, *willingness* to perform the duties may be more important than experience. Because the review of job applications is considered a test under the law, districts must be prepared to demonstrate the job-relatedness of all questions on the application form.

**Supplemental application forms:** A supplemental application is a structured method for assessing applicants' job-related training and experience. Raters review the information provided and translate the levels of knowledge, skill or ability claimed into a score or a pass/fail rating for screening purposes.

**Written tests:** Multiple choice exams are useful to screen large applicant pools; to assess knowledge of a particular subject area when job-related test items are available; and to test certain general abilities, such as reading comprehension or math. Using CODESP materials greatly reduces the time and cost of written test development. Court cases involve written tests more frequently than other selection procedures. Adverse impact against minorities and persons with disabilities is also more likely when using written tests. Speed tests particularly disadvantage older applicants and those with disabilities. Applicants of limited English speaking ability may also be disadvantaged.

**Interviews:** Interviews are best used to assess oral communication, supervision, and other interpersonal skills. Interviews should not be used alone for jobs with minimal oral communication requirements, since raters may be influenced on other factors by a candidate's lack of fluency. Interviews are also less desirable when qualified raters are not available, or when the size of the applicant pool is very large.

In-baskets, performance tests and simulations are used less frequently than application reviews, written tests and interviews, but each has its advantages.

**In-baskets:** Candidates are given information of the kind that may appear in the job incumbent's in-basket, including phone messages, letters, memos, and reports. Candidates are asked to take appropriate action by specifying what tasks will be done, and in what priority.

**Performance tests** are used to assess candidates' ability to perform essential job tasks through observation of the performance of essential job behaviors. Typing performance is probably the most commonly used exam of this type.

**Simulation exams** typically present applicants with a task that mimics an actual job situation to determine how the applicant would handle the situation on the job. They can be administered in an interview or as a written exercise. Situation information can be given to candidates prior to the interview to assist them in organizing their responses.

# WRIPAC TRAINING

**January 24-25, 2008**

**ATRIUM HOTEL**

18700 MacArthur Boulevard

Irvine, CA 92612

**Pre-Meeting Training Session:**

**Job Analysis**

**Mike Willihnganz and Karen Coffee**

**January 22-23, 2008**

**Atrium Hotel, Hibiscus Room**

**For more information go to [www.wripac.org](http://www.wripac.org)**

## CODESP PROVIDES RATING GUIDES FOR INTERVIEWS

Looking for interview selection materials? Go to the **Resources** area of the website first. If you can't find what you need, order it by completing a **CATS Request Form**. On the form include whether you will need a rating guide. A rating guide similar to the one shown below will be provided. It will require Subject Matter Expert review and we will need an up-to-date job description to develop one.

SCORING CRITERIA:	5 = SUPERIOR	4	3 = AVERAGE	2	1 = POOR
1. Area being scored	<input type="checkbox"/> List of typical responses that a highly qualified candidate would provide.	<input type="checkbox"/>	<input type="checkbox"/> List of typical responses that an average candidate would provide.	<input type="checkbox"/>	<input type="checkbox"/> List of typical responses that a poorly qualified candidate would provide.

## JOB ANALYSIS DATA

As you collect job analysis data from your questionnaires, please share the information with CODESP. We will update and enhance our data base of self-populated information provided in the Job Description Builder from this data.