



# CODESP

COOPERATIVE  
ORGANIZATION FOR THE  
DEVELOPMENT OF  
EMPLOYEE  
SELECTION  
PROCEDURES

## HAPPY HOLIDAYS!

The long winter holiday season is approaching quickly and preparations for schedule changes and vacations are being made by all. Typically CODESP closes down during the two weeks surrounding Christmas and New Years. This year the dates will include December 24 - January 4. There may be a few staff members around during this time, but it will be limited. Please plan accordingly when submitting your requests.

We hope to see all of you after the holidays at one of our training sessions!!

## CODESP MULTIPLE CHOICE ITEM BANK SUBJECTS

\*Accounting \*American Indian Education \*Animal Care \*Athletic \*Attendance  
\*Carpentry \*Childcare \*Clerical \*Custodial \*Electrical \*Electronics \*English Usage  
\*First Aid \*Food Service \*Grounds \*Guidance \*HVAC \*Human Relations \*Information  
Technology \*Instructional Aide \*Legal \*Library-Media \*Maintenance \*Management/  
Supervision \*Math \*Mechanic \*Media Services \*Music \*Painting \*Personnel \*Plumbing  
\*Pool Maintenance \*Printing \*Programs/Research \*Psychology \*Public Information  
\*Purchasing \*Reading Comprehension \*Safety \*Science \*Security \*Spanish  
\*Statistics \*Telephone \*Theater \*Transportation \*Vietnamese \*Warehouse \*Welding  
\* Word Processing

New multiple choice test are written or old ones are edited as needed. If you are curious about the new items that are available, contact us or complete a **CATS Request Form** on the website.

## CODESP MID-YEAR MEMBERSHIP

It isn't too late to join CODESP! A Mid-Year option is available. Join now and your district employees will be eligible to attend our Selection Basics Workshops (see page 2) for free! Go to [www.codesp.com](http://www.codesp.com) and click on **New Member Registration**. The cost is \$875.00 with a commitment to become a full year member the following year. Mid-Year membership runs from January 1 - June 30.

# SELECTION BASICS WORKSHOPS

Beginning in 2008, CODESP will be offering Basic Training in Employee Selection. The courses will be FREE and offered to CODESP members only throughout the state. Courses include:

## Selection Planning

Overview of Employee Selection, Related Laws and Selection Tools

## Interviews

Development, Implementation and Scoring

## Multiple Choice Tests

Question selection and scoring

## Interpreting Test Results

Understanding test results and item analysis-no statistical knowledge necessary

Dates and locations already scheduled are listed on page 4 or Events on the website.

## Interview Assistance Available on CODESP Website

Alex Brody - [CODESP](#) Selection Analyst

Want to create and use custom structured interviews, but don't know where to start? CODESP can help! CODESP does more than provide you with rating guides and sample interviews based on your job description. Further information is provided on the [RESOURCES](#) section of the CODESP website labeled *INTERVIEWS* under *HR RESOURCES/GUIDES/EXAM PLANNING*. Here you will find several valuable tools to help you further custom interviews to meet the specific needs of your district:

**Interview Design Guide:** Helps you develop questions that isolate and measure the qualities you are looking for in candidates.

**Interview Panel Guide Sample:** Familiarizes your interview panel with how to conduct a fair, systematic, and objective interview.

**Interview Development Guide:** Provides a brief introduction to the different types of interview questions, how to plan an interview, and common best practices.

**Potential Interviewer Rater Tendency Guide:** Familiarizes raters with common pitfalls that can occur when they are not objective. Awareness of common errors is crucial so raters can make sure their assessment of candidates is as free of bias as possible.

**Interview Rating Sample:** Provides a means to help raters to score and justify their ratings of candidates based on objective measures critical to the job.

**Sample General Interview Questions:** Offers questions that will tap into a variety of occupational competencies and employee attributes.

# Coming Soon – The Revised and Expanded CODESP Handbook!

We will soon be issuing a newly revised and expanded edition of CODESP's Handbook, Developing Job-Relevant Selection Procedures. The material has been updated, additional sections created, and new chapters added on *Legal and Technical Aspects of Selection* and the *California Education Code* as it applies to human resource processes in school districts. Also new is a comprehensive guide to CODESP website resources and services, including the CATS system and our newest service for CODESP members, the Job Description Builder©. The Handbook will be available for download as a PDF in our Resources area. The following summarizes the Handbook's contents:

## **Introduction**

CODESP Products and Related Services / Scope of Handbook /  
Predicting Job Performance: Basic Concepts / Job Relevance & Technical Concepts /  
Documentation

## **Chapter 1 LEGAL & TECHNICAL ASPECTS OF SELECTION**

Technical and Legal Standards / Adverse Impact / Litigation / Avoiding Litigation /  
Internet Applicant Regulations

## **Chapter 2 JOB ANALYSIS FOR SELECTION PURPOSES**

Methods of Job Analysis / Writing Task Statements / Evaluating Job Tasks /  
Using Rating Scales / Job Description Summary / Determining Worker Requirements /  
Competencies / Job Analysis Methods

## **Chapter 3 EXAMINATION PLANNING**

Selection Methods / Minimum Qualifications / What is an Employment Test? /  
Clarifying Test Purpose / Planning and Managing the Test Program /  
Test Development / Isolating SKAs and Competencies to be Tested /  
Arraying and Combining Measures

## **Chapter 4 OBJECTIVELY-SCORED WRITTEN TESTS**

Outlining Test Segments / Compiling and Reviewing Items / Review of Items /  
Preparing the Test for Use / Informing Applicants

## **Chapter 5 INTERVIEWS AND RELATED PROCEDURES**

Panel Interviews / Defining Role and Purpose / Isolating Specific Job Elements /  
Constructing Rating Scales / Establishing Uniform Scoring /  
Developing Interview Questions / Selecting and Training Interviewers /  
The Interview Process / Documenting the Interview

## **Chapter 6 SUPPLEMENTAL APPLICATION FORMS**

Selecting Elements for Evaluation / Available Formats / Instructions /  
Usefulness of Self Reports / Rating the SAF / Pretesting the SAF / Rater Training /  
Rating Limitations / Other SAF Methods

## **Chapter 7 PERFORMANCE TESTS**

Criteria for Choosing Performance Tests / Setting Standards / Test Development /  
Administering Performance Tests

## **Chapter 8 OTHER TESTING TECHNIQUES**

In-Baskets / Writing Samples / Oral Presentations / Role Playing /  
Leaderless Group Discussions

## **Chapter 9 RATING SCALES**

Common Forms of Rating Scales / Choosing a Method & Developing the Rating Form /  
Assigning Weights to Rating Scales / Training Raters

## **Chapter 10 BASIC STATISTICAL TECHNIQUES**

Check Answer Sheet for Completeness / Reports; Test Response and Item Analysis / Frequency, or  
Score Distributions

Continued from previous page

### **Chapter 11 STATISTICS APPLIED TO PERSONNEL DECISIONS**

Item Difficulty / Item Discrimination / Improving Tests by Use of Item Analysis Data / Reliability Estimates / Interpretation of Reliability Coefficients / Reliability and Test Length / Validity and Test Length / Setting Cut Scores / Evaluating Cut Score & Weighting Effects / Testing Hypotheses

### **Chapter 12 JOB ANNOUNCEMENTS**

Adequate Information / Attractive Format / Readability / Appropriate Distribution / Legality

### **Chapter 13 PERFORMANCE EVALUATION**

Using Job Analysis to Determine Performance Standards / Developing the Performance Evaluation Form / The Employees' Rights and the District's Responsibilities / Selecting and Training Raters / The Making of the Rater / Identifying Rating Problems / Looking at Your Performance Evaluation System

### **Chapter 14 CALIFORNIA EDUCATION CODE**

Merit and Non-Merit Laws Regarding Personnel Selection

### **Chapter 15 OVERVIEW OF CODESP WEBSITE**

Links, Events and Resources / User Profiles and Membership / CATS Materials and Tests / Job Description Builder

### **Chapter 16 MULTIPLE CHOICE TEST MATERIALS IN CATS**

The Request Form / Creating a Test / The Test Library

### **Chapter 17 OTHER CODESP TESTING MATERIALS**

Interviews / Supplemental Application Forms / Performance Examinations / Writing Exercises and In-Basket Exercises

### **Chapter 18 ONLINE JOB DESCRIPTION BUILDER TOOLS**

Facilitating Job Analysis / Using the Glossaries / Using the Questionnaires / Using the Job Description Builder

## **SELECTION BASICS SCHEDULE**

Check **Events** @ [www.codesp.com](http://www.codesp.com)—More sites & topics will be added soon.

February 4, 2008 - Sacramento COE

### **Selection Planning**

February 7, 2008 - Huntington Beach UHSD

### **Selection Planning**

February 13, 2008 - State Center CCD - Fresno

### **Selection Planning**

March 6, 2008 - Newport-Mesa - Costa Mesa

### **Interviews**

March 7, 2008 - Natomas USD - Sacramento

### **Interpreting Test Results**

April 23, 2008 - Garden Grove USD

### **Multiple Choice Tests**

May 14, 2008—Centinela UHSD- Inglewood

### **Interpreting Test Results**

May 29, 2008 - San Dieguito UHSD - Encinitas

### **Interpreting Test Results**

# WRIPAC TRAINING

**January 24-25, 2008**

**ATRIUM HOTEL**

18700 MacArthur Boulevard

Irvine, CA 92612

**Pre-Meeting Training Session:**

**Job Analysis**

**Trainers: Mike Willihnganz and Karen Coffee**

**January 22-23, 2008**

**Atrium Hotel, Hibiscus Room**

**To Register and for more info go to [www.wripac.org](http://www.wripac.org)**

## **CSPCA Annual Conference**

*The Road to Leadership and Excellence*

**San Francisco**

**February 21-24, 2008**

at the

**Westin Hotel**

**1 Old Bayshore Highway**

**Millbrae, CA 94030**

(Shuttle from SF Airport Available)

**Central Reservation (888) 627-8404**

**Tel. (650) 692-3500**

**Fax (650) 872-8111**

**[sfoap@westin.com](mailto:sfoap@westin.com)**

**[www.@westin.com](http://www.@westin.com)**

It is important that you identify yourself as a registered attendee of  
**CA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION** meeting.

For More Information Visit:

**[www.meritsystem.org](http://www.meritsystem.org)**