

CODESP

Cooperative Organization for the Development of Employee Selection Procedures

April 2009

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HAVE YOU VOTED?

**CODESP BOARD
OF
DIRECTORS ELECTION**

Check your email for a ballot

Screening Large Applicant Pools

As reported in the January newsletter, applicants are increasing as layoffs continue in both the public and private sector. Recruitment and testing may not be a priority now, but remaining diligent in district hiring practices should remain extremely important. CODESP's tools can make the hiring process more efficient and can turn the monumental task of screening large applicant pools into a reasonable workload.

The most difficult and time-consuming aspect of screening stems from applicants not clearly stating their true qualifications and insufficient space provided in standard applications. Who will proceed in the process and who will be eliminated are determined by reviewing previous job titles, education, number of years of experience, and past job duties. This information doesn't provide the level of minimum proficiency required in areas such as knowledge, abilities or competencies. Supplemental application questionnaires can help districts overcome these problems and are available to members by logging on to the website and clicking on Resources.

CODESP Supplemental Questionnaires can be integrated into most applicant tracking software or paper applications and customized by completing a CATS Request Form. Most are in checklist format and can be scored as a pass/fail or by level of proficiency.

California to Tap Into Recovery Education Funds

Governor Schwarzenegger made California among the first-in-the-nation to tap into American Recovery and Reinvestment Act (Recovery Act) funds that will deliver billions to California K-12 schools and higher education. His action reportedly opens the door for approximately \$4.9 billion to flow into California.

The Task Force can be reached through its Web site, www.recovery.ca.gov, or by telephone at (916) 322-4688.

CODESP Customer Survey Results

Thank you to all who participated in the survey and the many who added wonderful suggestions and compliments. We will be addressing the results throughout the next few months in the newsletter, on our website and through training topics. The final results will be posted under Resources. We will also be personally contacting customers who had questions or concerns. Responding to our customers' suggestions and requests for assistance is a top priority at CODESP. As a consortium we also need our members' help in providing the highest quality products and services. If you have resources that would assist us, please let us know. Resources could include subject matter experts, forms and policies to develop new items, and/or technical manuals.

New Products and Services for 2009-10

Here at CODESP we are working on some new and improved products and services for the coming year. Our most popular request from the survey was **online testing** and we have been promised a demo of this prospective feature this summer. We will continue to work diligently to bring this product to you as quickly as possible.

We are also working on providing more **item analysis data** but we NEED YOUR HELP. We cannot report significant cumulative statistical data unless members are willing to share their answer sheets with us to scan into our system. If you want more information about this service and would like to participate, we will answer your questions and we are willing to help guide you through the process. We are investigating some lower price options for equipment and answer sheets also. At this time we do have cumulative item analysis history reports available on some items, mostly in the Instructional Aide and Clerical item banks. This feature will be available in the test generator area of the CATS system soon. In the meantime we need your test result data, please send us your answer sheets to scan.

Also, we have made the option of requesting **interviews by competency** available. The new format includes the competency, the competency skill level, the interview questions that relate to the competency and level and a rating scale based on the mastery of the competency. If you are a member you can check out a sample by logging in and clicking on **Resources / Interviews / Secretary-Administrative Assistant / Intermediate School Secretary – Competencies**. We have also updated many of our regular interview questions.

Remember if you can't find what you need under Resources, or don't receive what you need through the CATS Request system just ASK. CODESP develops custom selection materials.

CODESP Webinars

Workforce Planning in Tough Economic Times

April 21

9:00 - 10:00 a.m.

This class has received excellent reviews and is aimed at providing human resource personnel with an overview of current and future trends affecting the workforce during challenging economic times. The impact of retirement and downsizing on selection and assessment will be discussed. Participants will learn workforce planning strategies, how pending layoffs affect worker attitudes and ways to prepare for changes in workforce demographics.

Screening Applicants to Improve Hiring Efficiency

May 7, 10:00 -11:00 a.m. May 14, 9:00 - 10:00 a.m.

May 20, 10:00 - 11:00 a.m.

This webinar provides a practical approach to filtering down applicant pools based on the minimum qualifications established in district job analysis data and job descriptions. Participants will learn how to target highly qualified and motivated applicants through effective advertisements/postings and how to screen applications through the use of supplemental questionnaires in order to efficiently manage large applicant pools.

Look for an email with registration (not on codesp.com) information and check the website often.

New Resources on CODESP.COM

- CODESP Board of Directors agendas: For complete agenda attachment documents email your request to tests@codesp.com.
- New tutorials: Webinar participation: Tutorials / **Webinar Tutorial**
Using the CATS system: Tutorials / CATS Tutorials / **CATS Website Overview Video**

WRIPAC

Western Regional Intergovernmental Personnel Assessment Council

Burlingame, California

May 6 - 8, 2009

New Reduced Rate for Training*

Location: Crowne Plaza - San Francisco Airport (1.5 miles from hotel)
1177 Airport Blvd. Burlingame, CA 94010
Ask for wripac rate. Reserve by April 3, 2009 to obtain discount
Hotel Website: www.sfocp.com

Training: May 6, 2009

Topic: ***Using the Internet to Effectively Attract and Screen the Right Applicants***

Presenter: Bryan Baldwin – Human Resource Mgr., CA Dept. of Justice

Time: 8:30 a.m. to 4:30 p.m.

Fee: \$75/members \$95/non-member for full day training*

Meeting: May 7 (full day) and May 8 (1/2 day)

Fee: **FREE!** There is no cost to attend WRIPAC meetings

Website: www.wripac.org for more information about WRIPAC and the training program. Speakers for the meeting will be posted online under the [Meeting Agenda](#) prior to the meeting date.

Course: The Internet is an essential tool in the recruitment and selection process. Used correctly it can brand an agency as an employer of choice and make the selection process much more efficient. During the current economic crisis agencies are experiencing a large increase of applicants so screening them through effective use of job posting language, realistic job previews and application checklist questionnaires has become even more important. Participants will learn tips to attract the right applicants and screen them correctly through their agency's websites and Web 2.0 technologies such as social networks and blogs.

Presenter Bio: Bryan Baldwin is currently an HR Manager for the California Department of Justice (DOJ). Bryan has nearly 10 years of experience in both the public and private sectors in the areas of recruitment and employee selection. In addition to DOJ, Bryan has worked at the Washington Department of Personnel and the California State Personnel Board. He has a Masters degree in Organizational Behavior and is on the IPAC Board of Directors. His blog is at hrtests.blogspot.com.