

# CODESP

Cooperative Organization for the Development of Employee Selection Procedures

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October 2009



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### CODESP

20422 Beach Blvd. Suite 310  
Huntington Beach, CA 92648

Phone: 714-374-8644

Fax: 714-374-8225

E-mail: [tests@codesp.com](mailto:tests@codesp.com)

[WWW.CODESP.COM](http://WWW.CODESP.COM)

**ONLINE TESTING  
AVAILABLE FOR  
SYSTEM TESTING**

**No Per-Candidate  
Fees!  
Instant Scoring  
and  
Item Analysis**

## Upcoming Webinar Creating and Proctoring Online Tests

11/3/09 and 11/10/09: 9:00 - 10:00 a.m.

11/12/09: 10:00 - 11:00 a.m.

CODESP Online Testing has arrived! Find out what is required to begin using this new system at your agency. Our newest service allows customers to select test questions, generate customized tests and administer them online. Proctored tests can be administered one at a time or in a computer lab environment. Sign up for the CODESP Online Testing webinar **Creating and Proctoring Online Tests** under Training at [www.codesp.com](http://www.codesp.com) to find out how this system will transform your agency's testing process. We will cover:

- Computer requirements for online testing
- The request process for agency trial run of the system
- Establishing new proctor security identities
- Converting CODESP multiple choice tests into online tests
- Creating an Online Testing Session
- Candidate Rosters and License Codes
- Proctor Instructions
- Test Security - See *CODESP Security Agreement on page 6*
- Immediate Scoring
- Item Analysis
- Audience Questions

## System Pre-Test Required

Although the system has been piloted internally and at a few other districts, each district **must** test it on their own computers prior to use. We are also looking for members to provide us with feedback on mock online tests administered in their stand-alone and computer lab environments before going live. If interested, please give CODESP a call at (714) 374-8644 or send an email to [tests@codesp.com](mailto:tests@codesp.com).

## Future CODESP Webinar Topics

**CODESP HR Tools:** Effective use of the online CODESP Job Analysis Questionnaire and Job Description Builder  
*Dates and times will be announced soon!*

## Preparing the Test Environment and Candidates for Online Assessment

For candidates, employment testing will always be a somewhat stressful situation. Candidates who are unfamiliar with computers or are using defective equipment may find online testing even more stressful. It is recommended that you take the following steps in order to make sure that the online testing process is conducted in a standardized, fair manner and to reduce applicant stress as much as possible.

The physical environment where testing occurs should be quiet and distraction-free and set to a comfortable temperature. Computer stations should be separated from one another so that applicants cannot see one another's monitors, and computer equipment and screen resolution should be similar across workstations.

While it isn't essential that screen size, processor speed, and Internet connection be state-of-the-art, Internet speed is an important consideration to test ahead of time, and all three of these factors should be held constant across computers used for candidate testing to ensure that the testing process is standardized and fair. It's also important to take Internet bandwidth into account if there is already a lot of demand on your computer networks.

Before moving to online tests, it is critical to check with IT regarding consistency in hardware across computers as well as to make sure that all computers use:

- Screen resolution settings set to at least 800 x 600.
- Vista or XP operating systems.
- Internet Explorer Version 6 or higher.

On examination day, candidates may come into the testing room expecting to take a paper and pencil test. If possible, they should be alerted that it will be conducted on a computer prior to arrival. Assure them that while computer job knowledge may be assessed on the test if applicable to the job, the computerized test-taking process is very user-friendly, even for those with limited computer experience. Should candidates wish to experience a simulated example of the online testing platform, feel free to have candidates access it by using the following link: <http://tinyurl.com/yhwzd3k>. Note that optional audio is available in order to help navigate applicants through the practice test. The Online Practice Test is also available to candidates on the CODESP website without a log-in under Links → Test-Taking Practice.

Proctors must have a CODESP Security Agreement on file (*see page 6*). At the start of each session they will need to check each candidate's picture ID to verify their identity before allowing them to begin the testing session. When proctoring, it is important to read the candidate instructions out loud and to allow candidates an opportunity to ask questions before starting the test. When the program opens, it will take control of any other open browsers running on the computer. Although the candidates are blocked from opening other browser windows and computer applications, it is crucial that the proctors walk through the testing area frequently to ensure that candidates are not tampering with computers. Candidates should not be allowed to talk to other candidates, use their cell phones, bring in supplemental material that could be used to copy test materials or to look up answers. Once the candidate has finished the test session or if the candidate runs out of time, he or she will be taken to a page that thanks them for participating in the testing process and to notify the test proctor that their test session is over.

## Trends in HR Technology - Increasing Use of Online HR Tools

As employers' budgets shrink, online HR tools for recruitment and selection become more attractive, because they promise effective results while consuming fewer resources. A look into the current literature and trends in HR technology supports this promise, and offers encouragement and direction to HR officers who are thinking about increasing their use of these tools.

In *Personnel Today*, [Helen Williams reports](#) on a survey that reveals how employers are handling their shrinking recruitment budgets. 46% of the respondents said that their overall recruitment budget for 2009 decreased compared to 2008, while only 32% had the same budget as in the previous year. Recruitment spending was slashed by more than half for 25% of the respondents! However, funds for "e-recruitment technology" increased at 22% of employers that responded, while 32% maintained the same level of spending, and only 10% cut this budget item. The respondents also reported a strong shift to online recruitment, and away from more traditional methods, such as print advertising and recruitment agencies. Most (86%) said that online recruitment is more cost effective, and 66% said that it helps improve the diversity of recruitment.

These results fall in line with the general trends reported from the 2009 SIOP Conference. [Dr. Charles Handler reported](#) that technology is more accessible than ever: "We have reached a point where the differences between the technology platforms of assessment providers have started to level off. Almost every company offering assessments now has a relatively sophisticated platform that can handle the basics of test delivery, scoring, and reporting. A good deal of providers also offer a nice candidate management system as part of their platform ... This trend is going to help make quality technology based testing available to small and mid-market companies."

But what about the pitfalls of delivering assessments online? Serious drawbacks exist, the worst being the opportunity for candidates to cheat on unproctored online assessments. Although, as the [Corporate Leadership Council reported](#) after surveying companies in 2006, "personality and biodata tests are the most popular unproctored tests given among profiled companies, largely because the information gathered is specific to the individual and there is no 'right' answer", to eliminate this risk on high-stakes assessments used to rank applicants, unproctored assessments should be used for screening, and assessments such as multiple choice tests that are used to determine applicants' place on eligibility lists should always be given in proctored environments only. Supplemental application forms are nearly always administered online as part of the recruitment process, and are best used to screen for minimum qualifications, with further hurdles in the selection process such as proctored multiple choice exams and interviews presenting little or no risk of cheating.

CODESP's online testing system has been designed strictly for a proctored environment, requiring a proctor registered in our online system to log candidates into the test, thus eliminating this risk and securing our multiple-choice tests. Candidate IDs need to be checked prior to entry into the testing area and each candidate receives a unique License Code to enter the test session. CODESP's online testing also immediately scores completed exams and automatically builds an exam roster, as well as accumulating statistics on test item performance with each administration.

Articles: *E-recruitment: Rethinking Recruitment* and *The Pros and Cons of Online Assessment*, *Personnel Today*; *Use of Online Employment Applications and Assessments*, *HR Toolbox*; *Hot Trends and Issues From the Annual Industrial-Organizational Psychology Conference*, *Electronic Recruiting Exchange*.

Websites: <http://www.personneltoday.com>; <http://hr.toolbox.com>; <http://www.ere.net>

## Creating Effective Online Job Ads

In the last decade the Internet has transformed the art of recruiting. Its myriad of job sites has provided employers more power, speed, cost control, and convenience. Creating effective job advertisements that are sure to promote the organization and attract qualified applicants is a great way to maximize the opportunities that the internet provides. Although there is no one-size-fits-all recipe for a successful job posting, the following simple steps will help compose effective job advertisements.

Make sure job ads:

- Portray a realistic job preview: avoid exaggerated verbiage that paints too good a picture. The best candidates can easily detect exaggerated language in job postings and excessive use of buzz words. In addition, giving an impression that is inaccurate may lead to turnover. Once employees realize the job is not what they expected, they are more likely to quit.
- Stay focused on the candidates: make the application process as easy and brief as possible.
- Use well-known and familiar job titles: include job titles that candidates will recognize so they can easily locate the position when performing a job search. Job seekers can be misled by job titles that are not clear. Moreover, job sites usually provide one-line links providing the job title, name of the organization, date posted, and location. Because only this information is initially displayed, the job seeker is forced to determine which jobs to review in detail based on that single line of information.
- Use bullet points to make the important parts of the job ad stand out: simple formatting will help grab the attention of qualified job seekers.
- List all the unique aspects of the organization: these are the things that differentiate you from competing employers. List why your organization is a great place to work. For example: great benefits; light traffic; an atmosphere that fosters creativity; rewards for a job well done and the opportunity for advancement, et cetera.
- Provide links to agency jobs and supplemental applications: jobs should be posted only one click away from the home page. When supplemental application questionnaires are used, they give applicants a sense that the recruiter is serious. Questionnaires in checklist format provide an efficient method for employers to screen and reduce the applicant pool.

Do not:

- Use agency-specific jargon: applicants will be running searches to allow them to jump to a short list of jobs that fit their criteria. They typically won't include district-specific jargon in their searches.
- Use old clip art: use photographs that show real satisfied workers.
- Emphasize only compensation, benefits, holidays and vacation days: applicants will interpret this as being a "nice and easy" position, where they will be well compensated for not working too hard. Good job performers are not interested in an "easy" job; they want a challenge, more responsibility and opportunity for growth. Start the ad with compelling statements of why top performing candidates want this job.
- Use abbreviations: use *Senior Manager of Accounting* instead of *Sr. Mgr. of Accounting*. This will increase the chances that applicants will find the job when searching.

Creating an effective online employment ad can be time-consuming. But in the long run, a thorough job ad saves human resources time by attracting a higher percentage of qualified candidates. Spending a few extra minutes creating the job ad will be well worth the extra effort.

## Job Openings

### DIRECTOR OF CLASSIFIED HUMAN RESOURCES

#### OXNARD USD

**\$91,538 to \$108,753**

#### APPLICATION & SELECTION PROCESS

For an application package, please contact:

Classified Human Resources Services

Oxnard School District

1051 South A Street

Oxnard, CA 93030

(805) 487-3918, Ext. 257

#### **OR APPLY ONLINE AT:**

<http://agency.governmentjobs.com/oxnard/default.cfm>

### DIRECTOR OF CLASSIFIED HUMAN RESOURCES

#### PLEASANT VALLEY USD

**\$82,749 to \$100,575**

#### APPLICATION & SELECTION PROCESS

For an application package, please contact:

Classified Human Resources Office

Pleasant Valley School District

600 Temple Ave.

Camarillo, CA 93010.

#### **APPLY ONLINE AT:**

<http://pvsd.schoolwires.net/16411051151021250/blank/browse.asp?A=383&BMDRN=2000&BCOB=0&C=55475>

## REMINDER

### A New CODESP Security Agreement Will be Required for CATS and Online Test System Users and Test Proctors

The parties to this agreement are the Cooperative Organization for the Development of Employee Selection Procedures (CODESP) and the authorized individual from a CODESP Member District or Subscriber Agency. Acceptance to terms of this agreement is required prior to completion of the website registration process and access to CODESP test materials.

If electronic submission is not available, it is the agency's responsibility to submit a signed copy of the CODESP Security Agreement to the CODESP office for each individual who has access to the secure areas of the website and/or CODESP test materials. Non-electronically submitted agreements must include the Human Resource Administrator's approval.

In order to protect the mutual interests of all CODESP members/subscribers, each member/subscriber accessing CODESP test materials is required to execute this agreement and fulfill its terms. The member district or subscribing agency is hereinafter known as the Agency.

- a. Test materials obtained through CODESP will be used only for the official purposes of the Agency in testing candidates for employment and promotion. Under no circumstances will materials, including tutorials, so obtained be posted on any other agency or private website. Under no circumstances will multiple choice test materials be stored in any other agency's or private computer systems for sale or disbursement to any other agency or person that is not authorized to have access to such materials, nor will they knowingly permit others to do so.
- b. Test materials obtained through CODESP shall be reviewed by examiners, subject matter experts, researchers, consultants or others working on the development of examinations. Such persons are not authorized to make notes about, copy or retain any of the actual materials. Any reviews of materials are to be conducted under the direct supervision and responsibility of individuals who have submitted to CODESP a signed CODESP Security Agreement, or who have accepted the CODESP Security Agreement terms electronically.
- c. No official, staff member, consultant or other agent of the Agency may loan, give, sell, or otherwise make available, any testing material obtained through CODESP to any other agency or person that is not authorized to have access to such material, nor will they knowingly permit others to do so.
- d. Test material obtained through CODESP will be used and stored in a manner that will prevent unauthorized persons from having access to it. Test sessions must be conducted in proctored environments by agency personnel who have submitted to CODESP a signed CODESP Security Agreement or who have accepted the CODESP Security Agreement terms electronically. CODESP multiple choice test items are only to be used in conjunction with the CATS Test Generator and CODESP Online Test System.
- e. Candidates may review only the items they got wrong. They may be told which incorrect answers were selected but may not be told what the correct answer is; they are to defend their answers or to challenge all provided answers. Candidates may not review their answer sheets or copy down or reproduce answers. The review must take place one-on-one with an authorized individual who has submitted to CODESP a signed CODESP Security Agreement or has accepted the CODESP Security Agreement terms electronically. If the Agency permits persons to review a test they have taken, the review must be conducted under security safeguards consistent with this agreement.
- f. If it is necessary that materials obtained through CODESP be presented in proceedings conducted by a court or other body vested with legal authority, the Agency will request that the material be covered by a protective order that will safeguard its confidentiality, and CODESP will be promptly notified of the proceedings.

- g. The Agency will not use material obtained through CODESP in a manner designed to discriminate against any employee or applicant for employment because of race, sex, color, religion, ancestry, national origin, marital status, disability or other area as covered by state and federal statutes, regulations and guidelines.
- h. The signer(s) of this agreement, or individual accepting the terms of the agreement electronically, accept(s) personally and on behalf of the Agency the responsibility for carrying out its terms. The signer, or individual accepting the terms of the agreement electronically, further agrees that all necessary administrative steps will be taken to assure that staff members, consultants or others who may have access to material provided through CODESP will be informed of this agreement and required to comply with it. Any Agency or their employees violating test security will cause the Agency to be denied any further test materials.
- i. It is understood and agreed that the CODESP Agency/District Contact(s) will be the person(s) officially responsible for allowing access to the secure areas of the CODESP website. The Agency Human Resource Administrator may designate one or more CODESP Website User and/or Proctor which will share the responsibility with the CODESP Agency/District Contact for carrying out the terms of this agreement.
- j. If the signer(s) of this agreement, or individual accepting the terms electronically, find(s) it impossible to assure fulfillment of this agreement or leave(s) the Agency, the signer(s), or individual accepting the terms of the CODESP Security Agreement electronically, will notify CODESP to make arrangements for continuation or termination of the agreement.

Agency: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Human Resource Administrator Approval/Authorization

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**This form will be added to the CODESP registration process and currently is available for Members and Subscribers (non-educational public agencies) on the CODESP website at [www.codesp.com](http://www.codesp.com) under *Resources / Membership Documents / Security Agreement or Subscriber Program / Security Agreement*. It can be printed and mailed to:**

**CODESP  
20422 Beach Blvd. Suite 310  
Huntington Beach, CA 92648**