CODESP
Cooperative Organization for the Development of Employee Selection Procedures

December 2009

CODESP

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CODESP HOLIDAY SCHEDULE

CODESP will be closed December 21, 2009 – January 3, 2010. Please submit your CATS requests by Thursday, December 10 to ensure delivery by December 18. Inquiries regarding CODESP services should be sent to tests@codesp.com.

HAPPY HOLIDAYS!

CODESP Online Testing Implementation is a SUCCESS!

Many customers have provided us with positive feedback during the testing and now live implementation phase. CODESP's Online Testing System provides immediate scoring and access to item analysis reports. Unlike most online test vendors, CODESP does NOT charge per candidate fees!

Comments from customers include:

"It was much more user friendly and easier to use than paper and pencil testing. The instructions were clear, and everyone was comfortable with the process."

"Easy to use, reports work great. Candidates will be able to use it and we are really happy about the quality."

"We tested the system with coworkers and love it. Easy to use and reporting comes out great. Tutorial was very clear. It's wonderful."

Go Live With Online Testing

To "go live", agencies *must* test the system on each computer they intend to use during the applicant testing process. Contact us if you are ready to test the system at your agency and please provide us with feedback. Call (714) 374-8644 or send an email to **tests@codesp.com**. Once the test is successful, your agency can go LIVE!

MidYear Membership/Subscribership Available Now

Is your agency ready to receive CODESP test products and services, including online testing? For only $875.00 agencies can begin receiving CODESP services. Visit **www.codesp.com** *Products and Services* for more information or call 714-374-8644.

Creating and Proctoring Online Tests Webinar

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** to find out how this system will transform your agency's testing process. If you don't see one listed, email or call us to schedule another session. We will cover:

- Computer requirements for online testing
- The request process for agency trial run of the system
- Establishing new proctor security identities and proctor instructions
- Converting CODESP multiple choice tests into online tests
- Creating an Online Testing Session
- Test Security
- Online Features: Immediate Scoring and Item Analysis

Potential customers are invited to contact us for a free 30 minute demonstration.

Future CODESP Webinar Topics

In January, watch for new webinar topics including *CODESP HR Tools***:** Effective use of testing services and the online CODESP Job Analysis Questionnaire and Job Description Builder will be covered. Other upcoming webinars will be also hosted by invited guests who will provide training on a variety of HR subjects.

Dates and times will be announced after the New Year!

Custom Test Materials

CODESP test materials are customized for our clients upon request. Although hundreds of supplemental application forms, interviews, writing exercises, performance tests and in-baskets are posted on our website under Resources after log-in, we can also produce customized test materials for your agency. If you can't find what you need, or you would like to suggest a different format, complete an online CATS Request Form. Our item bank of multiple choice test questions contains over 21,000 test items. After submitting a CATS Request, your agency receives job-related test items for review and online test generation. New multiple choice test items will be developed if needed. Always attach a job description and any other helpful material such as item specific information and reference material from Subject Matter Experts (SMEs). After the materials are developed they will require SME review and feedback. Item analysis information can also be used to determine the effectiveness of the multiple choice test items at your agency. Custom test development services are included in our low yearly fee.

WRIPAC Offering *Online Assessment* (full day) and *Job Analysis* (two day) Training

Join WRIPAC in Sacramento at the Delta King. *Online Assessment* will be presented January 27th by CODESP Selection Analyst Alex Brody. January 26-27, *Job Analysis* will be presented by the WRIPAC Job Analysis Manual authors, Mike Willihnganz and Karen Coffee. The meeting will follow on January 28th. For more information and to register go to **www.wripac.org**