

# CODESP

Cooperative Organization for the Development of Employee Selection Procedures

February 2011

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## CODESP Webinar: *Social Media in Recruiting Trends and Issues*

February 23, 10:00 AM - 11:00 AM PST



Join CODESP staff for a survey of current trends and issues in the use of social media in recruiting. The discussion will cover a broad range of related topics, including questions that recruiters have found themselves asking about the use of social media, and a survey of some emerging answers. Participants who have experience using social media in their recruiting efforts are invited to share their findings. We will also present the best practices that are gradually developing as social media are more frequently employed in recruitment. Instances of success will be discussed, such as public agencies' use of LinkedIn, Twitter and Facebook, as well as known issues with using these media in the recruitment process, some of which may surprise you (it's not all about privacy!). Handy technical tips, such as using YouTube for public sector advertising, top off this informative interactive presentation. This webinar is for CODESP members and subscribers only. Register at [www.codesp.com](http://www.codesp.com).

## CODESP Board of Directors Election Nominations Open Soon

Look for the notice that will announce the date nominations will open for the Board election. The Board has made it easier for CODESP members from outside Southern California to join the Board. There are only four meetings per year and they can be attended by webinar. Also, one meeting's travel cost may be reimbursed (details will be provided soon). Currently Movetia Salter is our newly elected Board member from Alameda COE in Northern California. Board members names and agencies are listed on the website under Resources. Help lead CODESP's future, run for a position on the Board!

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[www.codesp.com](http://www.codesp.com)

## Skill Deficiencies in New Employees

According to a presentation by Pearson for HR.com, many new employees are lacking in important work related skills. Although candidates may appear similar on paper, and even during the interview, employers do not know how they will perform after they are hired. Adding more in-depth steps to the testing process can help determine which candidates will be able to perform better under work-related situations, but much is discovered about a candidate during the probationary period.

Questions that remain unanswered include:

- Are they working on the right things, asking the right questions, and making good decisions?
- Can they distinguish between facts, opinions and assumptions?
- Will they think about outcomes, consequences, and effective implementation?

Every organization needs to focus on making the right decisions in a complex, rapidly changing environment - with incomplete and imperfect information. How are your agencies preparing employees for these types of decisions? How are schools and colleges preparing students to make critical decisions?

In collaboration, The Conference Board, Corporate Voices for Working Families, the Partnership for 21st Century Skills, and the Society for Human Resource Management conducted an in-depth study of the corporate perspective on the readiness of new entrants into the U.S. workforce by level of educational attainment. The study includes results from both an in-depth survey conducted during April and May 2006 and interviews with a sampling of a dozen HR and other senior executives. Among the most important skills required by employers in the survey were Professionalism/Work Ethic, Oral and Written Communications, Teamwork/Collaboration and Critical Thinking/Problem Solving.

The report concluded that the U.S. is not doing enough, fast enough, to prepare for a vibrant economic future for our children and our nation. Young people need a range of skills that includes not only basic academic skills but also the ability to apply these skills and knowledge in the workplace. The survey results indicate that far too many young people are inadequately prepared to be successful in the workplace. At the high school level, well over one-half of new entrants are deficiently prepared in the most important skills – Oral and Written Communications, Professionalism/Work Ethic, and Critical Thinking/Problem Solving. College graduates are better prepared, with lower levels of deficiency on the most important skills, but too few are excelling. Only about one-quarter of four-year college graduates are perceived to be excellent in many of the most important skills, and more than one-quarter of four-year college graduates are perceived to be deficiently prepared in Written Communications skills. In other words, while the “three Rs” are still fundamental to any new workforce entrant’s ability to do the job, employers emphasize that applied skills like Teamwork/Collaboration and Critical Thinking are “very important” to success at work.

Critical thinking includes thinking logically with clarity and precision; using an approach that is objective and accurate; focusing on relevant information; using multiple perspectives; and separating fact from fiction. According to Pearson, the following are keys to critical thinking:

- Recognize Assumptions - Ability to discern facts from opinions.
- Evaluate Arguments - Ability to evaluate information or arguments.
- Draw Conclusions - Ability to arrive at conclusions that logically follow from the available evidence.

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Pearson suggests that critical thinking can be “grown” by providing guidance, as shown below, to employees who do not show a strong ability in this area.

- Judge based on key criteria: Look for information that is accurate, consistent, comprehensive, and fair.
- Structure your evaluations: Ask a trusted colleague to help determine the merit of the information and to lead you to others who can help you evaluate the information.
- Seek evidence: Remember there is a difference between simple explanations that seem right (reasons), but you should look for evidence that provides strong support for those explanations (sound reasons).
- Avoid tricks: Watch for inappropriate persuasion techniques such as appeals to emotions in place of sound reasoning. Do not be talked out of exploring alternatives. Look for information that may have been left out. What other sources have been used to support the argument?
- Prevent confirmation bias: Actively seek out strong evidence, especially when you favor a certain argument.
- Watch your emotions: Take time to calm down if you become emotional. Balance your emotions with rational thoughts, especially if the issue is controversial.

Leadership skills must be fostered. Opportunities should be sought and provided for new entrants to the workforce to assume roles requiring them to make decisions and to consider the implications of those decisions. Seeking opportunities for students to practice skills necessary for working within groups or teams should also be encouraged.

[www.ThinkWatson.com](http://www.ThinkWatson.com)

[http://p21.org/documents/FINAL\\_REPORT\\_PDF09-29-06.pdf](http://p21.org/documents/FINAL_REPORT_PDF09-29-06.pdf)

***"The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn." Alvin Toffler***

## Join or Subscribe to Services

Does your public agency need any of these?

- Employment test materials
- HR Training, including FREE webinars
- Online testing capability
- Job analysis
- Classification studies\*
- Recruitment services\*
- Job description assistance
- Low cost HR consulting for special recruitments, classification and job analysis studies

Public educational agencies are eligible for consortium membership. All other public agencies, afterschool programs and other non-profits can subscribe to CODESP. Visit our website and click on Products from the blue toolbar to learn how we can make your HR processes more efficient through our low-cost services:

\*Extra services beyond those provided in membership/subscribership available by separate contract. Contact us for more info.

## Upcoming Conferences/Events

### WRIPAC FREE Meeting

*Location:* Carlsbad Inn Beach Resort - Carlsbad, CA

*Date:* February 3 - 4, 2011

#### Meeting Speakers and Topics:

- Victoria Wintering- Anaheim Unified High School District: *Educational Leadership: Standards Do Make a Difference*
- Rachel Shaw, Senior Consultant Disability Compliance and Human Resources - Monjaras & Wismeyer Group, Inc.: *Ensuring You are Meeting Your Legal Obligations Under the Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act Title I (ADA), While Also Ensuring that Essential Functions and Abilities are Still Fully Evaluated in the Testing Process.*
- Karen Coffee: *Models for Intergovernmental Cooperation: A Cost Saving Concept Whose Time Has Come*

**Job Analysis Training: Feb 1 - 2**

**More Information and Registration:**

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

**Next WRIPAC Training - Las Vegas**

**Structured Interviews: May 11      Meeting: May 12 -13**



## IPAC 2011 Conference

**International Personnel Assessment Council**

*Location: Washington DC    Date: July 17-20*

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

## California School Personnel Commissioners' Association

**State Conference**

*Location: Sacramento, CA    Date: February 25-27*

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