CODESP
Public HR

simplifying human resources

Regardless of your public agency's size, type or geographical location, CODESP has the ideal web-based talent assessment tools to fit your needs. Improve candidate quality, hire more efficiently, cut costs, and boost employee performance.

Top Contributors for April

Congratulations to the following customers:

Thank you goes Tina Cermeno from William S. Hart UHSD for being a top contributor of the month. Tina provided us with a valuable SME review of an Accounting performance exercise. Her contribution helped us update our existing exercise.

Also, a huge thank you to Kristin Stonehouse at Morgan Hill USD for assisting in the review and development of new items for experienced school bus driver multiple-choice items.

We appreciate all of your continued feedback and open communication regarding all of our testing materials.

April News
What's Inside?

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Board Election – VOTE NOW

Consortium members are encouraged to vote in our current election before May 4. Remember you must be a public education member to vote and we can only accept one vote per member. Check with others in your district before submitting the vote. Deciding who leads CODESP's future is very important. Click on the following link:

https://www.surveymonkey.com/s/2013_CODESP_Board

CODESP on LinkedIn

As many of you also experience, CODESP gets spam blocked when sending some emails. To circumvent the issues we are having with the spam filters we are asking that you join our LinkedIn groups and visit our website more often. This will lessen the amount of email reminders we need to send.

Join LinkedIn and either, or both of our groups. To receive weekly articles related to public HR join our **CODESP Networking** group. If you prefer to receive CODESP announcements only, join the **CODESP** group. www.linkedin.com

LinkedIn is a business oriented networking site that requires no fees for basic services. To view an introduction to LinkedIn benefits visit:
http://help.linkedin.com/app/answers/detail/a_id/45

If you would like us to continue to send the newsletter through email, let us know. Being a member of LinkedIn is not mandatory. Also, visit our website often as we post the most current newsletter on the site along with important Alerts. www.linkedin.com
www.codesp.com

20 HR Metrics to Know

Next time you go to the management conference table, go prepared with a few numbers that show the dollar value that HR brings your organization.

Metric	Formula*
Absence rate	# days absent in month ÷ (average # of employees during a month x # of workdays)
Benefit or program costs per employee	total cost of employee benefit/program ÷ total # of employees
Benefits as a percent of salary	annual benefits cost ÷ annual salary
Compensation as a percent of total compensation	annual salary ÷ total compensation (salary + benefits + additional compensation)
Compensation or benefit revenue ratio	compensation or benefit cost ÷ revenue
Cost per hire	recruitment & HR staff time costs÷ (compensation cost + benefits cost)
Engagement or satisfaction rating	percent of employees engaged or satisfied overall or with a given aspect of the workplace
Percent of performance goals met or exceeded	# of performance goals met or exceeded ÷ total # of performance goals
Percent receiving performance rating	# of employees rated under a given score or rating on their performance evaluation ÷ total # of employees
Revenue per employee	revenue ÷ total # of employees
Return on investment (ROI)	(total benefit – total costs) x 100
Time to fill (average)	total days taken to fill a job ÷ number hired
Training/development hours	sum of total training hours ÷ total # of employees
Tenure average-agency	average # of years of service at the organization across all employees
Turnover (annual)	# of employees exiting the job during 12 month period ÷ average actual # of employees during the same period
Turnover costs	total costs of separation + loss productivity + replacement costs+ training
Utilization percent	total number of employees utilizing a program/service/benefit ÷ total number of employees eligible to utilize a program/service/benefit
Workers' compensation cost per employee	total workers compensation cost for year ÷ average number of employees
Workers' compensation incident rate	(number of injuries and/or illnesses per 100 full-time employees ⁄ total hours worked by all employees during the calendar year) x 200,000
Yield ratio	percentage of applicants from a recruitment source that make it to the next stage of the selection process

*Some ratios/formulas may need adjusted to fit the exact needs of your organizational structure, but they should atleast provide a starting point.

CODESP Training and Webinars

Selection Planning – Choosing & Using Hiring Tools
Newport-Mesa USD, San Dieguito USD,
Riverside COE & State Center CCD

Costa Mesa-May 8, Encinitas-May 14, Riverside-May 29, Fresno-June 27
Time: 9:30 - 11:30 am

How do we assess applicants for employment? Multiple choice tests and interviews are the most common tests, but there are other types of tests in the HR toolbox. In this presentation, we will discuss the various types of selection procedures that HR can use to evaluate candidates. Topics will include what skills, knowledge, abilities and competencies each one is best suited to assess, and what KSAs they should NOT be used for; how to use job analysis data and SMEs to ensure that your exams are job related; and how to use each one most effectively for selection. We'll discuss how to work with SME's and build multiple-choice exams, interviews, writing exams, performance exams and performance simulations using CODESP's products and services.

Presenters: CODESP Staff

Diversity Awareness and Strategies - Webinar

Webinar Date: April 23, 2013 Time: 10:00 - 11:15 am

The demographic makeup of United States society has changed dramatically in the last 25 years, and it will continue to change. This webinar will provide participants with a solid understanding of what diversity is, how organizations can benefit from it, and how they can manage it within their organizations.
The information presented can help you:
• Increase your awareness of the various dimensions of diversity.
• Become more aware of your own attitudes, perceptions, and feelings.
• Develop training to increase your organization's understanding of diversity issues

Presenter: Paul Deines, Selection Analyst CODESP

Best Personnel Practices - Webinar
Promoting Safety Through Proper Hiring and Discipline
Webinar Date: May 14, 2013 Time: 10:00 - 11:15 am

In this interactive and entertaining presentation, attendees will work through case scenarios and legal updates that will enable them to help keep employees and students safe through sound personnel practices. Issues covered will include: good hiring practices and background checks; child abuse reporting requirements; appropriate use of progressive discipline; legal aspects to promote due process and fairness; and community concerns.

Presenter: John Yeh, Attorney from Burke, Williams and Sorensen LLP

Register for CODESP Webinars/Training at:

www.codesp.com

Customers login prior to registration   Guests, No login is necessary

CODESP Training and Webinars - cont.

CODESP Online Testing Tutorial - Webinar

Webinar Date: April 25, 2013   Time: 10:00 - 11:15 am

This webinar will outline and review the CODESP Online Testing System. Participants will go through system set-ups and checkpoints as well as the ins and outs of making the best use of the system. The training will include an overview of our CATS test system including:

- System Requirements/Set Up
- Setting Up an Online Test Session
- Uploading and Downloading Candidates & Results to Applicant Tracking
- Making Sense of Test Reports
- System Administration
- System Troubleshooting

The webinar will be designed for new and interested users as well as current users looking for a review of the system.

Presenter: Paul Deines, Selection Analyst CODESP

Training and Conferences - Other Orgs.

International Personnel Assessment Council Annual Conference

July 21 - July 24, 2013
Sheraton Columbus Hotel
at Capitol Square
www.ipacweb.org

WRIPAC

Riverside - Mission Inn
Training - June 5th   FREE Meeting June 6th-7th

Training Topic: *Easier, Speedier and Still Valid*

Presenter: Shelley Langan
Fee: $125/member or $150/non-member

To register or for more information about membership, visit the website below
www.wripac.org

Training and Conferences - continued

PTC-Southern California

Personnel Testing Council-Southern California holds semi-monthly programs, which serve as a forum for the discussion of current issues in personnel and testing, as well as avenues of professional development. Guest speakers are invited to discuss specific topics relevant to the field of personnel selection and training. The programs are held at various Southern California restaurants and are generally combined with a luncheon. The next luncheon will be April 24 at Luminarias Restaurant in Monterey Park. **www.ptc-sc.org**

PTC-Northern California

PTC/NC provides a forum for over 150 public and private-sector professionals in personnel assessment and selection to network with other professionals and discuss the latest legal, technical, and practical issues surrounding personnel assessment and selection.

They hold monthly lunchtime seminars and an annual conference featuring top professionals in the fields of human resources, management, and industrial/organizational psychology. **http://ptcnc.org**

CODESP HAS MOVED OFFICES
We have moved across the hall….our the new suite number is #325
Please notify your business department also.

Quotes of the Month

Ultimately, the best companies are those with employees who feel like they are free to go talk to HR — but choose not to.

Sometimes when you innovate, you make mistakes. It is best to admit them quickly, and get on with improving your other innovations. - **Steve Jobs**

Everyone has an invisible sign hanging from their neck saying, 'Make me feel important.' Never forget this message when working with people.
Mary Kay Ash