



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.

Customer Contributions

CODESP would like to sincerely thank all those who contributed to the expansion and improvement of the organization's selection and training tools and materials this past year. It is difficult to recognize everyone's contributions, but no matter how big or small, your feedback and effort toward improving our item and material banks are greatly appreciated. We would not be able to operate without your expertise and SME input. Thanks!

July 2013

- 1 CODESP Updates
- 2-3 Article: MC Testing
- 4 CODESP Trainings
- 5-6 Training-Other Orgs.
- 7 Job Opportunity

CUSTOMER SURVEY REMINDER

Please respond to our annual customer survey. We use this valuable information to plan our training programs and product and service enhancements. Customers use this link:

<https://www.surveymonkey.com/s/CODESPCustomerServiceSurvey2013>

Welcome New 2013-14 CODESP Customers

School Districts

Oroville City ESD

Alameda USD

Etiwanda SD

Exeter Public Schools

Public Agencies

City of Pasadena

To become a customer visit our website or email us at codesp@codesp.com

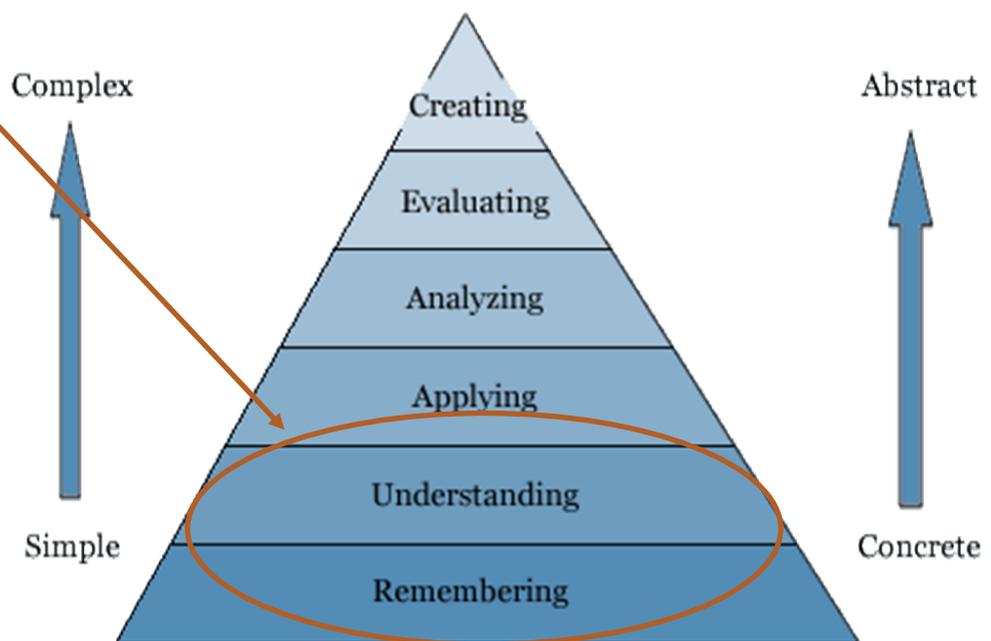
Which test should be used?

A - MC Test, B - Interview, C - Performance, D - SAF, E - none of these

When do multiple choice items best serve the selection process? Multiple choice (MC) testing is an efficient, reliable, valid, and cost effective way of testing job candidates' knowledge of the job. MC tests are used for assessing a variety of job knowledge areas. Such testing allows for collecting large amounts of data for large candidate pools all the while reducing the time and resources that must be allocated on the part of the HR department. The beauty of a well-developed MC test is that after its development, it can be administered to groups, large or small, with little difference in the amount of resources allocated. On the contrary, resources associated with conducting job knowledge interviews will quickly increase as the candidate pool increases. Furthermore, MC tests provide an objective score based on a dichotomous 'right vs. wrong' scoring method. Finally MC test scores can be easily analyzed to assess issues of reliability, validity, and adverse impact. Certainly though, all of these positive qualities of MC testing are possible only through careful scientific HR considerations associated with subject matter expert (SME) input and review, job analysis, and psychometric analysis.

One of the considerations associated with the MC test's scientific development is the limitations of such testing. As with any hiring methods, there are positives and negatives linked to that particular selection method. But knowing these will allow HR offices to plan selection test batteries in such a way that the positives of one test method will overcome the negatives of another. So what are the concerns of MC testing? When do MC tests not serve the selection process?

First of all, MC tests are designed to test recall and recognition. In reference to Benjamin Bloom's Taxonomy of cognitive ability and learning, which has been revised, there are 6 major levels of cognition as seen here.



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BLOOM'S TAXONOMY



In examining these, if MC testing is designed to test recall and recognition, most MC questions are assessing candidates at the most concrete or simple levels as defined by the above taxonomy. Assessing complex and abstract cognitive abilities require a different type of testing. Certainly talented MC item writers may begin to tap into some of the higher level abstract cognitive abilities, but even the best MC item writers cannot get away from the fact that within the structure of a MC item, the answer is given to candidates as an option to select from recall and recognition. For this reason it is important that MC items focus on basic knowledge needed for the job. Effective MC tests should focus on tool and equipment identification rather than motor or system troubleshooting. Effective MC tests should focus on universal knowledge or laws of the job rather than situation-dependent processes and procedures. Effective MC tests should focus on reading comprehension and graphical interpretation rather than analytical thinking and problem solving.

Given these limitations to MC tests, all hope is not lost. Rather MC tests can be designed to test concrete job knowledge. Test question difficulty levels can be varied depending on the specific knowledge and skill required therefore MC tests can still determine who has the most knowledge about the specifics of the job. But when it comes to assessing a candidate's ability to apply situational variables in the analysis of data, events, people, or situations to evaluate decisions or create solutions, performance tests and interviews will better serve the purpose. To develop and validate MC tests, be sure to test the proper constructs and levels of job knowledge based on your job analysis. Plan to assess the higher levels of cognition and interpersonal qualities using different assessment tools. When done properly MC tests are an integral part of the hiring process and CODESP has the tools to help you.

CODESP Training and Webinars

MANAGING LARGE APPLICANT POOLS

Webinar Date: August 20, 2013 Time: 10:00 - 11:15 a.m.

Extremely large applicant pools can be the result of Web-based recruiting and electronic application submission particularly when mixed with high unemployment rates. How do we take advantage of these large pools without getting overwhelmed by the sheer numbers involved and our own diminishing resources?

Through this webinar, Dr. Frank Olmos and Joshua Kahn will dissect the issues and discuss methods used by the Los Angeles Office of Education (LACOE) to filter and manage a large number of candidates to produce a strong eligibility list. Audience participation and sharing will be welcome.

Presenters: Dr. Frank Olmos and Joshua Kahn from LACOE

USING EXCEL TO CALCULATE RETURN ON INVESTMENT

Webinar Date: Sept.26, 2013 Time: 10:00 - 11:15 a.m.

Does your HR department receive the respect they deserve by agency administrators? Are you invited to strategic planning meetings? Do you effectively communicate HR's value and effectiveness to the organization? Providing administrators with detailed metrics can help to demonstrate how HR aligns with your organization's mission and business needs. A return on investment (ROI) report that shows the correlation between using selection tools and the turnover by department is one example of the reports that can be generated. During this webinar, participants will learn how to use Microsoft Excel to calculate common metrics in HR from easy to maintain records. Participants will be provided with instructions, including formulas and functions, to calculate ROI and how to present this data to administrators. Advanced Excel skills are not required.

Presenter: Eliana Ceja, Selection Analyst at CODESP

Register for CODESP Webinars/Training at:

www.codesp.com

Customers login prior to registration

Guests, No login is necessary

Training and Conferences - Other Organizations

PTC-SC Luncheon Presentations

PTC-SC 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 next PTC-SC Luncheon Program is taking place at the Rio Hondo Event Center.

Speaker

Janet Kottke, Ph.D., professor and founder of the Master's program in Industrial-Organizational Psychology at CSU San Bernardino.

Presentation Summary:

To Use the Teamwork Test - Or - Not? A Psychometric Evaluation

DATE: Tuesday, July 23, 2013

TIME: 11:00 am - 1:00 pm

PLACE: Rio Hondo Event Center

10627 Old River Rd.

Downey, CA 90241

Schedule:

Registration: 10:30 am - 11:00 am

Lunch: 11:00 am - 11:45 am

Presentation: 11:45 am - 1:00 pm

Social Networking: 1:00 pm - 1:30 pm

Please R.S.V.P. by July 16, 2013 to cool_michael@smc.edu

<http://ptc-sc.org/>

International Personnel Assessment Council

Annual Conference

July 21 – July 24, 2013

Sheraton Columbus Hotel at Capitol Square



www.ipacweb.org

For questions about IPAC membership, programs, or services, please contact membership@ipacweb.org.

WRIPAC Training and Free Meeting

TRAINING OCTOBER 16, 2013

Developing and Administering Structured Interviews

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

Trainer: Mike Willihnganz

FREE MEETING OCTOBER 17-18, 2013

Early Registration Deadline is September 27, 2013

Hilton Sonoma Wine Country

3555 Round Barn Blvd.

Santa Rosa, CA 95403

(707) 523-7555

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Registration \$125/members or \$150/non-members

Late Registration \$150/members or \$175/non-members

Register at the website below:

<http://www.wripac.org/>

Job Openings & Opportunities

ASSOCIATE PERSONNEL ANALYST

Garden Grove Unified School District

Application Deadline: Fri. 07/26/13 5:00 PM Pacific Time

Job Type: Full-Time

Location: 10331 Stanford Avenue, Garden Grove, California

**Salary: \$28.98 - \$35.31 Hourly; \$5,023.00 - \$6,120.00 Monthly;
\$60,276.00 - \$73,440.00 Annually**

EMPLOYMENT STANDARDS: Graduation from an accredited college with a bachelor's degree in personnel, public or business administration, psychology, behavioral science or a closely related field, including courses in statistics, tests and measurements, industrial psychology, or public personnel administration; AND one year of recent technical or professional personnel experience, including experience in test development and validation, or classification and job analysis. One year of graduate-level course work in Industrial/Organizational Psychology may be substituted for the required experience.

HOW TO APPLY: Applications may be obtained from our website @ www.ggusd.us or from the receptionist in the lobby of the District Education Center, 10331 Stanford Avenue, Garden Grove. Please note that the district office will not be giving out or accepting hard copy applications for those recruitments that are online only. Please read each posting carefully or call our office if you have any questions. All applications should be filed in the Personnel Commission Office by 5:00 p.m. on the last day.



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