



CODESP NEWS

CODESP ONLINE EMPLOYEE SELECTION ACADEMY

Our online webinar academy is designed for HR staff members to gain practical knowledge and learn best practices for recruiting and selecting employees. Participants newly assigned to the HR selection function will gain insight and a practical understanding about the field of HR selection and the online tools available. Experienced HR professionals will have the opportunity to update their skills to successfully hire highly qualified employees.

Our webinars are structured to provide participation through two different formats: Online chat through our live presentations or by viewing the archived "on-demand" presentations and taking a quiz for verification. CODESP Staff will provide demonstrations of online tools and share their knowledge using discussions, exercises and problem solving situations.

Certificates will be awarded upon completion of all courses in Selection Basics and in Selection Fundamentals. Credit will be given to prior attendees who have participated in the recent Supplemental Application Form webinar.

Live Webinar Credit:

Those participating in the live webinars must be registered on our website and maintain attendance in the webinar for the complete training. If more than one employee is watching from one computer, email us their full names. We may take roll at the end of each webinar.

On-Demand Webinar Archive Credit:

If you missed the live webinar watch the archived version on-demand and take a quiz for credit. Email us at codesp@codesp.com for the quiz link. A score of 80% or more must be attained to receive credit. To view the webinar, log-into the codesp website. Use a CATS user's computer for access if you don't have a log-in name and password. Click on Links from the blue toolbar and then scroll down to Webinar Archive-CODESP Selection Academy. The webinars will only appear in this area AFTER the live session.

BASIC SELECTION

Selection Planning – 10/29/2014

Recruitment – 11/12/14

SAFs – 12/3/14

M/C Tests – 1/14/15

Interviews – 2/4/15

ADVANCED SELECTION

Job Analysis- - 2/18/15

Competency Based Selection – 3/4/15

Writing and Situational Exercises – 3/18/15

Performance Exercises – 4/22/15

Interpreting Test Results – 5/6/15

Selection Planning:

This class will be the first in a series. It will provide participants with an overview of planning a selection process from recruitment to the final placement interview using job-related, effective online

recruitment and selection/examination tools. Participants will also learn to effectively use CODESP resources to complete their selection plan. We will discuss best practices in determining how to evaluate your particular candidate pools dependent upon the specific needs of your recruitment. Subsequent webinars will delve into these topics in much more detail.

Recruitment:

Recruitment is constantly evolving with the changing job markets and opportunities for marketing on the internet. In this webinar, we will cover the basics of recruitment and discuss what to consider before recruitment begins including how to develop effective job postings and where to advertise based on recruitment strategies for today's economy.

SAFs:

Supplemental application forms or training and experience evaluations are a valuable tool in the process of screening applicants for minimum qualifications. In this in-depth and applied training participants will gain skills to develop their own supplemental application forms, or select and/or edit supplementals provided by CODESP. The information from these forms can be included on your online application systems. Topics will include how to match job requirements to the appropriate supplemental application types, whether to score the supplemental application, and how to score it when desired. Participants will also learn to work with subject matter experts and job analysis and/or job description information to identify minimum qualification requirements as a basis for valid and defensible supplemental applications.

Multiple Choice Tests:

A multiple choice test is one of the most efficient tools for employee selection in the public sector; however, there is much to consider when developing or selecting test content. It is critical to know when it is appropriate to use a multiple choice test and what to include on a test to ensure content and face validity. This webinar will explore how to determine which competencies should be assessed; how to link the competencies to job-related, multiple choice questions; how to use CODESP's test generator; and ways to determine a cut-off score.

Interviews:

Interviews are HR's most popular and widely used assessment tool. During this webinar we will review how to plan, prepare for and administer interviews. Topics will include legal considerations, linking job requirements to interview questions, using SME's and competencies to help select questions, scoring interviews and providing rater training. Participants will also learn how competency-based interviews can more clearly define the skills, behaviors, abilities and attitudes employees need to perform their jobs effectively.

Writing & Situational Exercises:

Writing and situational exercises are a valuable tool to use once a qualified group of applicants have been narrowed down to a manageable candidate pool. During this webinar you will learn when is the best time to use writing or situational exercises, how to develop these tools, how to use CODESP to assist in the development of custom exercises and how to rate and score candidate responses. Participants will also learn how to use job analysis and/or job description information and subject matter experts to assist you in developing valid and defensible writing and situational exercises.

Job Analysis:

Job analysis is the process of gathering and analyzing information about the content and the requirements of jobs, as well as, the context in which jobs are performed. This information is required in order to demonstrate content validity for a selection procedure. It is also an essential step in building effective HR tools such as job descriptions, classification plans, training programs and performance evaluations. Class participants will be provided with job analysis development instruction using the CODESP Job Analysis Questionnaire and be shown how this information is

needed to determine the competencies required at the time of hire. Suggested course preparation resource: CODESP Handbook Chapters 3 and 13

Competency Based Selection:

Most employees are hired on the basis of their skills, but fired because of their lack of job fit. Determining if a candidate can perform specific job duties is essential, but if the individual isn't the type of person that could effectively work in your organization, the candidate won't be successful long-term. To hire and retain cooperative, motivated and happy long-term employees, organizations must provide applicants with a clear picture of the job, and candidates must be assessed on the competencies required for success in the job. Participants in this webinar will be provided with tips to develop realistic job, previews, ideal candidate statements and interviews based on the competencies required for the job.

Performance Exercises:

Performance exercises are a valuable tool to use once a qualified group of applicants have been narrowed down to a manageable candidate pool. During this webinar you will learn when is the best time to use performance exercises, how to develop these tools, how to use CODESP to assist in the development of custom exercises and how to rate and score candidate responses. Participants will also learn how to use job analysis and/or job description information and subject matter experts to assist you in developing valid and defensible performance exercises.

Interpreting Test Results:

Interpreting your multiple choice-test results data is key in understanding whether your test is working to discriminate candidate legally and effectively. During this webinar we will discuss how to interpret your test item analysis. We will explore the following statistics: mean, median, mode, response frequency, difficulty, discrimination, point biserial, and reliability. We examine what each statistic tells us and how to interpret these numbers in the context of your test sample. For those new to item analysis, easy to follow examples and instructions will be included for interpreting the reports generated through the CODESP system.

Co-sponsored by CSPCA

INTERVIEW BUILDER

Try out our new online interview builder. Log-in and go to the left margin of the website and click on My Interviews. Always use the Tutorial as your guide to choose which job level to select for each job type. Add non job-specific Competencies after the Job Family questions to complete your interview. Job Family questions are considered Technical/Professional competencies. Download the questions in a summary format by competency, without a rating guide or download the complete questions and rating guide. Each choice is in a Word format that can be edited.

If you can't find what you need, email tests@codesp.com

