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.

ADDRESS REMINDER

Our suite number has changed.
Please update your records:

✉ **20422 Beach Blvd. Suite 400**
Huntington Beach, CA 92648

Training on CODESP products & services is available at our new office. Contact codesp@codesp.com to schedule your training today!

September 2015

Welcome to CODESP! New to 2015-2016

MEMBERS

Alum Rock Union ESD	Hesperia USD
Baldwin Park USD	Hughson USD
Bear Valley USD	Laguna Beach USD
Central UHSD	Milbrae SD
Cypress SD	Modoc COE
Exeter USD	Orcutt Union SD
Firebaugh-Las Deltas USD	Patterson Joint USD
Galt Joint Union SD	San Diego USD
Hawthorne SD	

SUBSCRIBERS

City of Hayward
City of Stockton
City of Visalia
Escondido Union SD Afterschool Program
Metropolitan Water Reclamation District of Greater Chicago
Santa Clara Valley Transportation Authority

INTERVIEW BUILDER LOCATOR

Use the **Job Level/Job Family Interview Locator** when selecting interview questions. The locator helps determine which job level to choose to find questions on particular job families. To find the locator, see the **Interview Builder** section on the left-hand side of the CATS home page after login, click on the **Interview Tutorial,** and scroll to the **last pages**.

We update the list regularly and have recently added the following new job families: **Art**; **Building Inspector; Graphic Design**; **Grants**; **Fundraising**; **Rail Transit**; and **Counselor-Elementary-Middle School**. We are also breaking down areas into sub-categories, e.g. **Transportation-Bus Driver** and **Transportation-Delivery Driver.**

For schools, colleges and public agencies, we have added new and edited job families to improve your ability to find agency-specific questions. Not all job families will have items in each job level so if you don't see questions in one job level, take a look in another.

We have also added a feature so you can print just the questions without the rating sheets for easy job expert review.

Competency area questions can be added after selecting job family questions. No competency knowledge is required; they are identified clearly. If you need more details, see our posted **Competency Dictionary**.

If you can't find the questions that you need, contact us. We continuously add questions and break down job families to make the search easier.

CUSTOMER SURVEY RESULTS

Thank you for taking the time to complete our customer survey. We are making improvements based on your comments including enhancing the Interview Builder and adding more variety of multiple choice test items. *CODESP received an overall excellent customer service rating!*

TIPS FOR WORKING WITH JOB EXPERTS/SMES

Webinar Date: 9/30/15　　　　**Time: 10:00 - 11:15** AM PT

This webinar will provide tools and tips for working with job experts during the employee assessment development/selection process. Job experts/SMEs are a vital part of validating and selecting job-related multiple choice test items, interview questions, etc.

Co-sponsored by CSPCA. Free for CODESP customers and CSPCA members.

Presenter: Amy Tompkins, CODESP Selection Analyst

HUMAN RESOURCE BASICS

Webinar Date: 10/13/15　　　　**Time: 10:00 - 11:15** AM PT

Whether you're new to the HR field or have recently added HR duties as part of your job, this webinar will give you an overview of resources you can use to tackle HR challenges that may come your way.

Co-sponsored by CSPCA. Free for CODESP customers and CSPCA members.

Presenter: Eliana Ceja, CODESP Sr. Selection Analyst

Webinars/Training Registration: www.codesp.com
Customers: login prior to registration
Guests: no login is necessary

SELECTION ACADEMY EXTENDED

Customers now have until the end of Dec. 2015 to view the Selection Academy webinars to received certificates. Two types of certificates are available. Login, go to **Links**, scroll down to **Webinar Archives-Selection Academy** for on-demand viewing. Go to **Resources/Webinars & Training** for more info.

ON THE ROAD