



## 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](mailto:codesp@codesp.com) to schedule your training today!

### September 2015

Page	
1	Updates & Reminders
2	Interview Builder Locator & Customer Survey Results
3	Webinars & Trainings
4	Trainings (cont.) & Other Org. Trainings/Conferences

## 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](http://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 receive 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

CODESP is making arrangements for training sessions in locations throughout California. Let us know if you'd like to host a session.

Contact Executive Director, Marianne Tonjes: [marianne@codesp.com](mailto:marianne@codesp.com)

w r i p a c

*Job Analysis – Santa Rosa, CA September 28-29*

*Fall Training - November 18 & Meeting - November 19-20, 2015*  
Executive Inn & Suites - Embarcadero Cove, Oakland, CA

**Training Program Options for November 18:**  
*Situational Judgement Testing -Measuring Qualifications & Fit*  
*Training and Experience Evaluation*

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



Association of Chief Human  
Resource Officers/Equal  
Employment Opportunity  
Officers (ACHRO/EEO)



### ACHRO 2015 Fall Training Institute

Doubletree by Hilton – Mission Valley, San Diego, CA  
October 27-30, 2015

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

ACHRO/EEO is a non-profit organization for the California Community College system.

**NCCIPMA-HR Annual Conference - Doubletree Hotel Napa Valley**  
March 4, 2016 – [nccipmahr.wildapricot.org](http://nccipmahr.wildapricot.org)  
Northern California Chapter of IPMA-HR