

ACN

Assessment Council News

Newsletter of the IPMA-HR Assessment Council

February 2008

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From the Editor

By Anthony Bayless

I apologize for the lengthy delay in getting to you the February 2008 ACN issue! To help appease your thirst for information, I have compiled several online resources that you may (or may not) find useful. I think it would be nice to compile a number of useful Web sites that others in our line of business might find helpful. There are already a number of useful Web sites of HR-related organizations that appear in each ACN issue in the section, *IPMAAC Across the Nation - News of the Councils*, that our Associate Editor, Kristine Smith, compiles. My purpose in this issue was to highlight some Web sites of which others of us may not be aware. The Web sites included below are not necessarily endorsed by IPMAAC or IPMA-HR. They are simply included for informational purposes only. I would be interested in your feedback regarding these Web sites and any others that you have found to be useful.

HR Information

- SHRM Federal issues – www.shrm.org/issues/ps/Federal.asp
- U.S. Merit Systems Protection Board – contains results of studies at the Federal level that may have applicability at the state, county, and city levels: www.mspb.gov/sites/mspb/pages/MSPB%20Studies.aspx.
- U.S. Equal Employment Opportunity Commission – contains news items, special reports, litigation settlement monthly reports, and EEOC laws: www.eeoc.gov.
- U.S. Bureau of Labor Statistics – contains statistics du jour: www.bls.gov.

State Information

- Links to the Web sites of state departments, counties, and cities: www.statelocalgov.net.

Jobs

Following are some Web sites that contain job information in Federal, state, county, and city government agencies. Although these online resources are not specifically geared for human resources-related jobs, they do provide a means for adding search criteria to further limit your search.

- Federal jobs – visit the U.S. Office of Personnel Management's Web site for jobs at: www.usajobs.gov. There is even information for students who are seeking employment opportunities with the Federal sector at: www.studentjobs.gov.
- Federal, state, county, and city jobs – visit this Web site for job information as well as links to state, county, and city Web sites: www.govtjobs.com.
- State, county, and city jobs – this Web site contains a directory of and links to state employment Web sites: www.statelocalgov.net/50states-jobs.cfm.

Let me know what you think of these Web sites and also provide me with a list of others that you have found helpful for your job. It would be nice to have a common repository of useful online resources.

32nd Annual IPMAAC Conference on Personnel Assessment

The 32nd Annual IPMAAC Conference on Personnel Assessment is approaching quickly! The conference will be held June 8-11 in Oakland, CA, at the Oakland Marriott City Center. The Marriott has set aside a group of rooms for the IPMAAC Annual Conference at a special rate of \$133 (+ tax) per night (single/double). Reservations can be made by contacting the Marriott Reservations Line at (800) 991-7249 and mentioning the IPMAAC Annual Conference. Please note that the special hotel rate is effective until May 16, 2008. After that date, reservations will be taken on a space- and rate-available basis only. We recommend that you make your reservations early.

While at the conference, you'll gain new knowledge about state-of-the-art trends, techniques, and technologies for using and applying assessment methods. You'll learn about the latest research and innovations used to develop practical solutions to today's assessment and selection challenges—sav-

ing you valuable time and resources. And you will have plenty of opportunities to network and exchange information with other professionals.

If you develop, administer, coordinate, or manage the selection, promotion, or assessment of personnel, you will benefit from attending the 32nd Annual IPMAAC Conference on Personnel Assessment. Whether you are an administrator or an HR professional, a seasoned selection specialist or new to the field, you will find sessions that address the challenges you face today in hiring, promoting, and retaining the best.

For more information about the 32nd Annual IPMAAC Conference on Personnel Assessment, visit www.ipma-hr.org/ipmaac or contact IPMA-HR Director of Professional Development Carrie Hoover by phone at (703) 549-7100, or via e-mail at choover@ipma-hr.org.

IPMA-HR Is Now Updating the Emergency Communications Facility First-Line Supervisor Exam (Currently, the 801)

IPMA-HR is updating its Emergency Communications Facility First-Line Supervisor (currently, the 801). This project requires participation in a subject matter expert (SME) review. Each participating jurisdiction will receive two sets of questions and a biographical information sheet. Each question packet will contain approximately 50 to 70 questions. Within each participating jurisdiction, at least two groups comprising at least three SMEs will convene to review these questions.

Each SME will be responsible for reading, answering, and rating each question with regard to the question's relevance to the job. This initial review takes approximately 90 to 120 minutes to complete. After making individual ratings, the SMEs will come together as a group to discuss the questions and their ratings in order to reach a final consensus. The final consensus review takes approximately 120 to 150 minutes. SMEs will also be required to complete a four-question survey asking if any of the questions were keyed incorrectly, worded unclearly, etc.

For each position, SMEs should be first- and second-line supervisors who have direct responsibility for the supervision of employees in these positions. When choosing the staff who will complete the item review, keep in mind the complexity of the task and the confidential nature of the questions to be reviewed.

The SME review process has been automated and IPMA-HR would like to request that the SMEs use the Internet to complete the process. A paper-and-pencil version is also available; however, we strongly encourage you to use the Web-based process to reduce the need for a third party to enter the data, thus ensuring the data's accuracy and also cutting down on the time and cost of copying and distributing materials.

IPMA-HR Is Now Updating the Correctional Facility First-Line Supervisor Test (Currently, the 901)

IPMA-HR is updating its Correctional Facility First-Line Supervisor Test (currently, the 901). This project requires participation in a subject matter expert (SME) review. Each participating jurisdiction will receive two sets of questions and a biographical information sheet. Each question packet will contain approximately 50 to 70 questions. Within each participating jurisdiction, at least two groups comprising at least three SMEs will convene to review these questions. Each SME will be responsible for reading, answering, and rating each question with regard to the question's relevance to the job. This initial review takes approximately 90 to 120 minutes to complete. After making individual ratings, the SMEs will come together as a group to discuss the questions and their ratings in order to reach a final consensus. The final consensus review takes approximately 120 to 150 minutes. SMEs will also be required to complete a four-question survey asking if any of the questions were keyed incorrectly, worded unclearly, etc.

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IPMA-HR Is Conducting a Study to Validate the Entry-Level Public Safety Telecommunicator 2.0 Test

The IPMA-HR Assessment Services Department is currently conducting a validation study for the entry-level PST 2.0 Public Safety Telecommunicator Test. The job analysis phase for this study has already been conducted, the results of which were used to develop an exam plan for the test. The next step of the study involves collecting criterion-based validity evidence to support the use of the test across the country, and it will include two phases: 1) administering the test to incumbents, and 2) having supervisors evaluate their job performance. The data collected will be combined with that provided by other participating agencies. An item analysis will be run on the data to determine the best questions to include on the test. Statistical analyses will be conducted of the test and performance evaluation data to ensure that test performance predicts job performance.

The PST 2.0 Public Safety Telecommunicator Test includes a 50-question interactive listening subtest that assesses the ability to listen, remember, and respond to verbal information. Also, the test includes 75 questions assessing situational judgment and the ability to learn and apply information. The administration of the PST 2.0 Test has been automated with all instructions for the test contained on either a VHS Tape or DVD. There is a timer on the video counting down the time limit.

Requirements of Participation

- The current project requires at least five incumbents to participate.
- The current project requires administering a multiple-choice test to incumbents. Test administration should take approximately 2 1/2 hours. (NOTE: The entry-level Public Safety Telecommunicator Test includes an interactive listening subtest that requires a video.)
- The current project requires asking one or more first- or second-line supervisors to evaluate the job performance of those tested. Each evaluation should take approximately 10 minutes to complete. These evaluations will only be used to compare test performance with job performance and will be kept strictly confidential.

NOTE: In all phases of the test development process, it is important to ensure a representative sample of male, female, and minority incumbents. We need representative numbers in order to have enough data to conduct a fairness analysis on the tests.

IPMA-HR Is Conducting a Study to Validate the Entry-Level Correctional Officer Test

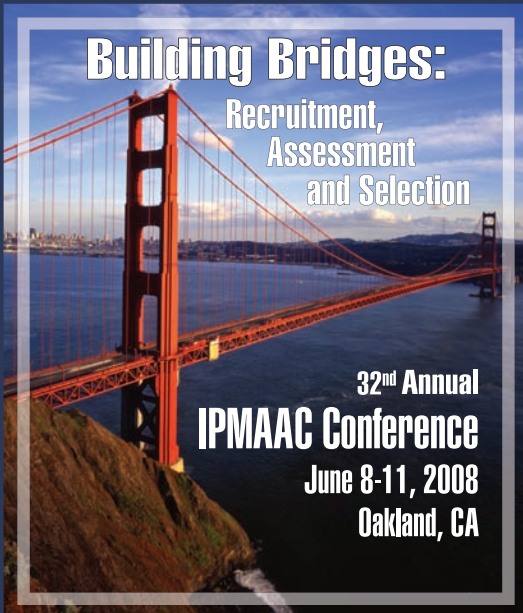
The IPMA-HR Assessment Services Department is currently conducting a study for the validation of the entry-level C-3 Correctional Officer Test. The job analysis phase for this study has already been conducted, the results of which were used to develop an exam plan for the test. The next step of the study involves collecting criterion-based validity evidence to support the use of the test across the country. This step will include two phases: 1) administering the test to incumbents, and 2) having supervisors evaluate their job performance. The data collected will be combined with that provided by other participating agencies. An item analysis will be run on the data to determine the best questions to include on the test. Statistical analyses will be conducted of the test and performance evaluation data to ensure that test performance predicts job performance.

The C-3 Correctional Officer Test assesses the ability to remember information and facts and to learn job-related information, and it assesses the ability to complete report forms, the ability to read and understand written material, the ability to follow schedules and keep track of inmates, and the ability to use situational judgment and “common sense” to address issues and solve problems.

Requirements of Participation

- The current project requires at least five incumbents to participate.
- The current project requires administering a multiple-choice test to incumbents. Test administration should take approximately 2 1/2 hours.
- The current project requires asking one or more first- or second-line supervisors to evaluate the job performance of those tested. Each evaluation should take approximately 10 minutes to complete. These evaluations will only be used to compare test performance with job performance and will be kept strictly confidential.

NOTE: In all phases of the test development process, it is important to ensure a representative sample of male, female and minority incumbents. Representative numbers are needed in order to have enough data to conduct a fairness analysis on the tests.



Building Bridges:
Recruitment,
Assessment
and Selection

**32nd Annual
IPMAAC Conference**
June 8-11, 2008
Oakland, CA

SAVE THE DATE

Mark your calendars and plan to join your colleagues in Oakland, California for the 32nd Annual IPMAAC Conference on Personnel Assessment. Plans are underway for this extraordinary event. This year's conference will be held at the Oakland Marriott City Center, June 8 – 11, 2008. Call the Marriott at 800-991-7249 and reference the IPMAAC Conference to book your room today.

Conference Highlights:

- Three full days of tailored programming for the assessment community
- Full and half day pre-conference workshops
- Plenty of energizing networking opportunities
- Exposition – featuring the latest in innovative assessment products and services

IPMAAssessment
Council

For more information about the conference visit
www.ipma-hr.org/ipmaac or call 703-549-7100.

IPMA-HR Is Conducting a Job Analysis for the Development of a New Entry-Level Firefighter Test

The IPMA-HR Assessment Services Department is currently conducting a job analysis for the development of a new entry-level firefighter test. After the job analysis is complete, criterion-based validity evidence will be collected to support the use of the test across the country. This second step of the study will include two phases: (1) administering the test to incumbents, and (2) having supervisors evaluate their job performance. The data collected will be combined with that provided by other participating agencies. An item analysis will be run on the data to determine the best questions to include on the test. Statistical analyses will be conducted of the test and performance evaluation data to ensure that test performance predicts job performance.

The test assesses the “traditional” traits long known to be important for success as a firefighter trainee, including the ability to learn in training; to read, interpret and understand technical material; to reason and solve problems of the type encountered on the job; situational judgment; and “common sense.” Additionally, the test will assess many other abilities required for success, such as the ability to function as part of a team, the ability to work under pressure, safety-consciousness, achievement-orientation, interest in community service, stress-tolerance and other important traits.

Requirements of Participation

- For the *job analysis*, the project requires participation in the completion of job analysis questionnaires.
- For the *validation study*, the project requires at least five incumbents to participate.
- For the *validation study*, the project requires administering a multiple-choice test to incumbents. Test administration should take approximately 2 1/2 hours.
- For the *validation study*, the project requires asking one or more first- or second-line supervisors to evaluate the job performance of those tested. Each evaluation should take approximately 10 minutes to complete. These evaluations will only be used to compare test performance with job performance and will be kept strictly confidential.

NOTE: In all phases of the test development process, it is important to ensure a representative sample of male, female and minority incumbents. We need representative numbers in order to have enough data to conduct a fairness analysis on the tests.

IPMA-HR Is Updating the Video-Based Entry-Level Police Officer Test

IPMA-HR is updating the A-4 Police Officer Test—a video-based entry-level police officer test. The first step of this update includes the completion of a job analysis questionnaire by as many incumbents as possible. The questionnaire can be distributed as a Web-based survey or a paper-and-pencil version and takes approximately 1 1/2 hours to complete.

The second step includes the administration of a video-based, multiple-choice test to incumbents. Test administration should take approximately two to three hours.

The third step requires asking one or more first- or second-line supervisors to evaluate the job performance of those tested. Each evaluation should take approximately 10 minutes to complete. These evaluations will only be used to compare test performance with job performance and will be kept strictly confidential. The evaluation form can be completed using either a paper-and-pencil form or a secure Web-based form.

Steps two and three are conducted to collect criterion-based validity evidence to support the use of the test in public safety agencies across the country. The data collected will be combined with that provided by other participating agencies. An item analysis will be run on the data to determine the best questions to include on the test. Statistical analyses will be conducted of the test and performance evaluation data to ensure that test performance predicts job performance.

Benefits of Participation

- If participating agencies choose to administer the newly developed test as part of their selection process, they will be better able to defend their testing process in the event of a legal challenge.
- Participating agencies will gain significant cost savings from hiring public safety personnel who are more likely to succeed on the job.
- If an agency were to execute a validation project, or form a consortium to carry out such a project, the cost would probably exceed \$100,000. For these projects, there is no cost to participate. In fact, participating agencies will receive a discount on future test products and will also be reimbursed for costs associated with compensating staff for participation.
- Participating agencies will receive a discount in the form of a voucher that can be applied to one test order only, upon receipt of their completed study materials. All vouchers will

remain valid for a two-year period. Discounts are structured on a sliding scale and vary depending upon whether agencies are participating in a subject matter expert review or a job analysis/validation study:

- ♦ For subject matter expert reviews, agencies with two groups of three SMEs per group will receive a 15 percent discount and those with four groups of three SMEs per group will receive a 20 percent discount. For ease of administration, IPMA-HR requires an even number of groups with a minimum of two and a maximum of four.
- ♦ For job analyses and validation studies, agencies with five to 10 participants will receive a 10 percent discount; those with 11 to 20 participants will receive a 15 percent discount; those with 21 to 30 participants will receive a 20 percent discount; those with 31 to 50 participants will receive a 25 percent discount; and those with more than 50 participants will receive a 30 percent discount. Agencies with fewer than five participants may participate and will be compensated based on a dollar amount and the exact number of participants involved.
- For job analyses and validation studies, agencies that provide 11 or more participants can receive even greater savings. IPMA-HR offers your agency the option to administer the test to participants during their off time in a group setting to eliminate the need to pay overtime. In this instance, each participant will receive a Visa® Gift Card in the amount of \$50.00.
- For job analyses and validation studies, IPMA-HR will travel to your location to administer the test to incumbents in a group setting if your agency would be willing to provide 50 or more incumbents.
- IPMA-HR will provide you with a pre-paid shipping label to cover the cost of postage for returning completed test materials.

Participating agencies will gain recognition and satisfaction from assisting the public safety profession as well as the HR profession in developing tests that will assist in the selection of qualified public safety personnel.

If you have additional questions, please contact the IPMA-HR Assessment Services Department by phone at (800) 381-TEST (8378), or by e-mail at assessment@ipma-hr.org.

IPMAAC Across the Nation

News of the Councils

By Kristine Smith, Associate Editor

American Psychological Association (APA)

The 2008 conference is scheduled for August 14-17 in Boston, MA. For more information, visit their Web site at www.apa.org.

Chicago Industrial/Organizational Psychologists (CI/OP)

CI/OP is a society of human resources professionals from the Greater Chicago area who meet to discuss current issues in I/O psychology. CI/OP generally has Friday afternoon sessions from 1:00 p.m. to 5:00 p.m. featuring several speakers addressing a topic. For more information and to confirm meeting dates and topics, visit their Web site at www.ciop.net.

Gateway Industrial-Organizational Psychologists (GIOP)

GIOP is a group of psychologists and human resources professionals in the metropolitan St. Louis area. The group consists of over 150 members and offers bi-monthly programs and conferences on a wide range of topics. For more information, visit the GIOP Web site at www.giop.org.

International Public Management Association for Human Resources (IPMA-HR)

For more information, visit the IPMA-HR Web site at www.ipma-hr.org. The IPMAAC annual conference is scheduled for June 8-11 at the Marriot City Center in Oakland, CA. See other parts of this issue for relevant details concerning the annual conference.

Metropolitan New York Association for Applied Psychology (METRO)

For more information, call the MetroLine at (212) 539-7593 or visit METRO's Web site at www.metroapppsych.com.

Mid-Atlantic Personnel Assessment Consortium (MAPAC)

MAPAC is a non-profit organization of public sector personnel agencies involved and concerned with testing and personnel selection issues. For details on MAPAC, contact René Shekerjian from the NY State Department of Civil Service at Rene.Shekerjian@cs.state.ny.us, or visit the MAPAC Web site at www.ipmaac.org/mapac.

Minnesota Professionals for Psychology Applied to Work (MPPAW)

MPPAW is an organization consisting of a broad range of practitioners, consultants, and professors who meet to encourage an open exchange of information relevant to psychology as applied to work and human resources management. For more information, visit the MPPAW Web site at www.mppaw.org.

Personnel Testing Council of Arizona (PTC/AZ)

PTC/AZ serves as a forum for the discussion of current issues on personnel selection and testing. It encourages education and professional development in the field of personnel selection and testing and advocates the understanding and use of fair and professionally sound testing practices. For more information about PTC/AZ, contact Vicki Packman, Salt River Project at 602-236-4595 or vspackma@srpnet.com, or visit the PTC/AZ Web site accessible through the IPMAAC Web site at www.ipmaac.org/ptca.

Personnel Testing Council of Metropolitan Washington (PTC/MW)

PTC/MW offers monthly luncheon programs and publishes an informative newsletter. See the 2008 calendar for scheduled luncheon speakers or visit the PTC/MW Web site accessible through the IPMAAC Web site at www.ipmaac.org.

Personnel Testing Council of Northern California (PTC/NC)

PTC/NC offers monthly training programs addressing topics and issues that are useful and relevant to personnel practitioners of all levels of expertise. The monthly programs are typically scheduled for the second Friday of each month and alternate between Sacramento and the Bay area. The monthly programs feature speakers who are active contributors to the personnel assessment field. For more information regarding PTC/NC programs, visit the PTC/NC Web site accessible through the IPMAAC Web site at www.ipmaac.org/ptcnc.

(continued on next page)

Personnel Testing Council of Southern California (PTC/SC)

PTC/SC serves as a forum for the discussion of current issues in personnel selection and testing; encourages education and professional development in the field of personnel selection and testing; advocates the understanding and use of fair and non-discriminatory employment practices; and encourages the use of professionally sound selection and testing practices. For more information regarding luncheon meetings, workshops, upcoming conferences, or membership, visit the PTC/SC Web site accessible through the IPMAAC Web site at www.ipmaac.org/ptcsc.

Society for Human Resource Management (SHRM)

Contact www.shrm.org/education for a current listing of seminars and conferences.

Society for Industrial/Organizational Psychology (SIOP)

The 2008 conference is scheduled for April 10-12 in San Francisco, CA, with workshops scheduled for April 9. This is a new format for the annual conference with three days of sessions and one day of workshops. For more information, visit the SIOP Web site at www.siop.org.

Western Region Intergovernmental Personnel Assessment Council (WRIPAC)

WRIPAC comprises public agencies from the western region of the United States who have joined together to promote excellence in personnel selection practices. WRIPAC has three meetings each year that are typically preceded by a training offering. Additionally, WRIPAC has published a monograph series and job analysis manual. Additional information may be obtained by visiting WRIPAC's Web site at www.wripac.org.

Western Region Item Bank (WRIB)

WRIB is a cooperative organization of public agencies using a computerized test item bank. Services include draft test questions with complete item history, preparation of "printer ready" exams, and exam scoring and item analysis. Membership includes more than 160 agencies nationwide. For more information, call (909) 387-5575. For more information, visit the Web site at www.co.san-bernardino.ca.us/hr/wrib/splash.asp.

Upcoming International, National, and Regional Conferences and Workshops

MARCH

- 24-28 American Educational Research Association. Annual Meeting. New York, NY. Contact: www.aera.net.
- 25-27 National Council on Measurement in Education. Annual Meeting. New York, NY. Contact: www.ncme.org.
- 25-28 IPMA-HR Federal Section Mid-Level Practitioners' Course. "Building Professionalism: Turning Vision Into Action." Washington, D.C. Contact: www.ipma-hr.org.
- 27 METRO Dinner Meeting. Robert Hogan, Ph.D., & Joyce Hogan, Ph.D., "The Dark Side of Leadership."
- 31 Society for Human Resource Management. Global Conference. Boston, MA. Contact: www.shrm.org.

APRIL

- 1-2 Society for Human Resource Management. Global Conference. Boston, MA. Contact: www.shrm.org.
- 9 PTC/MW Luncheon Meeting.
- 9 - 12 SIOP. Annual Conference and Workshops. San Francisco, CA. Contact: www.siop.org.
- 10 PTC/NC Meeting. Sacramento, CA.
- 14-16 Society for Human Resource Management. Conference. "Staffing Management." Nashville, TN. Contact: www.shrm.org.
- 30 METRO. Dinner Meeting. Victor Vroom & John Searle, Yale University. "Pursuing an Idea to Its Logical (Illogical) Conclusion: A Half-Century of Research on Leadership Styles." Contact: www.metroapppsy.com.

Kristine Smith is a Senior Associate with Darany and Associates in Redlands, California. If you have regional organization news or an item to add to the calendar, please contact her by e-mail at smithk1@earthlink.net or by telephone at (909) 798-4475.

(Some of the information in this calendar was reprinted with permission from the PTC/MW Newsletter which was compiled by Lance W. Seberhagen, Seberhagen & Associates.)

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Nominations/Bylaws

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Bemis Memorial Award

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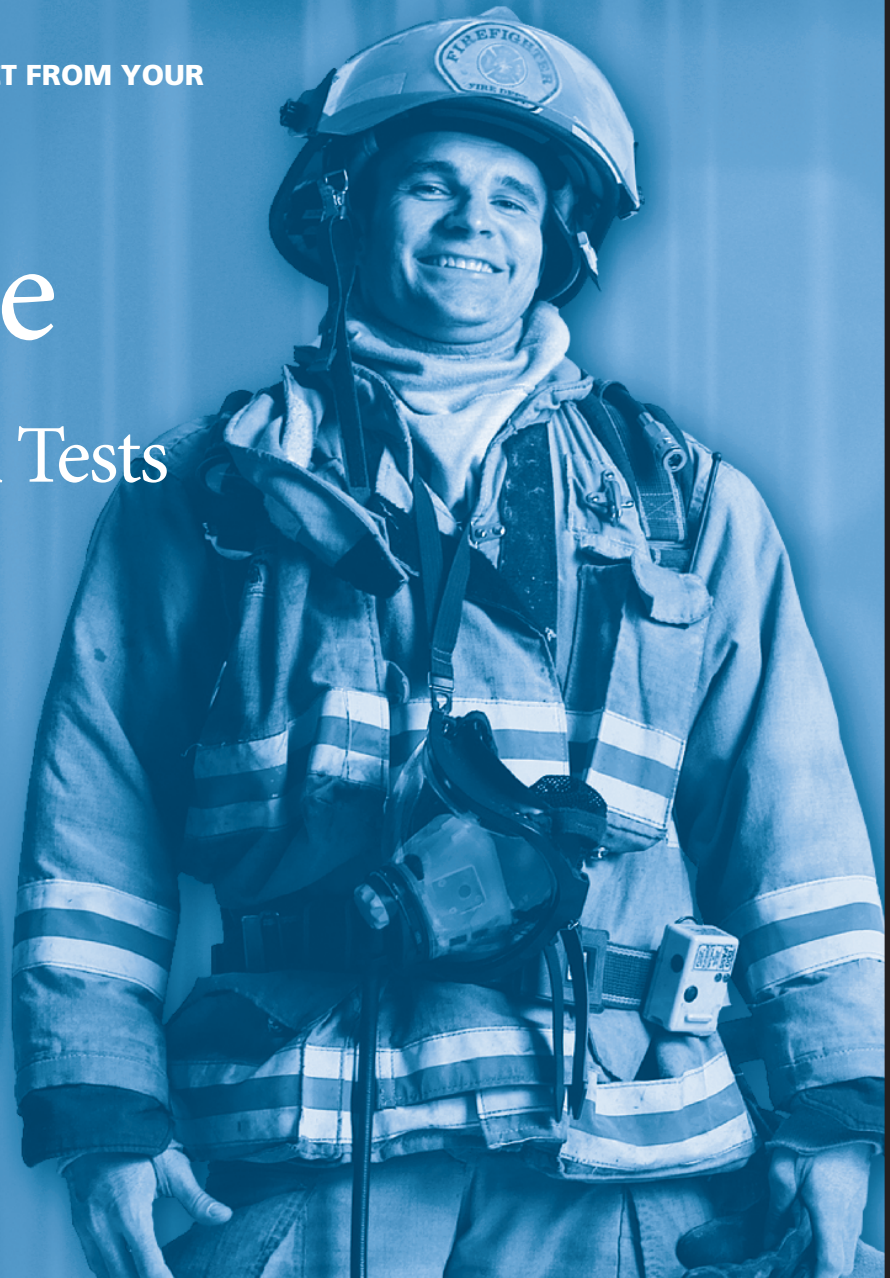
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About the *ACN*

The *ACN* is the official newsletter of the International Public Management Association Assessment Council, an association of individuals actively engaged in or contributing to the professional, academic and practical field of personnel research and assessment. The Council has approximately 400 members.

The *ACN* is published six times a year during the even months of the year. It serves as a source of information about significant activities of the council, a medium of dialogue and information exchange among members, a method for dissemination of research findings and a forum for the publication of letters and articles of general interest.

Submissions for Publication: Assessment Council members and others with letters or articles of interest are

encouraged to submit materials for review and publication. Submission deadlines for 2008 are:

April issue due on March 7

June issue due on May 2

August issue due on July 7

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December issue due on November 7

Articles and information for inclusion in the sections (*News of the Councils, Technical Affairs, Practice Exchange*) should be submitted directly to the Associate Editor responsible for the appropriate section. Submissions may also be made to the Editor.

If you have questions or need further information please contact the Editor, Associate Editors, or IPMA-HR.

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