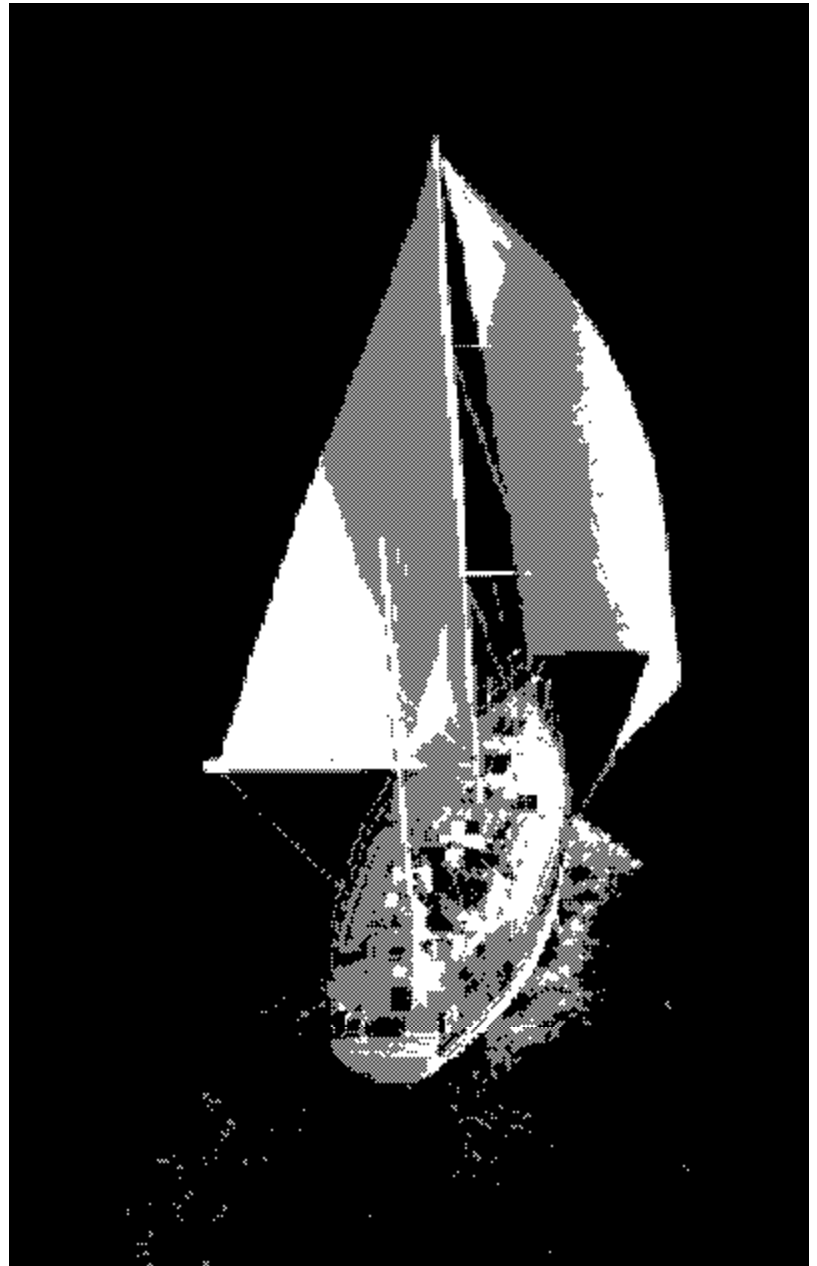


"Launching the Assessment Century"

The 25th Annual IPMAAC Conference on Professional Personnel Assessment

IPMA Assessment Council
June 10-14, 2001
Hyatt Newporter
Newport Beach, California



Preliminary Conference Program



25th Annual IPMA Assessment Council Conference on Professional Personnel Assessment

What is IPMAAC?

Formed in 1976 as a section of the International Personnel Management Association (IPMA), the IPMA Assessment Council or "IPMAAC" is the leading organization in the field of employee selection and assessment.

IPMAAC's 600+ members include personnel directors and managers, staffing specialists, organizational performance managers, management consultants, psychologists, attorneys, academic faculty, and students, actively engaged in applications, research and training in personnel assessment in both the public and private sectors. IPMAAC interests and activities cover the full range of assessment methods and applications, from the use of personnel tests and interviews for employee selection to measurement of the productivity of organizations.

IPMAAC's Annual Conference showcases state of the art information on trends, techniques and technologies for using and applying assessment methods.

You are invited to join us in Newport Beach, California!

Dear Colleagues,

As we launch into the 21st century, there are higher expectations for our organizations to accomplish more and to respond more efficiently to changing global demands. The role of the assessment professional in this fast-changing, information-rich age has become more important and more challenging than ever before. To effectively meet the human resources needs that form a critical part of our organizations' strategic plans, we must continue to learn from each other about the latest innovations in our field and employ the best recruitment and assessment practices.

The 2001 IPMA Assessment Council Conference on Professional Personnel Assessment in Newport Beach, California will focus on **LAUNCHING THE ASSESSMENT CENTURY**. The speakers for the general sessions will present ideas and provide road maps for us to use in serving our organizations. The concurrent sessions will provide us with opportunities to advance ideas and knowledge in professional assessment principles and guidelines, selection laws, testing innovations, recruitment strategies, training, and information technology. This conference will give us the chance to learn how other assessment professionals from across the country and around the world are successfully solving the challenges facing us.

I look forward to seeing you in Newport Beach, California!

T.R. Lin, Ph.D.

IPMA Assessment Council President



Presenting the 25th Annual IPMA Assessment Council Conference

Who should attend this conference?

Anyone who develops, administers, coordinates, or manages the selection, promotion, or assessment of personnel. Whether you're an administrator or a human resources professional, a seasoned selection specialist or new to the field, you'll find sessions that address the problems you face today in hiring, promoting, and keeping the best.

What will I gain?

This conference will feature state of the art information on trends, techniques and technologies for using and applying assessment methods. Noted experts in the selection field will share the latest research and innovations. Practitioners will describe their experiences developing practical solutions to today's challenges — saving you valuable time and resources. Network and exchange information with people who are driving assessment to new heights.

Location and Activities

The Hyatt Newporter is a resort-style hotel located on 26 acres of the most beautiful land overlooking the Back Bay of Newport Beach in southern California.

A short ferry trip will allow you to sun, swim, and surf in the Pacific Ocean. The hotel offers tennis, golf, bike rental, ping pong, shuffle board, basketball, volleyball, heated pools, and a fitness center. For those who like to shop and eat, nearby Balboa Island features numerous shops and restaurants. Disneyland, Knott's Berry Farm, Dodger Stadium, and Catalina Island are also within driving or ferry distance. The Host Committee has planned several activities including a Beach Party located at the Newport Dunes and hopes you will join them for fun under the sun (and moon)!

The hotel provides shuttles to the closest airports: only five miles away from Orange County/John Wayne Airport and 35 miles away from Los Angeles International Airport.

Highlighted Speakers

Edward E. Lawler, Ph.D. Distinguished Professor of Research and Director and Founder of the Center for Effective Organizations in the Marshall School of Business at the University of Southern California. Author of over 300 articles and 30 books, many of which have been translated into seven languages. His most recent books include *Corporate Boards: New Strategies for Adding Value at the Top*, *Rewarding Excellence*, and *The Leadership Change Handbook*.

Marilyn K. Gowing, Ph.D. Vice President for Public Sector Consulting and Services with the Washington office of Assessment Solutions, Inc. (ASI). Formerly was a member of the Senior Executive Service for the U.S. Office of Personnel Management where she directed the Personnel Resources and Development Center. Has served on the Board of Directors for the Society of Psychologists in Management, as President of the Personnel Testing Council of Metropolitan Washington and as Secretariat of the IPMA Assessment Council.

Keith M. Pyburn, J.D. Partner in the law firm of McCalla, Thompson, Pyburn, Hymowitz, & Shapiro. A frequent representative for Public and Private Sector employees in all aspects of employee selection, retention, evaluation, and force management for 25 years. Is a member of the Equal Employment Opportunity Law Committee of the American Bar Association's Labor and Employment Relations Law Section, a Fellow of the American College of Labor and Employment Lawyers, and has served as Chairman of the Louisiana State Bar Association's Labor Law Section.

Deniz S. Ones, Ph.D. Hellervik Endowed Professor of Industrial and Organizational Psychology at the Department of Psychology of the University of Minnesota. Author of over 50 articles and 200 international/national conference papers and published abstracts. Has been elected Fellow in both Division 5 (Evaluation, Measurement, and Statistics) and Division 14 (Industrial and Organizational Psychology) of the American Psychological Association.



SUNDAY

- 7:30am–4:30pm Registration
- 8:30am–4:30pm Full Day Pre-Conference Workshop
Acting as an Internal Consultant for your Organization
- 8:30am–12:00pm Half Day Pre-Conference Workshops
Concepts and Trends in Designing Assessment Centers
Applying Item Analysis to the Evaluation of Test Content
- 1:00pm–4:30pm Half Day Pre-Conference Workshops
Development and Administration of Performance Tests
Overcoming the Problems Encountered in using Biodata
Training & Experience Evaluations: Getting the most Bang for your Buck
- 5:00pm–5:30pm Newcomer Reception
- 5:30pm–6:30pm IPMAAC's Welcome Reception

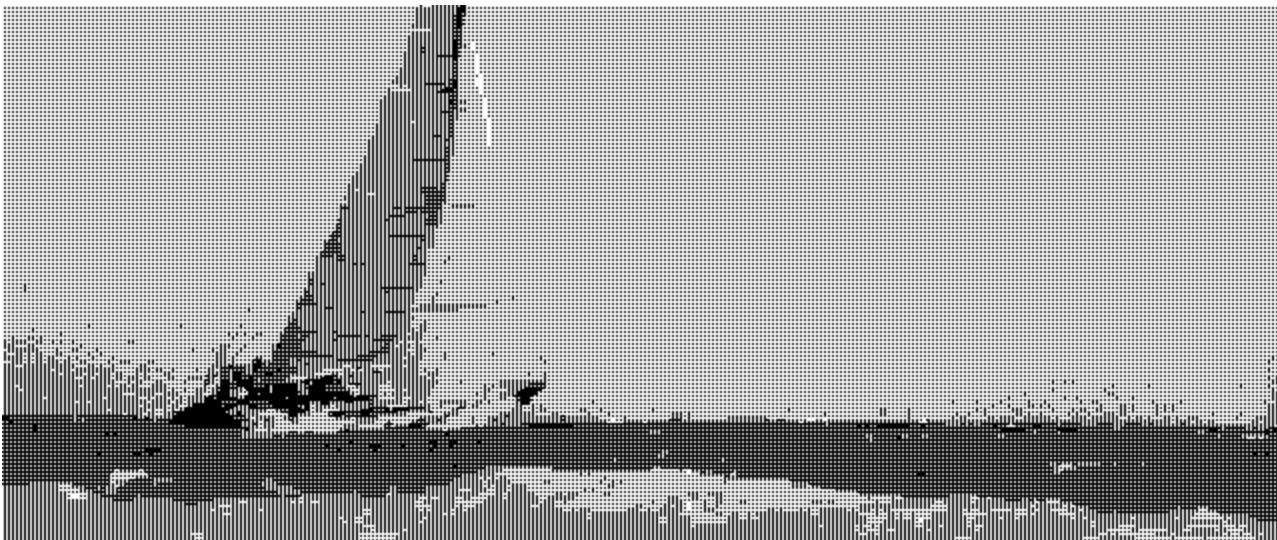
MONDAY

- 7:30am–4:30pm Registration
- 8:30am–10:00am Welcoming Remarks and General Session
Keynote Address: HR in the Future: Strategies for Adding Value
- 10:30am–12:00pm Concurrent Sessions
Use of the Accomplishment Record as an Alternate to Traditional Rating Schedules: Promises and Challenges
Online Testing: A Budding Love Affair with Emergent Technology and Lessons Learned from Implementing Computerized Assessments
HR2.0: The Internet as a Powerful Tool
Using Logic-Based Measurement to Transform Reading Comprehension Questions into Powerful Measures of Reasoning
- 12:00pm–1:00pm Roundtable Discussions
ADA, Assessment Centers, Streamlining the Selection Process
- 1:00pm–5:00pm Tutorial
Essentials of Multiple-Choice Exam Development
- 1:00pm–2:40pm Concurrent Sessions
Recruiting and Retaining "Top Talent" in Today's Labor Market
They Made a Federal Case Out of It: Zottolla vs. City of Oakland
Performance/Conduct Review: A Selection Instrument Developed for Police Promotion
- 3:00pm–4:30pm Concurrent Sessions
Strategies for Constructing Alternate Test Forms and Development of a New Test for Computer Programmer/Analyst: Test Development and Validation
New York State Information Testing System
The Impact of Classification on Consolidation on the Validity of the Assessment Process and The Development, Validation, and Usage of a High School Equivalency Test for Employment Purposes
- 5:30pm–7:00pm PTC/SC Sponsored Reception



TUESDAY

- 7:30am–4:30pm Registration
- 8:30am–9:40am General Session
E-Assessment in an E-Government World
- 10:00am–11:30am General Session
Awards and Recipient Presentations
- 11:30am–1:00pm Roundtable Discussions
Adverse Impact, Personality Measurement, Recruitment Strategies
- 1:00pm–3:00pm Concurrent Sessions
The Standards for Educational & Psychological Testing: Zugzwang for the Practicing Professional
The Inside Track: How Testing Professionals Perform a Job Analysis
Taking a Step Back: Using Test Statistics to Evaluate the Examining Process
The Online Application Process and Beyond: Development, Implementation, and Use of an Online Application Process and Building Out from an Online Application to an Online Employment System
- 3:20pm–4:30pm Concurrent Sessions
Innovative Processes to Select Future Leaders in Public Service of Canada and Recruit and Select Public Sector Executives Flexibly and Yet with Merit
Maximizing Personality Validity: Coefficients through Empirical Keying and Getting at the Bottom Line: Using Logistic Regression to Determine Selection and Cut Scores
Job Analysis Linkup Study: A Model for Transporting the Validity of the Candidate Physical Ability Test
Computerized and Web-Based Personnel Assessment
- 5:30pm–10:00pm Beach Party



WEDNESDAY

- 7:30am–4:30pm Registration
- 8:30am–9:30am General Session
Testing and the Law in the New Millennium
- 10:00am–11:30am Concurrent Sessions
Effective Solutions: Practical Issues vs. Theoretical Guidelines for Human Resource Programs
Innovations in Assessment: Experience from Three Federal Agencies
Using Video-Based Customer Relations Tests and Training to Remain Competitive in an Era of Tight Labor Markets and Declining Test Scores
Benchmarking Study – Recruitment and Selection
- 11:30am–1:00pm Roundtable Discussion
Online Testing, Management Assessment, Selection Interviews
- 1:00pm–2:40pm Presidential Address and Annual Business Meeting
- 3:00pm–4:30pm Concurrent Sessions
Development of a Universal Job Experience Measure (JEM) used in Competency-Based Promotional Assessment System for Supervisory and Managerial Positions and Innovations in Personnel Assessment: B-Pad for Public Safety Dispatchers
Development and Implementation of an Electronic 360 Degree Feedback Process and You Are Who You Are: Assessing Workers as Humans
Integrating Training with Selection Programs and PROSelect – An Approach to Improving Your Selection Program Using Performance and Results Oriented Classification (PROClass)
- 5:30pm–7:30pm WRIPAC Sponsored Reception

THURSDAY

- 8:30am–9:40am Concurrent Sessions
Bilingual Skill Testing and Certification Programs for Los Angeles Unified School District and A New Way to Measure Utility
Principles for the Validation and Use of Personnel Selection Procedures
Review of Multiple-Choice Test Items, with Emphasis on Cultural Bias Review
Effective Use of Eligibility Lists within a Merit System: Is it Time to Change our Philosophy?
- 10:00am–11:30am General Session and Closing Remarks
Personality for Managers and Presidents



Program Schedule

Sunday, June 10, 2001

7:30am–4:30pm

Registration

8:30am–4:30pm

Full Day Pre-Conference Workshop

Acting as an Internal Consultant for your Organization

Instructor: Donna Terrazas, East Bay Municipal Utilities District

This workshop focuses specifically on selection programs and how we can develop internally to work with our customers to provide professional, quality service that is client focused. Topics will include: developing a strategic focus, marketing your services, changing your image with your clients, cultivating a customer orientation, communicating strategically, assessing product and service delivery issues, and evaluating results.

8:30am–12:00pm

Half Day Pre-Conference Workshops

Concepts and Trends in Designing Assessment Centers

Instructor: Dennis A. Joiner, Joiner and Associates

This workshop will provide information regarding legally defensible assessment centers and job simulation exercises. It will also review and discuss recent trends and various models for using job simulation technology, video and low fidelity simulations to assess supervisory and management skills and competencies.

Applying Item Analysis to the Evaluation of Test Content

Instructor: Edward Hane, Ph.D., Personnel Consulting Group

This workshop will offer a review of the most frequently used procedures for item analysis. Rationale for the use of a particular item analysis, and procedures with examples will be highlighted. The results of the item analysis, and their application to typical situations will also be included.

1:00pm–4:30pm

Half Day Pre-Conference Workshops

Development and Administration of Performance Tests

Instructor: William E. Donnoe, Ph.D., Donnoe and Associates

This workshop will provide participants with a framework to develop and administer job-related performance tests, from basic work sample problems to complex assessment centers. Training will begin with a review of the advantages and disadvantages of performance tests, and their applicability to different jobs and situations. The workshop will then move on to topics such as job analysis, test design and development, test administration, scoring models and methods, and validity. Participants will also review numerous test types and gain experience in outlining a test for a specific application of their own. This workshop will be of benefit to both beginning test professionals, and those with significant experience and skills.

Overcoming the Problems Encountered in using Biodata

Instructors: Ted Darany, Darany and Associates, Jennifer French, Darany and Associates

Research has demonstrated that biographical inventory instruments can significantly contribute to the validity of a selection process with little to no adverse impact. In fact, in recent presentations, including last year's IPMAAC conference, the US Department of Justice has expressed a preference for incorporating biographical inventory components into selection processes. Yet organizations are often reluctant to utilize this powerful tool due to the wide range of difficulties associated with biodata. This workshop will address these concerns and offer alternatives for making biodata more approachable and useable. Specific topics to be discussed will include project design considerations, including sample size, project management, and political and public relations issues.

Training & Experience Evaluations: Getting the most Bang for your Buck

Instructors: Kathryn Paget, County of San Bernardino

Kristine Smith, Darany and Associates

This workshop provides a way to maximize the effectiveness of T & E's, including the development of the supplemental applications, development and weighting of the rating scales, and appropriate use of raters.



5:00pm–5:30pm

Newcomer Reception

All first time conference attendees and new IPMAAC members are welcome to join IPMAAC President T.R. Lin and the IPMAAC Board of Directors at this special reception created to allow newcomers to be introduced to the Board and IPMAAC!

5:30pm–6:30pm

IPMAAC's Welcome Reception

Please join IPMAAC President T.R. Lin as he hosts this opening reception to celebrate the beginning of the conference. This is a great opportunity to become acquainted or catch up with other assessment professionals!



Monday, June 11, 2001

7:30am–4:30pm

Registration

8:30am–10:00am

Welcoming Remarks and General Session

KEYNOTE ADDRESS

HR in the Future: Strategies for Adding Value

Speaker: Edward E. Lawler, Ph.D., Distinguished Professor of Research and Director of the Center for Effective Organizations in the Marshall School of Business, University of Southern California.

The HR function faces a number of new challenges that will determine its future. It has the potential to become a strategic driver of the business, but it also could become an outsourced function. How it responds to the challenges will determine its fate. This address discusses the keys to making HR a strategic partner.

10:00am–10:30am

Break

10:30am–12:00pm

Concurrent Sessions

SYMPOSIUM

Use of the Accomplishment Record as an Alternate to Traditional Rating Schedules: Promises and Challenges

Speakers: Bernard J. Nickels, Ph.D., U.S. Office of Personnel Management

Charles N. MacLane, Ph.D., U.S. Office of Personnel Management

Brian S. O'Leary, Ph.D., U.S. Office of Personnel Management

Evaluations of previous training and experience (T&E) are an important part of many selection strategies. The most commonly used of these methods, typically called rating schedules, the point method, or the grouping method, focus on the amount of training and experience obtained. These methods typically demonstrate fairly low validity. This symposium addresses the use of the behavioral consistency method (also



called the Accomplishment Record) as an alternative to the more commonly used rating schedules. The accomplishment record requires applicants to describe their major achievements on several job-related competencies that differentiate between superior performers and minimally acceptable performers. The applicant's achievements are evaluated using behaviorally anchored rating scales. The presenters will discuss applications of this methodology with an emphasis on development and implementation issues encountered in two recent studies. Future directions will also be discussed.

PAPER SESSION

- **Online Testing: A Budding Love Affair with Emergent Technology**

Speakers: Bruce Davis, Ph.D., Cooperative Personnel Services

Victoria C. Quintero, Cooperative Personnel Services

- **Lessons Learned from Implementing Computerized Assessments**

Speaker: Vicki Quintero, Cooperative Personnel Services

This paper session consists of two paper presentations focusing on the transition from paper-and-pencil testing to an online medium. The first presentation addresses issues in computerization, including (1) the purpose for online delivery, (2) software and hardware requirements, (3) computerized item development, and (4) psychometric concerns. The second talk provides examples of implementing computerized assessments based on experience with multiple agencies, such as convincing decision makers of the benefits and costs of online testing, altering the test format to conform to computerized delivery, training test administrators, and establishing the computer environment. Practical suggestions on executing online testing programs are offered.

PANEL SESSION

HR2.0: The Internet as a Powerful Tool

**Speakers: Ward Komers, GovernmentJobs.com
Ron Komers, GovernmentJobs.com**

Gone are the days when the Internet was a static resource of information. With the correct approach, the Internet can be used as a powerful application with unlimited potential. This highly interactive session will provide the Personnel/Human Resource professional with an introduction to leading-edge Internet-based applications that can help achieve their organizations' goals. Specific examples will be shown as to how public agencies are using Internet-based applications to: advertise job openings, recruit and track job candidates, manage and share HR information, pre-qualify candidates, survey employees, conduct salary surveys, and more.

TUTORIAL

Using Logic-Based Measurement to Transform Reading Comprehension Questions into Powerful Measures of Reasoning

Instructors: Robert Simpson, U.S. Immigration and Naturalization Service

Mary Anne Nester, U.S. Immigration and Naturalization Service

Tests of logic-based reasoning have been used in place of reading comprehension tests in selection instruments for numerous jobs in the federal government. These tests have been used because they provide a superior measurement of the highly interrelated skills of reading and reasoning. This tutorial aims to accomplish two things. First, it will provide human resource professionals with the information needed to decide whether or not to use logic-based measurement in their cognitive-based selection instruments. Second, it will teach question writers of all experience levels how to develop test questions using logic-based measurement. It will provide an opportunity for question writers to develop logic-based questions and to receive immediate feedback on their questions. The tutorial also provides a convenient logic-based taxonomy to the attendees so they can use logic-based measurement to develop questions immediately.

12:00pm–1:00pm

Roundtable Discussions

**ADA, Assessment Centers,
Streamlining the Selection Process**

1:00pm–5:00pm

TUTORIAL

Essentials of Multiple-Choice Exam Development

Instructor: Mike Willihnganz, Ph.D., California State Personnel Board

This workshop will provide participants with the principles, concepts, and techniques underlying the development of high-quality multiple-choice written examinations. Through a combination of lecture, discussion, and individual and group exercises, this interactive workshop will provide participants with hands-on experience and the knowledge needed to construct multiple-choice selection examinations.



1:00pm–2:40pm

Concurrent Sessions

TUTORIAL

Recruiting and Retaining “Top Talent” in Today’s Labor Market

Instructor: Shelley Langan, California State Personnel Board

As has been much reported by the news media and shared anecdotally by colleagues, we know today’s employers, both public and private, are facing a crisis never before experienced in most managers’ and supervisors’ careers. This crisis is having direct impact on the ability of businesses to meet the ever-growing demand for their products and services. What makes this crisis so unique is that it does not involve traditional hard cost issues – this crisis is the ability to recruit and retain qualified employees. Fueling this crisis are two rather diverse issues: unemployment rates around the country on average are experiencing 30-year lows and potential employees are no longer lured to employers simply on the basis of salaries or traditional benefits packages. This presentation will explore these current recruitment and retention challenges facing employers, both in the public and private sectors. Through a discussion of survey and demographic data, participants will learn who today’s job seekers are, what these potential candidates are searching for in employment opportunities, and how to retain these new-found employees once they have joined an employer’s work team.

PANEL SESSION

They Made a Federal Case Out of It: Zottolla vs. City of Oakland

Speakers: Harry Brull, Personnel Decisions International

Ines Fraenkel, City of Oakland

Kathleen Hurley, K.J. Hurley & Associates

This session presents a post-hoc analysis of an unusual discrimination suit. In 1995, Done Zottolla, a Caucasian male, applied for the position of Oakland firefighter. While he passed all civil service procedures (written test, physical agility examination, panel oral interview), he did not score sufficiently high on the oral to be considered for hire. In 1999, he filed suit in federal court charging both disparate impact and disparate treatment because of his ethnicity. Although the disparate treatment claim was ultimately dropped, his disparate impact case was bolstered by the fact that there was adverse impact against Caucasians in the interview process. Two federal trials, one

focusing on the issue of validity and the other on the use of alternative procedures resulted. The presenters – the process’s “architect,” Oakland’s deputy city attorney who led the trial defense, and the city’s expert witness – will present the case, discuss the salient issues, and provide some insight into the jury’s deliberations. Finally, there will be an opportunity to discuss lessons learned and prescriptions for future smooth sailing in litigious waters.

PANEL SESSION

Performance/Conduct Review: A Selection Instrument Developed for Police Promotion

Speakers: Lynne Jantz, Las Vegas Metropolitan Police Department

Katey Lavell, Las Vegas Metropolitan Police Department

The Las Vegas Metropolitan Police Department developed a selection instrument to be used for the ranks of Police Lieutenant and Captain. This instrument was designed to evaluate background, assignments, education, training and discipline that indicate/does not indicate readiness to promote to next level. An interview panel then conducts a structured management interview and some of the questions also focus on organizational citizenship.

2:40pm–3:00pm

Break

3:00pm–4:30pm

Concurrent Sessions

PAPER SESSION

- Strategies for Constructing Alternate Test Forms

Edward Hane, Ph.D., Personnel Consulting Group

This paper describes the use of various procedures for the construction of alternate forms of a specialized ability test. Tests used for practical purposes, such as employee selection, frequently must be developed with two or more equivalent alternate forms. This allows for the retesting of a person, or testing of another person, with a different version of a test in order to minimize the effects of memory or communication among examinees. It is necessary to be able to design the alternate forms so that an individual can be expected to achieve the same score on either form, if the test is taken under the same circumstances. It is also important that the two forms be equally valid for the intended use. In this paper the results of a practical test design project will be used to illustrate various alternate form design methods and demonstrate their effectiveness.



- Development of a New Test for Computer Programmer/Analyst: Test Development and Validation

Speaker: Joel P. Weisen, Ph.D., Applied Personnel Research

At an IPMAAC conference two years ago, the speaker reviewed and critiques all existing published aptitude tests for computer programmer/analyst. They date to the 1960's and reflect obsolete programmer tasks. Therefore, a new test was conceptualized. The new test would be based, in part, on a miniature training and evaluation approach to testing in which the candidate learns a new skill and applies it. It would include database questions. The item types would be chosen to be culture fair. Collecting criterion data was difficult, but it was possible to do some criterion studies. Both content and criterion-related validation studies will be described. A transportability job analysis is recommended prior to use of this test in new settings, and a tool for this will be shown and described.

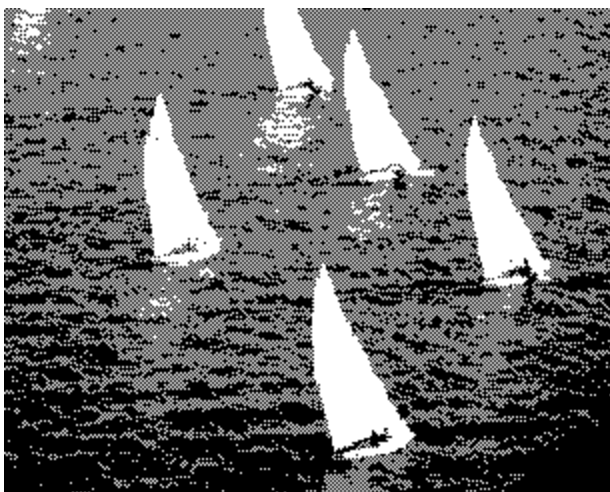
PANEL SESSION

New York State Information Testing System

Speakers: Elizabeth Kaido, Ph.D., New York State Department of Civil Service

Frank Dumin, New York State Department of Civil Service

This electronic system was created for 105 local governments in New York State. The system, which is available as a stand-alone or on the web, designs, constructs and scores job-related examinations for a large variety of hands-on Information Technology (IT) jobs. The system uses information from a job analysis questionnaire to construct a custom-made examination from the test modules in the system. All examinations consist of a rated training and experience questionnaire and a qualifying test composed of multiple-choice questions and simulation exercises.



PAPER SESSION

- The Impact of Classification on Consolidation on the Validity of the Assessment Process

Speakers: Melanie Pursel, Maryland State Highway Administration

Gwendolyn Schindler, Maryland Department of Budget and Management, Office of Personnel Services and Benefits

Classification structure often dictates recruitment and assessment strategies within the public sector. At the Maryland Department of Transportation, an extensive, cooperative job analysis led to recommendations to maintain decentralized recruitment and assessment functions despite a consolidation of maintenance classifications. The nature of maintenance work performed was only one factor that affected the decision to maintain decentralized testing. Several other factors that are critical to the validity of assessment processes will be discussed.

- The Development, Validation, and Usage of a High School Equivalency Test for Employment Purposes

Speaker: Virginia Austin, Ph.D., Los Angeles Unified School District

The Los Angeles Unified School District requires high school graduation or equivalent educational proficiency for most of its non-teaching jobs. To assist in the employment of individuals who do not meet that requirement, a high school equivalency test was developed and validated based on proficiency standards used in the District's high school students. This presentation will describe the validation process of this test.

5:30pm–7:00pm

PTC/SC Sponsored Reception

The Personnel Testing Council of Southern California is sponsoring a Taco Bar Reception at the Hyatt Newporter. Get ready for a good time mingling with your colleagues while eating tasty tacos! Bring your own HOT SAUCE!



Tuesday, June 12, 2001

7:30am–4:30pm

Registration

8:30am–9:40am

General Session

SPONSORED BY MAPAC

E Assessment in an E Government World

Speaker: Marilyn K. Gowing, Ph.D., Vice President for Public Sector Consulting and Services with Assessment Solutions Incorporated; previously with the Office of Personnel Management.

The speaker will describe the transformation of the public sector into the world of e-government and the implications of this transformation for e-assessment. She will present a demonstration of some of the newest technologies and discuss the challenges confronting public assessment professionals as they strive to develop and implement valid assessment procedures for selection/promotion and training and development.

9:40am–10:00am

Break

10:00am–11:30am

General Session

Awards and Recipient Presentations–Bemis, Innovations, and Student Paper

11:30am–1:00pm

Roundtable Discussions

Adverse Impact, Personality Measurement, Recruitment Strategies

1:00pm–3:00pm

Concurrent Sessions

PANEL SESSION

The Standards for Educational & Psychological Testing: Zugzwang for the Practicing Professional

**Speakers: Paul Kaiser, State of New York
Kristine Smith, Darany and Associates**

The recently revised Standards for Educational and Psychological Testing present both guidance and challenges for the practice of personnel assessment. This session will provide an overview of those standards of most importance to testing professionals — particularly those engaged in test development and administration for employment in the public sector. In addition to a discussion of the standards, suggestions will be made on how the guidance provided in the standards can be implemented into our on-going testing programs.

TUTORIAL

The Inside Track: How Testing Professionals Perform a Job Analysis

Speakers: Howard D. Fortson, Ph.D., Cooperative Personnel Services

**Kathy Tinios, Cooperative Personnel Services
Jeanne Makiney, Ph.D., Cooperative Personnel Services**

CPS recently completed a multi-year study of the latest research in job analysis methodology to develop a "How to" guide for HR professionals. This presentation has information for the beginner interested in understanding the need for a job analysis study, while for the intermediate professional, we have easy to understand steps for completing a job analysis, discussion on some of the possible problem areas, and tips and techniques for avoiding common pitfalls. Examples of successful strategies for overcoming the challenges both small and large agencies face when performing job analysis will be presented. This fun and informative presentation provides suggestions for facilitating group discussions, encouraging participation, and maximizing the effectiveness of Subject Matter Expert panel meetings. A brief overview of the type of statistical analysis required to perform a job analysis will be presented. Finally, CPS will review with participants the type of documentation required to confirm to professional standards.



PANEL SESSION

The Online Application Process and Beyond

- Development, Implementation, and Use of an Online Application Process

Speakers: Lara Howard, City of Torrance

Bill Ghio, City of Torrance

This presentation will focus primarily on the features and details of the City of Torrance's online application process. Other options offered on the City of Torrance Civil Service website will also be covered, such as online interest cards and the option to e-mail job opportunities to a friend.

- Building Out from an Online Application to an Online Employment System

Speaker: Theresa Duer, County of Santa Barbara

SYMPOSIUM

Taking a Step Back: Using Test Statistics to Evaluate the Examining Process

Speakers: Donna L. Denning, Ph.D., City of Los Angeles

Hollie A. Levy Ph.D., City of Los Angeles

Michael Gold, Ph.D., City of Los Angeles

Bruce W. Bernal, City of Los Angeles

Laura Tiner, City of Los Angeles

With the tremendous number of job classifications and applicants for positions in the City of Los Angeles, the Civil Service examining process can take on a "productions line" approach, with emphasis placed on keeping the process moving forward and getting the next "eligible list" established. While this is the primary purpose of the examining function, analysts are so busy keeping up with the day-to-day requirements of their examinations that there is little time to investigate the statistical results of data that is produced from all of this testing. However, the ability to take a step back and review the data and statistics produced in the testing process affords us the opportunity to investigate how effective the process is and whether any changes are necessary. Sometimes, these changes can involve creating new assessment tools to add to or replace the current examining process which will improve the efficiency and/or quality of the process. At other times, the results of analyses from examination data reinforce that the system is functioning appropriately, giving us confidence in our selection processes. This symposium will present four examples of research we have done wherein we reviewed data collected from the examining process and used the information from our analyses to evaluate the quality of the selection process and make decisions about

the future direction of each examination. These examples include identifying minimum qualifications for hiring Police Dispatchers/911 Operators, describing the scoring of Training and Experience Questionnaires for Traffic Officer, creating a method of formally measuring performance for Police Department sworn promotional examinations, and creating an in-basket exercise along with other assessment tools for Fire Department management positions.

3:00pm–3:20pm

Break

3:20pm–4:30pm

Concurrent Sessions

PAPER SESSION

- Innovative Processes to Select Future Leaders in Public Service of Canada

Speakers: Beverly Desjardins, Personnel Psychology Centre, Public Service Dimension

Gordana Eljdupovic-Guzina, Personnel Psychology Centre, Public Service Dimension

The paper presents an innovative selection process for selecting future leaders in the Public Service of Canada. It addresses two issues in particular: assessment of learning potential and key competencies as well as practices that ensure fairness and the "buy-in" of its stakeholders — senior cadres and candidates.

- Recruit and Select Public Sector Executives Flexibly and Yet with Merit

Speaker: Robin Warren, Los Angeles Unified School District

The Civil Service examination process has long been criticized for being slow and inflexible. Today, as organizations face the challenges of recruiting talented executives in a tight labor market, the Civil Service process seems especially limiting. This presentation will summarize a new strategy implemented by the Los Angeles Unified School District to recruit top level executives using a more "private sector" approach, an approach which translates into faster results while maintaining the ideals of the merit system.



PAPER SESSION

- **Maximizing Personality Validity: Coefficients through Empirical Keying**

Speaker: Bruce Davis, Ph.D., Cooperative Personnel Service

This paper will report the results of a study using archival data to assess the effectiveness of incorporating biodata scoring techniques (i.e., empirical keying) into existing personality measures. A comparison of biodata instruments and personality instruments indicates a significant degree of overlap with respect to item development and content. However, a comparison of the validity coefficients reported in meta-analytic research suggests that biodata measures outperform personality instruments. The purpose of this study was to compare the validity coefficients of empirically-keyed personality scales to traditional keying. Results showed that the combined scale provided more stable but reduced validity coefficients. These findings suggest that empirical keying may be a technique to maximize validity coefficients of personality measures. This strategy could be employed by agencies with access to archival predictor and criterion measures.

- **Getting at the Bottom Line: Using Logistic Regression to Determine Selection and Cut Scores**

Speaker: Julia McElreath, Ph.D., U.S. Immigration and Naturalization Service

This paper presentation will discuss the use of logistic regression to supplement traditional information (e.g., validity, reliability, pass rates) in determining selection batteries and cut scores. Logistic regression is a valuable tool for examining the cost of impact of potential selection batteries and cut scores on an organization.

TUTORIAL

Job Analysis Linkup Study: A Model for Transporting the Validity of the Candidate Physical Ability Test

Speakers: Matthew Gruver, Cooperative Personnel Service

Vince MacManus, Cooperative Personnel Service

Jack Clancy, Jack Clancy & Associates

For years fire departments representing cities, counties, and other jurisdictions have searched for assessment procedures that will provide fair, defensible means to select entry-level fire-fighters who are physically able to perform their work duties safely and effectively. The Candidate Physical Ability Test (CPAT) was developed to address these concerns through a

collaborative effort by the International Association of Fire Fighters (IAFF), the International Association of Fire Chiefs (IAFC), and ten United States and Canadian fire departments. Because the validity evidence supporting the CPAT applies only to the ten fire jurisdictions participating in the original research, other organizations wishing to use this test must demonstrate its validity for their locations. This presentation provides an example of a study conducted to link the validity evidence found in the CPAT development to another jurisdiction. Examples of the forms, equipment, and procedures for conducting the research are provided.

SYMPOSIUM

Computerized and Web-Based Personnel Assessment

Speakers: Carl Greenberg, Ph.D., Assessment Solutions Inc.

Darrell Hartke, Ph.D., Assessment Solutions Inc.

Teige McShane, Sears, Roebuck, and Company

Seth Zimmer, BellSouth Corporation

This symposium will discuss three technology-based assessment tools currently used in business settings. In addition to a discussion of these assessment tools, presenters will provide demonstrations of each tool. The three assessment tools to be discussed include The Computerized Applicant Program (CAP), The Customer Contact and Sales Assessment (CCSA), and The REPeValuator. The CAP is currently used to select Customer Network Consultants at Sears Home Services. The CCSA is used to select candidates for a variety of customer contact positions within BellSouth. The REPeValuator is an assessment tool designed to select customer contact employees via the Internet. While all three of these assessment instruments were designed to select customer contact personnel working in call center or "e-center" environments, they differ in terms of the technologies used to deliver stimulus materials, the extent of assessor involvement and fidelity to the actual tasks performed by employees. As part of this seminar, the discussant will contract the three instruments, and discuss the pros and cons and appropriate uses of each system.

5:30pm–10:00pm

Beach Party

The Host Committee has planned a Beach Party at nearby Newport Dunes. This casual event will include BBQ, fun and games – can anyone say LIMBO!? Come and have a blast!



Wednesday, June 13, 2001

7:30am–4:30pm

Registration

8:30am–9:30am

General Session

SPONSORED BY PTC/NC & PTC/SC

Testing and the Law in the New Millennium

Speaker: Keith Pyburn, J.D., Partner in the law firm of McCalla, Thompson, Pyburn, Hymowitz, & Shapiro; a frequent representative for Public and Private Sector employees in all aspects of employee selection, retention, evaluation, and force management for 25 years.

During the last quarter of the 20th century there were substantial changes in the scientific consensus about the development and use of employee selection procedures. However, the law applicable to the use of such procedures has remained, at least on the surface, essentially unchanged since 1975. As we enter the new millennium the tension between the understandings of testing professional and the static legal principles applicable to these procedures will continue to build. The impact of the divergence between science and the law and the implications for developing and using effective selection devices in coming years will be explored.

9:40am–10:00am

Break

10:00am–11:30am

Concurrent Sessions

PANEL SESSION

Effective Solutions: Practical Issues vs. Theoretical Guidelines for Human Resource Programs

Speakers: Alisa M. Dobbins, Ph.D., Cooperative Personnel Services

Jerry L. Thompson, Ph.D., Cooperative Personnel Services

Vicki Quintero, Cooperative Personnel Services

Patricia Young, Cooperative Personnel Services

Robin Rice, Cooperative Personnel Services

Holly Smith, Cooperative Personnel Services

As we enter the 21st century, great theoretical strides have been made in human resources. However, solely theoretical solutions may be too easily prescribed to human resource problems resulting in the practical limitations of these solutions being ignored. When practical considerations are not addressed directly, they can derail otherwise high quality relationships with disparate parties, and balancing applied needs with theoretical procedures. A formal presentation will be made on practical issues and solutions suggested by the literature. After the presentation, audience participants will break into small groups facilitated by the authors for further discussion of challenges faced by participants, the solutions employed, and the effectiveness of these solutions. Finally, the entire group will reconvene to share the identified best practices, address questions and summarize the panel discussion.

SYMPOSIUM

Innovations in Assessment: Experience from Three Federal Agencies

Facilitator: Ernest M. Paskey, U.S. Office of Personnel Management

The delegation of hiring authority to individual federal government agencies has resulted in diversity and innovation in assessment strategies used to identify top talent from entry-level to managerial positions. This symposium will address different approaches to assessment from the U.S. Immigration and Naturalization Service, U.S. Customs Service, and the U.S. Office of Personnel Management.

- **Innovations in Assessment for Entry Level and Managerial Positions**

David Pollack, Ph.D., U.S. Immigration and Naturalization Service

The U.S. Immigration and Naturalization Service (INS) uses competency-based assessments for selecting entry-level officers, for promoting officers into supervisory and managerial positions, and for selecting executives. These assessments include innovative, state-of-the-science measures that are demonstrably valid, objective, and fair. The speaker will explain the individual assessment systems in depth.

- **Using Automated Content Analysis to Discover Themes in Writing Samples**

John Ford, Ph.D., U.S. Office of Personnel Management

This presentation is an introduction to automated content analysis (ACA). The focus is not on sophisticated automated scoring technology, but on less complex thematic ACA, which can detect and summarize content patterns in writing samples. Various applications of this technology will be discussed.



- Job Fidelity in Multidimensional Assessments for Federal Law Enforcement Hiring

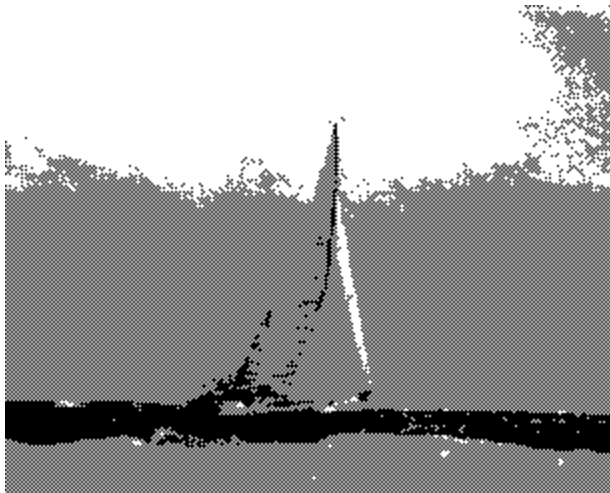
Patricia Harris, U.S. Customs Service

To meet its need for both entry-level hiring and promotion to supervisory law enforcement positions, Customs uses different testing strategies, depending on the level and nature of the jobs. The first major testing initiative encompasses the development of assessments for selection into entry-level Customs Inspector and Canine Enforcement Officer positions. For promotion into its supervisory law enforcement positions, Customs instituted a "modified" assessment center approach. The assessment approaches for each level will be discussed.

- Identifying IT Talent: Employing a Web-Based Assessment to Obtain the Best IT Professionals for the Federal Government

Jamie Donsbach, U.S. Office of Personnel Management

The Office of Personnel Management (OPM) has developed a new model for qualification standards that captures the full range of general and technical competencies required for IT occupations from the entry to the senior expert level. The flexibility of the competency-based approach coupled with the critical need to recruit increased numbers of IT professionals in next several years opened the door to the development and use of new assessments. To assist agencies with implementing a competency-based approach to selection, OPM provided pilot agencies with a web-based assessment system. The components of the web-based assessment will be discussed.



SYMPOSIUM

Using Video-Based Customer Relations Tests and Training to Remain Competitive in an Era of Tight Labor Markets and Declining Test Scores

Speakers: Oscar Spurlin, Ph.D., Ergometrics and Applied Personnel Research

Carl Swander, Ergometrics and Applied Personnel Research

Carla Swander, Ergometrics and Applied Personnel Research

Doris Maye, D. Morgan Maye Consulting

Human relations skills are increasingly sought and valued in virtually every occupational area. Ironically, this increase of expectations has occurred in a shrinking labor market where organizations feel compelled to lower hiring standards just to be able to fill positions. Using national test data, we take an in-depth look at these conflicting phenomena and their impacts. We will present empirical answers to a number of questions, including: How much have applicant populations shrunk, how have test scores declined, and are there strong regional differences? Are trends in test scores solely the result of tight labor markets or are other factors such as cultural change affecting applicant performance, particularly in the area of customer relations? We will also discuss the optimal strategies to address the problem. We will provide examples of video based tests and training programs specifically designed to improve organizational effectiveness in the area of customer and internal relations.

PANEL SESSION

Benchmarking Study—Recruitment and Selection

Speaker: Representative from IPMA/NASPE Benchmarking Committee

This session will review the major findings of the Recruitment and Selection section of the Benchmarking Study, sponsored by IPMA and the National Association of State Personnel Executives (NASPE).



11:30am–1:00pm

Roundtable Discussion

Online Testing, Management Assessment, Selection Interviews

1:00pm–2:40pm

Presidential Address and Annual Business Meeting

Speaker: TR Lin, Ph.D.

2:40pm–3:00pm

Break

3:00pm–4:30pm

Concurrent Sessions

PAPER SESSION

- Development of a Universal Job Experience Measure (JEM) used in Competency-Based Promotional Assessment System for Supervisory and Managerial Positions

Speaker: David G. Hamill, U.S. Immigration and Naturalization Service

Ilene Gast, Ph.D., U.S. Immigration and Naturalization Service

Paul Usala, Ph.D., U.S. Immigration and Naturalization Service

The goal of this presentation is to describe the evolving development of a measure of job experience used as part of a competency-based promotional assessment system for selecting supervisors and managers in a large U.S. Federal law enforcement agency. The presenters will discuss (1) the theoretical underpinnings behind the Universal JEM's development, (2) the method in developing a tool that can be used across a variety of different positions, (3) the technological challenges in computer scoring the JEM and maintaining the data, and (4) evidence for the Universal JEM's validity.

- Innovations in Personnel Assessment: B-Pad for Public Safety Dispatchers

Speaker: Deborah Roberto, B-Pad

B-PAD for Public Safety Dispatchers is a behaviorally oriented job-related measure for Public Safety Dispatchers, which complement current instruments now in use. B-PAD video tests assess an applicant's interpersonal skills and judgment.

Scenarios portraying difficult interpersonal challenges are used to elicit a rich and wide variety of behaviors. Behavioral responses to standardized, realistic, job-relevant situations provide for the most valid prediction of future work behavior.

PAPER SESSION

- Development and Implementation of an Electronic 360 Degree Feedback Process

Speaker: Mary J. Delany, American Express

Learn about the approach taken in this 90,000-person organization to develop and implement an electronic 360 Degree Feedback Process, resulting in a 40% reduction in annual costs. Our discussant will walk us through the steps involved in instrument design, establishment of an electronic method for enrolling and rating, and making the connection between 360 results and Performance Management for maximizing leadership effectiveness. Challenges and lessons learned will also be discussed, as well as the importance of communication during each phase of development and implementation.

- You Are Who You Are: Assessing Workers as Humans

Speaker: Jade Quan, Los Angeles Unified School District

We are who we are as human beings. Separating work and non-work related emotions and behaviors are often not possible. Employees' competencies gained through childhood experiences, family life issues, hobbies, community involvement, and charity work often greatly influence their work performance. Audience will be encouraged to participate in the discussion.



PAPER SESSION

- Integrating Training with Selection Programs

Speaker: Stacy Edwards, Los Angeles Unified School District

Ann Young, Los Angeles Unified School District

Traditionally, the selection and staff development functions of an organization have been separate. However, these distinct operations share many similarities in the services they provide as well as in their methodologies to gather data. This presentation will highlight how a staff development program and a selection program can support and complement each other. Resources for both can be successfully combined to enhance service and improve efficiency.

- PROSelect—An Approach to Improving Your Selection Program Using Performance and Results Oriented Classification (PROClass)

Speaker: Abe Flory, Flory & Associates

David Vasquez, City of Big Bear Lake

5:30pm–7:30pm

WRIPAC Sponsored Reception

The Western Region Intergovernmental Assessment Council is sponsoring an ALOHA reception on the Hyatt Newporter's golf course. Wear your Hawaiian shirt for fun, music, and dancing on the Green!

Thursday, June 14, 2001

8:30am–9:40am

Concurrent Sessions

PAPER SESSION

- Bilingual Skill Testing and Certification Programs for Los Angeles Unified School District

Speaker: Seema Thakur, Los Angeles Unified School District

Since the 1960's, the Los Angeles Unified School District has been testing non-teaching employees for bilingual fluency skills in more than a dozen languages. These testing services have been made available to other organizations in recent years. Research is being conducted to further improve the test validity and provide additional options for customers. This presentation will describe the bilingual testing program and the research efforts for both short and long test versions.

- A New Way to Measure Utility

Speaker: Dick Moody, City of El Paso

One way to measure utility is to do a classical criterion validation of the predictor and then factor in the choosiness of the selected process. This new method uses a complex criterion validation methodology, which includes a "business necessity" index and then factors in choosiness.

TUTORIAL

Principles for the Validation and Use of Personnel Selection Procedures

Instructor: Donna L. Denning, Ph.D., City of Los Angeles

Since their publication, the Society for Industrial and Organizational Psychology (SIOP) has initiated an effort to revise its 1987 "Principles for the Validation and Use of Personnel Selection Procedures." The purpose of this revision is to ensure continued consistency of these Principles with the APA Standards and to reflect emerging issues and current scientific knowledge. To accomplish this task, SIOP has formed a twelve person ad hoc task force, of which the presenter, Dr. Denning, is a member. Dr. Denning will discuss: the relationship between the Principles and the Standards (and the need for both); significant areas of change in the Principles including new areas covered; and the Principles' coverage of legal issues including their legal status.



TUTORIAL

Review of Multiple-Choice Test Items, with Emphasis on Cultural Bias Review

Instructor: Joel Wiesen, Ph.D., Applied Personnel Research

This tutorial will present classic item review guidelines as culled from classic and newer sources. This aspect of the tutorial is particularly appropriate for new test writers, but will cover some material which experienced item writers may not know. In addition, guidelines for reviewing questions to minimize possible cultural bias will be reviewed. These culture bias review guidelines are less well-known, so this aspect of the tutorial is suitable for both new and more experience test item writers. Some items will be reviewed which have various flaws and shortcomings. Participants will go home with copies of item review guidelines. Participants will be encouraged to bring test questions to the tutorial for review by others.

PANEL SESSION

Effective Use of Eligibility Lists within a Merit System: Is it Time to Change our Philosophy?

Speakers: Ron Marmalefsky, Los Angeles Unified School District

Linda Wilson, City of El Cajon

Kathryn Paget, County of San Bernardino

Most agencies operating under merit system guidelines have established rules related to the structure and use of eligibility lists. These rules are found in many sizes and shapes, and the application of these rules often takes many twists and turns. Agencies seek to work within the framework of these guidelines, but at the same time, managers want flexibility in hiring, especially at the highest level of employment. As a result, some agencies have had to take a closer look at their rules, and many have 'creatively' found ways to tailor these rules to specific situations. This panel discussion is designed to discuss the various eligibility list guidelines in use, and critique them, citing advantages and disadvantages of each. Members of the panel will discuss the guidelines of their own agencies, and how these guidelines have evolved over recent years. The panel will also touch upon whether the current structure in place at most agencies is a good thing, and whether or not it is indeed "time for a change in philosophy." Audience participation will be strongly encouraged during this panel discussion.

9:40am–10:00am

Break

10:00am -11:30am

General Session and Closing Remarks

SPONSORED BY WRIPAC

Personality for Managers and Presidents

Speaker: Deniz Ones, Ph.D., Hellervik Endowed Professor in Industrial/ Organizational Psychology, Department of Psychology, University of Minnesota.

Personality variables have been found to relate to overall job performance, contextual performance and counterproductive work behaviors, among others. This presentation will explore the relationship of personality with managerial behaviors (e.g., leadership emergence, performance) and other criteria (e.g., promotions). The linkages between personality and work behaviors (both ethical and unethical) will be illustrated using psychometric data from U.S. Presidents. Personality profiles for managers and U.S. Presidents will also be presented.



Conference Registration Form

2001 IPMA Assessment Council Conference, June 10-14, 2001

Please print all information

Name _____ Member/Account Number _____

Title _____

Organization _____

Address _____

City/State/Zip _____

Telephone (_____) _____ Fax (_____) _____

Please describe any special accommodation you require to fully participate in the conference. _____

Membership Status

- Member of IPMAAC
 First Time Conference Attendee
 Nonmember of IPMA/IPMAAC
 Individual IPMA Member or Employee of IPMA Agency Member
 Student Member of IPMA/IPMAAC (must be full-time undergraduate or graduate student)

Registration Information

- Full Conference Registration** \$ _____
 One Day Registration:
 Sun Mon Tue Wed Thu \$ _____
 Student Membership Fee, if not currently a Student member (must attach transcript from undergraduate or graduate institution) \$ _____
 Full Day Workshop — Sunday, June 10
 8:30am–4:30pm
 Acting as an Internal Consultant for your Organization \$ _____
 Half Day Workshops — Sunday, June 10
 8:30am–12:00pm
 Concepts and Trends in Designing Assessment Centers \$ _____
 Applying Item Analysis to the Evaluation of Test Content \$ _____
 1:00am–4:30pm
 Development and Administration of Performance Tests \$ _____
 Overcoming the Problems Encountered in using Biodata \$ _____
 Training & Experience Evaluations: Getting the most Bang for your Buck \$ _____
 Beach Party Tuesday June 12, 6:00pm–10:00pm (\$45 per person) \$ _____
Subtotal \$ _____

Applicable Discount (Please review page 19 for information concerning pre-conference workshop and conference registration discounts) \$ _____

Yes, I would like to become a member of IPMA and/or IPMA Assessment Council for the discounted rate (see page 19 for information) \$ _____

Please return form to:

IPMA Meetings Department
 1617 Duke St., Alexandria, VA 22314
 Fax: 703-684-0948

Or visit IPMA's home page on the Internet at www.ipma-hr.org and click on "Professional Development"

Method of Payment:

- Check/Money Order (please make checks payable to IPMA and return with registration form)
 Purchase Order (P.O. # _____)
 Credit Card: VISA MasterCard

Card # _____ Exp. Date _____

Signature _____

Total \$ _____



Conference Registration Information and Fees

Full Conference (Four Days) Registration Fees

Conference registration fees are based on IPMA/IPMAAC membership status as follows:

- \$250 for IPMAAC members. Individuals must be a member of IPMAAC, which means, in addition to being IPMAAC members, they are also IPMA members or employees of an IPMA Agency member.
- \$290 for individuals who are not IPMAAC members but are IPMA members or employees of IPMA Agency members.
 - Become a member of the IPMA Assessment Council by adding an additional \$32 (20% off IPMAAC member rate) to the \$290 registration fee.
- \$390 for individuals who are not members of IPMAAC or IPMA and are not employees of an IPMA Agency member.
 - Become an Individual and IPMAAC member of the IPMA by adding an additional \$148 (20% off IPMA & IPMAAC member rate) to the \$390 registration fee.
- FREE for students who are members of both IPMA (\$35 membership fee) and IPMAAC (\$10 membership fee).

One Day Registration Fees

- \$115 for IPMAAC members
- \$130 for IPMA Individual or Agency members (employees of IPMA Agency members)
- \$145 for non-members
- FREE for Student members of IPMA and IPMAAC

Pre-Conference Workshop Registration Fees

Full Day Workshop

- \$170 for IPMAAC members
- \$200 for IPMA Individual or Agency members (employees of IPMA Agency members)
- \$230 for non-members
- \$170 for Student members of IPMA and IPMAAC

Half Day Workshops

- \$ 85 for IPMAAC members
- \$100 for IPMA Individual or Agency members (employees of IPMA Agency members)
- \$115 for non-members
- \$ 85 for Student members of IPMA and IPMAAC

Applicable Discounts

Individuals attending the full conference for the first time and interested in the half day workshops may register for two half day workshops for the price of one.

Individuals attending the full conference for the first time and interested in the full-day workshop may register for the full day workshop for at 50% off.

Activity Fees

The Beach Party event held on Tuesday night, June 12, is \$45 for all attendees.

Conference Fees, Mailing and Additional Information

Return completed registration form to:

IPMAAC 2001 Conference Registration
1617 Duke Street, Alexandria, VA 22314
Phone 703-549-7100, Fax 703-684-0948

(If registering by fax, please confirm receipt, but DO NOT mail original to avoid duplicate registration.)

If you have questions regarding the conference, please contact Kelli Sheets, IPMA Director of Assessment Products.

Conference Activities and Fees

	IPMAAC Members	IPMA Members	Non-Members	Student Members
Conference Registration	\$250	\$290	\$390	Free
One Day Registration	\$115	\$130	\$145	Free
Full Day Workshop	\$170	\$200	\$230	\$170
Half Day Workshop	\$ 85	\$100	\$115	\$ 85
Beach Party	\$ 45	\$ 45	\$ 45	\$ 45



Hotel Registration Form

2001 IPMA Assessment Council Conference, June 10-14, 2001

Send form directly to:

Hyatt Newporter

1107 Jamboree Road

Newport beach, CA 92660

Phone: 949-729-1234

Fax: 949-729-6119 (Reservations)

Please print all information.

Name _____

Address _____

City/State/Zip _____

Telephone (_____) _____ Fax (_____) _____

Arrival Date _____ Time _____

Departure Date _____ Time _____

Number in Party _____

Accommodations request: One king bed, or Two double beds

Smoking, or Non-smoking

Method of Payment:

Room Rate: \$149 single/double (Upgrades available at \$20 per room)

Suites: One bedroom: \$295 Two bedroom: \$395 Two bedroom villa: \$900

Enclosed is my credit card authorization or check for \$ _____ for the first night deposit, in order to guarantee my reservation.

Check/Money Order

Please charge my credit card: American Express MasterCard VISA Diner's Club

Card Number _____ Exp. Date _____

Signature _____

Rates are subject to an 10% room and sales tax. Check-in time is 4:00pm. Check-out time is 12:00pm. All reservations should be sent to the Hyatt Newporter at the above address as soon as possible to ensure accommodations. Reservations received after the block of rooms assigned to IPMAAC has been filled, or May 11, 2001, whichever comes first, will be taken on a space-available basis at prevailing hotel rates. Cancellations must be received 48 hours prior to arrival.

