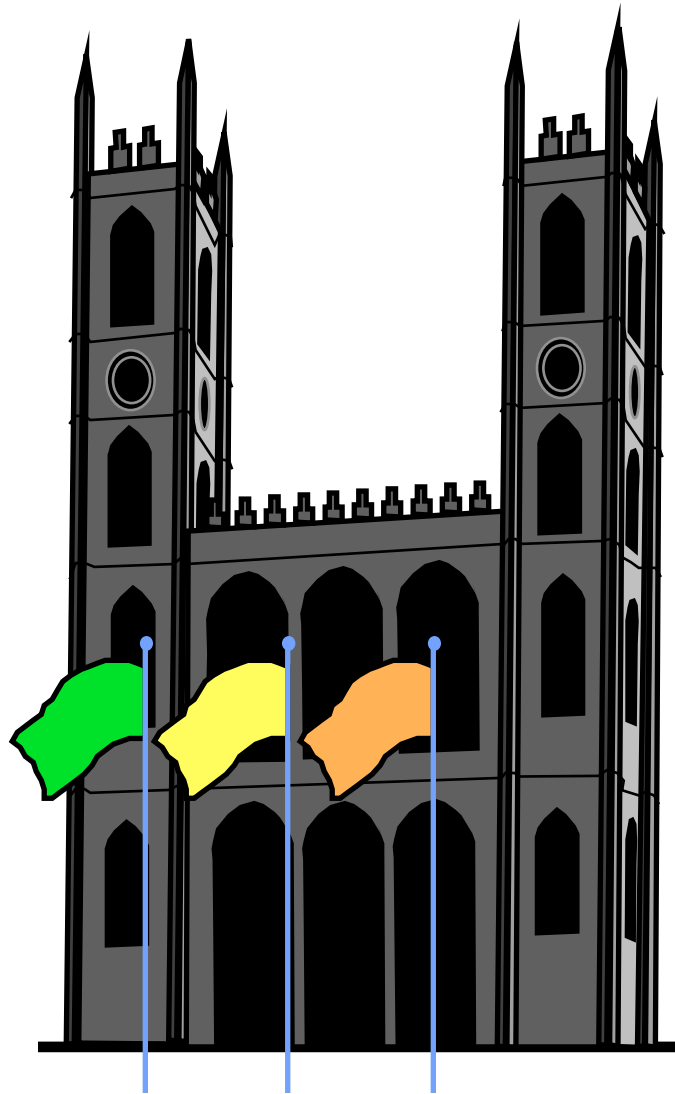


MAPAC

Fall 1998 Program

Mid-Atlantic Personnel Assessment Consortium



Princeton, New Jersey
September 16 - 18, 1998

Nassau Inn
10 Palmer Square
Princeton, New Jersey

Wednesday-September 16, 1998

MAPAC Training Workshop/Planning Session

8:30 **Registration and Coffee**

9:00 **Developing Scenarios and Benchmarks**

Shane Pittman, Ph.D.

Mike McLenagan, MBA

How do you develop content valid scenarios for use in selection and training? What issues should be considered and how do you ensure consideration of knowledges, skills and abilities? How do you determine the guidelines for evaluating responses? How do you determine what is acceptable, more than acceptable or outstanding? What considerations should be given to the rating scale? What issues should be addressed when training assessors in the use of the guidelines or benchmarks?

Instructors will guide the audience through a discussion of the key factors for effective scenario and benchmark development. Assessor training will be discussed regarding use of benchmarks and methods of reducing rater error.

Participants will:

Learn the foundations of scenario development

Learn how to identify key benchmarks for evaluation

Learn the critical factors for training assessors on effective use of benchmarks

Develop scenarios and benchmarks for personnel specialist Training Workshop

12:00 **Lunch**

1:15 **MAPAC Strategic Planning Session**

This session will be a discussion of issues facing MAPAC and to help develop the future course of MAPAC. Member agencies will be able to provide significant input into establishing new initiatives, present their current challenges, and solicit resources to aid in their organization's objectives. Committee chairs will provide status reports and future goals and present new ideas. Friends of MAPAC and agency members are encouraged to share their thoughts and ideas on how MAPAC can better serve the assessment field. We will also discuss the results of the recent Customer Service Questionnaire.

Thursday-September 17, 1998

8:30 **Coffee and Registration**

9:00 **Business Meeting**

10:15 **Break**

10:30 **Staffing in the Ohio Civil Service: History and Future Directions**

Kathleen Hill

Test Consultant

Ohio Department of Administrative Services

Columbus, Ohio

Since 1995, the State of Ohio has gone from a hiatus in Civil Service Testing to conducting Civil Service Tests for 52 classifications. This was first accomplished by doubling the number of administrations each year, and doubling the number of administrations every six months. In addition continuous testing was instituted and are working towards implementing "walk-in" testing for certain classifications. While accomplishing the aforementioned a new applicant tracking system was implemented which reduced the amount of time to produce an eligible list by three months. Currently, a new item bank is being implemented and in the future key skills and multiple choice tests will be on-line.

11:30 **Lunch**

1:00 **Managing the Selection Function: Challenges of the Late 1990's**

Leroy Sheibley

Director - Bureau of Personnel Assessment

Pennsylvania State Civil Service Commission

Harrisburg, Pennsylvania

Pennsylvania recently conducted a survey of public personnel selection managers on current and upcoming challenges. The survey addressed questions such as: "To what extent is personnel selection being decentralized?" "Is computer-based testing finally a reality in public employment?" "What role do selection managers envision for selection consortia over the next few years?" The session will conclude with an open discussion of the challenges selection managers are likely to face in the next few years.

2:00 **Break**

2:15 **A Methodology for Development and Validation of Physical Employment Tests and Medical Employment Guidelines**

*Charles F. Sproule
Chief, Research Division
Bureau of Personnel Assessment
Pennsylvania State Civil Service Commission/
Harrisburg, Pennsylvania*

The presenter will describe the development of physical and medical employment standards for entry-level Corrections Officers. The study methodology is currently being used to develop medical employment guidelines for Parole Agents.

The job analysis procedures and the physical ability test development and validation study will be described and the results summarized. The procedures used to develop medical employment guidelines will be outlined.

The initial study produced an extensive data set on the tasks and ergonomic requirements of the Corrections Officers job. Accident and injury data were collected and used to assist in establishing medical guidelines. Validation data on physical tests were summarized from studies conducted in other jurisdictions. Transportability studies were conducted. A physical ability test battery was selected based upon an abilities analysis and prior research. The test battery was tried out and validation data collected on a sample of current Corrections Officers. Two of the eight tests in the battery correlated highly (.76 corrected, .57 uncorrected) with supervisory ratings on performance of physically demanding tasks. Test fairness analysis and adverse impact analysis were conducted. Materials prepared to implement the new tests and standards will be described.

4:30 **Adjournment and Social Hour**

Friday-September 18, 1998

8:30 **Coffee and Registration**

9:00 **The US Postal Service's Training Evaluation Reporting System:
 The use of technology and measurement principles to find out what our
 customers think**

*Paul Katanik
Corporate Training & Development
US Postal Service
Washington, DC*

*Matthew W. Ruechert
Project Manager
Macro International Incorporated*

For many years, the US Postal Service did not have a systematic method of collecting information regarding the effectiveness of all training programs. Projects were conducted to evaluate some high profile programs but were usually disbanded when management was assured that the program was "on the right track." There was seldom adequate follow up to ensure appropriate maintenance of any training program. Approximately one year ago, a project was started to collect data on all USPS training program locally and then feed back the data to local and national training managers and staff to ensure the continued effectiveness of all of the training efforts. Due mostly to the scale of the USPS organization, the absolute necessity for quick input and immediate feedback for the reporting requirements and the lack of in-house resources, the USPS contracted with an outside organization to help develop and then maintain the data collection and reporting system.

The presenters will discuss the operation of the TERS process and explain some of the underlying measurement and technology principles used with this project. This discussion will include alternative assessment techniques pioneered in the personnel selection field, and the use of internet technology to provide the customer feedback to the appropriate staff and management personnel. Examples of the system will be demonstrated and distributed to the audience.

10:00 **Break**

Friday-September 18, 1998

10:15

The Pennsylvania State Police Selection Procedure

Brenda Estep

Director - Test Management & Administration Division

PA State Police

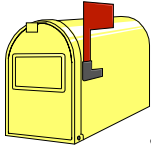
Harrisburg, Pennsylvania

In September 1997, the Pennsylvania State Police scheduled over 11,000 applicants to take the Cadet entrance examination. The examination was a two part examination consisting of a "Using Learned Materials Test" and a "Reading Comprehension Test." In the "Using New Materials Test" the candidates viewed and listened to material presented on video tapes and answered questions about the material. This component measured a candidate's ability to learn new information which has not been encountered before. The "Reading Comprehension Test" measured a candidate's ability to understand written material. The procedures for scheduling and administering a video examination of this scale will be discussed. The post examination process including the generation of an eligibility list using the banding concept will also be discussed. Current status of the process and the implementation of new selection procedures prior to appointment will conclude the presentation.

11:30

Adjournment

General Information



Join the MAPAC e-mail list and receive advanced conference notification, participate in lively discussions, and share information with other assessment professionals. Send a message to: LISTSERV@UBE.UBALT.EDU and write in the body of the message: **SUBSCRIBE MAPAC YOUR NAME**. Please refer any questions or problems to David Hamill at 301-320-9500 or hamills@erols.com

MAPAC on the WEB!

With the help and generosity of IPMAAC's Bill Waldron, MAPAC now has a home on IPMAAC's homepage at <http://www.ipmaac.org>. New MAPAC information is being added continually.

Mark your calendars now for the Winter MAPAC Meeting!

January, 1999

Civil Service Commission

Harrisburg, Pennsylvania

Registration

Conference Registration			
Names	_____		
Organization	_____		
Address	_____		
Telephone No.	() _____	Fax No.	() _____
E-Mail Address	_____		
Meeting and Workshop Information			
Number of people to attend:	Workshop	Wednesday 9/16	_____
	Conference	Thursday/Friday 9/17 & 9/18	_____
<u>Fees</u>	<u>Workshop</u>	<u>Conference</u>	<u>TOTAL</u>
MAPAC Members	Free	Free	_____
Non- Members	\$50.00	\$50.00	_____
Check or Money orders should be made payable to MAPAC and should accompany your registration form. (Unfortunately credit card payments cannot be accommodated.)			
Please Mail or FAX this registration form no later than September 8, 1998 to			
James Frankart, PA State Civil Service Commission, Test Development Division, 320 Market Street Harrisburg PA 17108-0569, Phone (717) 783-2697 ext 3517, FAX (717) 783-0838			

Hotel Information

Nassau Inn
10 Palmer Square
Princeton, New Jersey
(609) 921-7500

MAPAC Rates: \$115 per night (plus 6% sales tax)

Note: If accommodations are needed, please contact the hotel directly.

Be sure to indicate that you are there for the MAPAC conference. The deadline for hotel reservations is **August 21, 1998**. You may be able to get a room after that date, but it will be subject to availability.