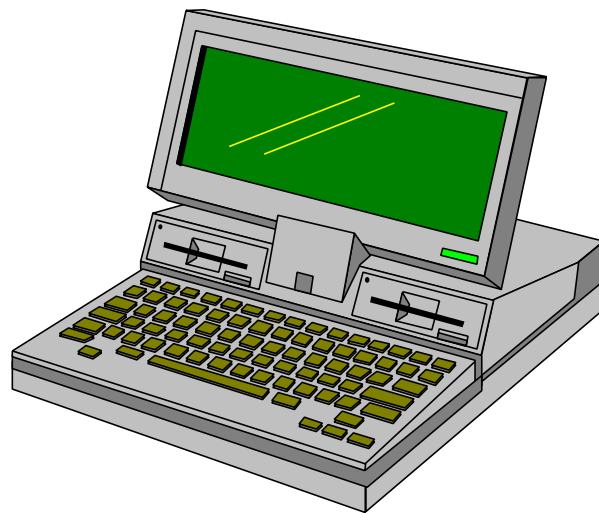


Mid-Atlantic Personnel Assessment Consortium

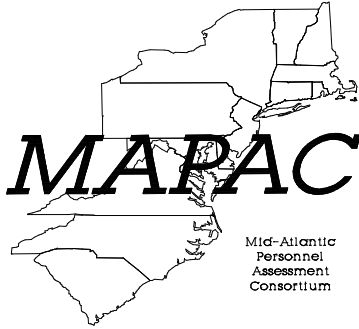
TECHNOLOGY IN SELECTION



April 28 - April 30, 1999

Philadelphia Department of Personnel

Municipal Services Building, 16th floor, Rm C
1401 JFKennedy Boulevard at 15th St.
Philadelphia, Pa 19102-1675



April 28, 1999

TRAINING WORKSHOP

DESIGNING AND DEVELOPING COMPUTER-BASED SELECTION SYSTEMS

8:30 a.m. Registration and Coffee

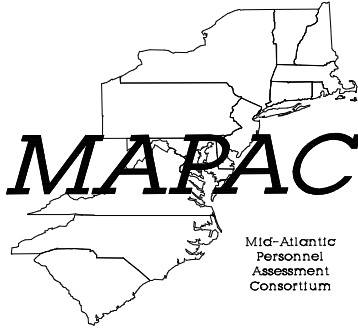
9:00 **Tennessee's Experience in Computer-Assisted Testing**
Robert A. Perry, Tennessee Department of Personnel

Mr. Perry, who is the architect and programmer of Tennessee's CAT system, will review the rationale for computer-assisted testing; design considerations in developing a CAT; mainframe, LAN and stand alone alternatives; security and storage requirements; program components such as monitor displays, instructions with sample questions, help screens, score notifications, and item analyses; administrative issues such as the integration of the CAT with existing systems; and special multimedia effects such as graphics, video and audio segments. He also will demonstrate Tennessee's computer-assisted testing program, the FXTEST.

12:30 Lunch

1:30 **Designing an In-House Applicant Tracking System**
Paul D. Usala, Immigration and Naturalization Service (INS)

Dr. Usala will describe how he designed and implemented the INS relational database to track applicants in the promotional process. Programmed in Microsoft Access, the database matches data across tables relating information on persons applying for promotional exams, assessment results, position vacancies and employee applications for particular vacancies.



April 29, 1999

8:15 a.m. Registration and Coffee

8:30 Business Meeting

9:15 **NYS's Innovations in Computer-Assisted Testing**
Betsy Kaido, NYS Department of Civil Service

Dr. Kaido will discuss NYS's CAT program which creates candidate identification records, administers entire tests by computer, computes automatic and immediate test scores and produces candidate rosters. She will demonstrate the State's multiple-choice, written simulation, and performance computer-assisted tests.

10:15 **Sylvan Prometric Computer-Based Testing**
Gerald Rosen, Sylvan Prometric

Dr. Rosen will review the history of computer-based testing (CBT), issues and guiding principles in the conversion of paper-and-pencil tests to CBT, and considerations related to selection instruments.

11:15 **Competency-Based Computerized Testing: ProSelect**
Ren Nardoni, ClearView Consulting

Mr. Nardoni will discuss the use of a web and competency-based evaluation and assessment system within a comprehensive framework of human resources processes of succession planning, employee development, 360 degree assessment and performance management. He will describe ProSelect, a software package using templates for competency-based interviewing and selection.

12:30 Lunch Round Table Discussions
Internet Resources
Applicant Tracking Systems
Other to be selected by participants

2:00 p.m. **The Web Site as a Selection Tool**
Doug Swanson, MD Dept. of Budget and Management
Greg Hughes, Delaware Dept. of Personnel

The presenters will discuss their experiences in developing Internet Web pages containing information on personnel services, job openings and applications for both internal and external customers. They will demonstrate the potential, capabilities and limitations of their respective systems.

3:15 **Effective Recruiting by Internet**
Marisa Harper, Immigration and Naturalization Service

The presentation will include information on INS' use of the Internet to recruit and enhance the application process. It will include INS' current successes and future plans including an advertising strategy.

4:00 Committee Meetings

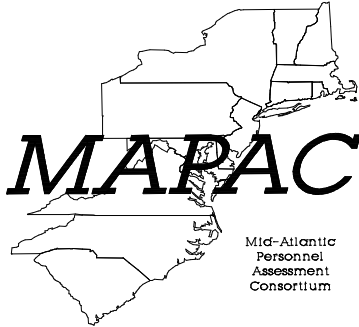
5:00 Hospitality Hour

**FALL MAPAC MEETING IN NEW YORK CITY:
SEPTEMBER 29 - OCTOBER 1, 1999**

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@UBALT.EDU and write in the body of the message: Subscribe MAPAC your name. Please refer any questions or problems to David Hamill, The Pittman McLenagan Group, L.C., at 301-320-9500 or davidh@pittmanlc.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>.



April 30, 1999

8:15 a.m. Coffee

8:30 Business Meeting and Committee Reports

9:15 **Item Banks**

Kathryn Paget, Western Region Item Bank

Ms. Paget will discuss factors to consider when implementing an item bank including categorization systems, item history and analysis, and methods of storing and retrieving information. The presentation will include the advantages of building a stand-alone versus purchasing an off-the-shelf system and a description of the 40,000-item Western Region Item Bank.

10:15 **Applicant Management - PeopleSoft**

Ted Sullivan, PeopleSoft

The presentation will describe the use of PeopleSoft to recruit and track candidates and identify and assess competencies.

11:15 **Computerized Job Analysis and Assessment - ACT**

Tracy Panase, ACT

Bill Weightman, NJ Department of Labor, Test Research Unit

The presentation will describe Work Keys, ACT's computer-based job analysis and assessment program, and its application for selection, training, promotion and placement. The program identifies core skills needed to perform job tasks and assesses candidate proficiency in areas such as applied mathematics, applied technology, listening, locating information, observations, reading, team work and writing.

12:15 Closing

Conference Registration

Names _____

Organization _____
Address _____

Telephone No. () _____ Fax No. () _____
E-Mail Address _____

Meeting and Workshop Information

Number of people to attend: Workshop Wednesday 4/28 _____
Conference Thursday/ Friday 4/29-30 _____
Roundtable lunch 4/29 _____
(Lunch payable on 4/29)

| Fees | Workshop | Conference |
|---------------|----------|------------|
| 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. (Credit card payments cannot be accommodated.)

Please Mail or FAX this registration form no later than April 9, 1999 to:
Gayle Phillip, CUNY, 535 East 80th St., New York, New York 10021, TEL: (212)794-5362, FAX (212)794-5389

Hotel Information

Wyndham Franklin Plaza Hotel
17th and Race Sts.
Philadelphia, PA
Tel: (215)448-2000

MAPAC Rates: \$113 per day including 13% tax for single or double

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 March 27, 1999. After that date, rooms will be subject to availability.