Personnel Testing, First Edition
A Manager’s Guide

Course Number: AX084–082
Days: Self–study
Description: The modern practice of personnel testing originated with the need to accurately assess many job applicants quickly. This book illustrates the limitations of traditional interviewing practices and presents you with guidelines for effectively testing your job applicants to find the best candidate.

Topic–Level Outline

Introduction
   Introduction to Personnel Testing
   Definition of a Personnel Test

Part 1: Personnel Testing: Beyond the Interview
   The Scientific Model of Personnel Testing
   Nine–Step Scientific Assessment Model

Part 2: Applications of Professional Testing
   How Companies Use Tests
   Personnel Tests: Traditional and Contemporary

Part 3: Guidelines for Effective Testing
   Test Administration
   Test Scoring and Interpretation
   Understanding Test Norms
   Basic Test Interpretation
   Communicating Test Results
   Integrating Test Results with Other Evaluation Results
Course Outline

Part 4: What Are Employers' Responsibilities?
- Complying with Legal Guidelines
- Government Regulations
- Fairness
- Become Your Company's Testing Expert
- Review and Conclusion

Part 5: Review Answers and Appendixes

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