

# 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

 CRISP series

#### 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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