CODESP

COOPERATIVE ORGANIZATION FOR THE DEVELOPMENT OF EMPLOYEE SELECTION PROCEDURES

STILL HAVEN'T USED CATS?

If you are one of those few individuals who still have not logged on to www.codesp.com, you are missing valuable information. Log-on today and take a look around the site. If you need help, pages 2-4 contain information about using the website. Not only is the CATS Test Item Bank and Test Generator on this site, there are also many valuable Resources and Links to assist you in the recruitment, selection, and retention of classified employees.

Once you have logged in (if you do not have a log-in name and password, or do not know who your district's CATS Administrator is, contact us), you can access the complete site.

By clicking on Links you will be able to access websites relating to the following topics: HR Associations, ADA, Compensation, HR Consultants, Employee Associations, Government Agencies, Job Analysis, Job Descriptions, NCLB, Test Development, Test Preparation, Surveys, Test Taking Practice, and miscellaneous HR related sites.

The Resources area of the site contains: Interviews (and Guides, etc.), Interviews by Competency, Supplemental Application Forms (T & Es), Writing Samples, Performance Tests, Pre-Assembled Tests, Tutorials (CATS, Instructional Aide, and General Test-Taking), Test Preparation Materials, Human Resource Guides (NCLB, Exam Planning, Job Analysis, etc.) and much, much more. CODESP offers its members over 200 sample interviews for a variety of specialized subjects listed by job family. They, and the other test materials available under Resources can be modified to meet your district's needs per the Instructions. Customized interviews can be ordered by completing a CATS Request Form if members can't find the questions they need on our website.

CODESP offers Pre-Assembled Tests for many of the most common public school employee classifications. They are also available to members under Resources. Pre-Assembled tests are available for Instructional Aide, Food Service Worker, Food Service Cashier, Custodian (entry level), Custodian (experienced), Clerk, and Secretary. Spanish translation tests to determine bi-lingual skills are also available.

Requesting multiple-choice test items is easy on CATS. Click on and complete the CATS Request Form, attach the job description and hit submit. Within days your job-related test items will appear on your CATS site. Review the items with your SME, click on the ones you want to include on the test, and build and print the test directly from your workstation. It is that easy!!!!

INTENT to CONTINUE CODESP MEMBERSHIP

MEMBERS, please go to Page 6 if you haven't completed an Intent to Rejoin CODESP. Districts or charter school's with an ADA of 1,000 or less do not need to purchase membership or complete an Intent if their county office is a member of CODESP. Membership is still only $1,750/year.
If you would like to join CODESP go to www.codesp.com and register.

CATS TIPS

Following is a summarized version of the CATS Tutorial available under Resources at:

www.codesp.com

Logging On

You must be a CATS User to log on at **www.codesp.com** to view secure areas. A log-in name and password can be issued by your district's CATS Administrator (**member_admin** under **Security Role**). If you do not have one, contact us at **tests@codesp.com** or by calling (714) 374-8644.

Add/Editing User Information

If you are the CATS Administrator (**member_admin**), click on the **Add/Edit Profile** and then on the memo icon in the right column to make changes and then hit **Update Profile**. To **Add New User** click on the icon on the bottom of the page, complete the information and make their status Active, and then hit **Add Profile**.

Staff, CODESP
Login name: Ryanlong   2/1/2005   member_admin   Active
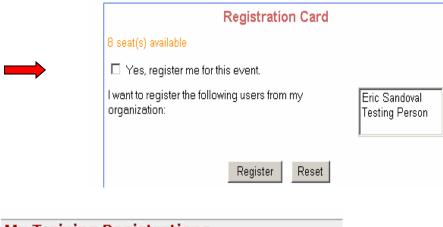**Last Login:** 2/21/2006 2:48:24 PM

Add New User

In the screen shown below you can make changes such as password, name, email address, phone number, etc. You also **MUST** change the **Status** to **Inactive** when they are no longer eligible for CATS viewing or are terminated from your district.

user profiles
My Profile
Add/Edit Profiles

membership
Member Directory
Edit District Profile

CATS
CATS Request Form
Create a Test
Test Library
Test Results

CODESP Staff's Profile

Ryanlong last logged in on 2/21/2006 2:48:24 PM.

Login Name:	Ryanlong 🔑 Change Password
Status:	Active
First Name:	CODESP
Last Name:	Staff
Title:	
Phone:	714 374 8644
Ext:	
Fax:	714 374 8225
Email:	tests@codesp.com
Member District:	CODESP test
Security Role:	○ Application User ● District Administrator
Created On:	2/1/2005 12:12:07 PM
Modified On:	10/11/2005 1:02:09 PM

Add Profile   Update Profile   Cancel

Registering for Events

To register for training meetings click on **Events**. If you are a **CATS User** you must log-in first. The card below will appear. If you click on the box which says, **Yes, register me for this event** and then hit **Register** on the bottom of the form, **you** will be registered. If you click on any or all of the other CATS Users from your district which are displayed in the box to your right, **they** will also be registered. To register more than one, hold down the **Ctrl** key.
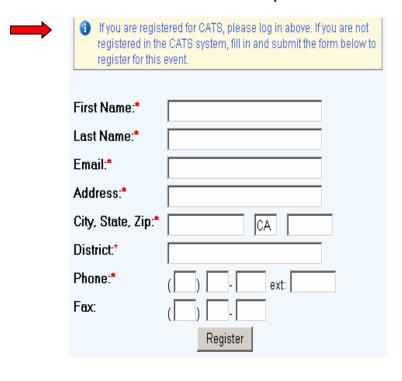

This reminder will show up on the home page of every CATS User who is registered.

If you want to register **NON-CATS Users**, make sure you are NOT logged into CATS. Click on **Events** scroll down and complete the form shown below and hit **Register**:

CATS Requests

My Request Status
You requested the following packets:
■ Sample Job Title
Submitted On: 5/15/2006   Finished

To request Multiple Choice Test Items or Custom Test Materials, log-on and complete the **CATS Request Form**. *Finished* requests are sent to your CATS site under **My Request Status** usually within one week of submission. Click on the **hyperlink** to open your test packet.
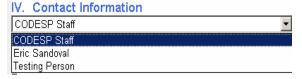
Remember Interviews, Supplemental Applications, Pre-Assembled Tests, etc., are located under Resources. They do NOT need to be ordered.

Although we can usually respond to your requests within a few days many CATS Requests are being submitted without allowing CODESP staff sufficient time to research or write new test items when necessary. Please, notify us as soon as you know there is an opening, or even when you anticipate openings. Also provide us with:

- adequate time to research/write/edit test items.
- job descriptions that are up-to-date or summaries of the minimum requirements.
- correct email addresses and systems that do not spam block our email.
- requests for types of test materials that are best suited for the position. *For example, management positions do not require the use of a multiple choice test, and positions such as IT which require up-to-date technical knowledge would be best evaluated by a supplemental application form/situational interview and/or performance test.*
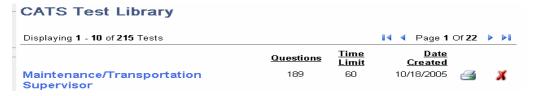- the source of any new multiple choice test items submitted for your test.

Using Other User's Log-In Names and Passwords

If you use other people's CATS User Names and Passwords when you complete a **CATS Request Form** you will **NOT** receive the test materials, they will. At the bottom of the Request Form you will see the box below. **Make sure you choose the correct name from the drop–down box** under **Contact Information**. This will determine which individual's CATS site will receive the test materials. If you are not listed, you need to get your own CATS User Name and Password.

IV. Contact Information
CODESP Staff
CODESP Staff
Eric Sandoval
Testing Person

Test Library

If you are looking for a test that you have previously printed or administered, check your **Test Library**. Tests shouldn't be deleted unless they were never used.

CATS Test Library

Displaying **1 - 10** of **215** Tests   ◄◄ ◄ Page **1** Of **22** ► ►►

	Questions	Time Limit	Date Created		
Maintenance/Transportation Supervisor	189	60	10/18/2005	🖨	✗

MEMBER APPRECIATION DAY

May 19, 2006   8:30* – 12:00

Ventura USD

255 W. Stanley Ave.
Ventura, CA 93001
Education Service Center

Speaker: **Anthony Ramos – Ventura USD**
Topic: *ADA Interactive Process:* Mr. Ramos is District Counsel for the district and will discuss the required dialogue between the employer and employee/applicant with the objective of finding an accommodation.

Speaker: **Scott Letourneau – Neogov**
Topic: *Designing Benchmarks and Building Efficiencies into H u m a n Resource Recruitment Workflow:* Districts will learn techniques to increase their workflow and improve the quality of their recruitment process.

Speaker: **CODESP Staff**
Topic: *Competency/KSA Based Job Analysis:* CODESP staff will briefly introduce their new job analysis guide to assist districts in developing job-related job descriptions and selection plans using competencies and KSAs.

*A Tri-Counties Meeting will be conducted from 8:00 – 8:45.

A FREE continental breakfast will be served beginning at 8:30 for those who REGISTER online at www.codesp.com under Events.

Registration Instructions:

CATS registered members must Log-in to register. Hold down the Ctrl key if you choose more than one person to register from the drop-down menu. To verify your registration go to your CATS Home Page and look under My Training Registrations. If you need to cancel, click on the blue hyperlink reminder and then click on Cancel Registration.

If you click on: Yes, Register me for the Event, it will only register yourself (if you are using another user's log-in name, that person will be registered.)

Non-members or non-CATS users must register on CATS also, without logging in. Click on the Event you want to attend, click on Registration and then complete the form at the bottom of the page and hit Register.

MEMBER'S INTENT TO REJOIN CODESP

CODESP

Cooperative **O**rganization for the **D**evelopment of **E**mployee **S**election **P**rocedures

20422 Beach Blvd. Suite 310 Huntington Beach, CA 92648 Email: tests@codesp.com

INTENT TO CONTINUE MEMBERSHIP

2006 - 2007

Members complete and submit the following information as soon as possible. This information is vital so that we can effectively plan membership training programs and test development services.

_____ **School District/County Office/CCD** plans to continue membership in CODESP for the 2006 - 2007 program year beginning July 1, 2006. Submit the **invoice** available on our website under **Resources/Membership Documents** to your business office for payment (make sure they know we have moved). Mid-Year members for 2005 - 2006 are contractually obligated to rejoin CODESP for the 2006 - 2007 program year.

_____**School District/County Office/CCD** will NOT be renewing their membership with CODESP for the 2006 – 2007 program year.

Reason for not rejoining:

_____

_____

Print Name: _____

Title: _____

Email Address: _____ **Phone :**_____

PLEASE FAX to (714) 374 – 8225 or Copy and EMAIL ATTACH to:
tests@codesp.com

Please make sure that we have your district's most up-to-date information on www.codesp.com and that your business office has our current address. Edit employee profiles for those who are no longer authorized to view test materials due to transfer or termination. Change their status to Inactive on the website under Add/Edit Users.