



ESSENTIALS OF PERSONNEL ASSESSMENT & SELECTION

Scott Highhouse • Dennis Doverspike • Robert M. Guion

SECOND EDITION



Essentials Of Personnel Assessment And Selection

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Essentials Of Personnel Assessment And Selection:

Essentials of Personnel Assessment and Selection Scott Highhouse, Dennis Doverspike, Robert M Guion, 2015-11-19 This second edition provides managers and students the nuts and bolts of assessment processes and selection techniques With this knowledge managers learn to make informed personnel decisions based on the results of tests and assessments The book emphasizes that employee performance predictions require well formed hypotheses about personal characteristics that may be related to valued behavior at work It also stresses the need for developing a theory of the attribute one hypothesizes as a predictor a thought process too often missing from work on selection procedures Topics such as team member selection situational judgment tests nontraditional tests individual assessment and testing for diversity are explored The book covers both basic and advanced concepts in personnel selection in a straightforward readable style intended to be used in both undergraduate and graduate courses in Personnel Selection and Assessment

Essentials of Personnel Assessment and Selection Scott Highhouse, Robert M Guion, 2014-07-17 Essentials of Personnel Assessment and Selection discusses the essentials that managers and other well educated people should know about the assessment processes so widely used in contemporary society and so widely not understood It emphasizes that good prediction requires well formed hypotheses about personal characteristics that may be related to valued behavior at work and the need for developing a theory of the attribute one hypothesizes as a predictor a thought process too often missing from work on selection procedures In addition it explores such topics as team member selection situational judgment tests non traditional tests individual assessment and testing for diversity The goal is to produce an accessible guide to assessment that covers basic and advanced concepts in a straight forward readable style It provides a review of the most relevant statistical concepts and modern selection practices that will equip the reader with the tools needed to be competent consumers of assessment procedures and practices and to be well informed about the kinds of questions to be answered in evaluating them This book will appeal to instructors of advanced undergraduate and master s level courses on personnel selection and assessment If supplemented by other readings on selected topics it would be useful in doctoral seminars Also students interested in becoming users of research based assessment and selection information and techniques will find it useful

Essentials of Personnel Assessment and Selection Scott Highhouse, Dennis Doverspike, Robert M Guion, 2015-11-19 This second edition provides managers and students the nuts and bolts of assessment processes and selection techniques With this knowledge managers learn to make informed personnel decisions based on the results of tests and assessments The book emphasizes that employee performance predictions require well formed hypotheses about personal characteristics that may be related to valued behavior at work It also stresses the need for developing a theory of the attribute one hypothesizes as a predictor a thought process too often missing from work on selection procedures Topics such as team member selection situational judgment tests nontraditional tests individual assessment and testing for diversity are explored The book covers both basic and advanced concepts in

personnel selection in a straightforward readable style intended to be used in both undergraduate and graduate courses in Personnel Selection and Assessment **The Oxford Handbook of Personnel Assessment and Selection** Neal Schmitt, 2013-12-15 Employee selection has long stood at the practical forefront of industrial organizational psychology Today's social business and economic climates require ongoing adaptations by those who select organizations personnel and research on the topic helps gauge the impact of these adaptations and their implications for human performance and potential The Oxford Handbook of Personnel Assessment and Selection codifies the wealth of new research surrounding employee selection web based assessments social networking globalization of organizations situating them alongside more traditional practices to establish the best and most relevant research for both professionals and academics Comprising chapters from authors in both the private sector and academia this volume is organized into seven parts 1 historical and social context of the field of assessment and selection 2 research strategies 3 individual difference constructs that underlie effective performance 4 measures of predictor constructs 5 employee performance and outcome assessment 6 societal and organizational constraints on selection practice and 7 implementation and sustainability of selection systems While providing a comprehensive review of current research and practice the purpose of this handbook is to provide an up to date profile of each of the areas addressed and highlight current questions that deserve additional attention from researchers and practitioners This compendium is essential reading for industrial organizational psychologists and human resource managers

The Oxford Handbook of Personnel Psychology Susan Cartwright, Cary L. Cooper, 2008-10-31 The field of Personnel Psychology is broadly concerned with the study of individual differences and their consequences for the organization As human resource costs continue for most organizations to be the single largest operating cost 50-80% of annual expenditure achieving optimal performance from individual employees is of paramount importance to the sustained development and financial performance of any organization The Oxford Handbook of Personnel Psychology brings together contributions from leading international scholars within the field to present state of the art reviews on topical and emergent issues constructs and research in personnel psychology The book is divided into six sections Individual Difference and Work Performance Personnel Selection Methodological Issues Training and Development Policies and Practices Future Challenges While the Handbook is primarily a review of current academic thinking and research in the area the contributors keep a strong focus on the lessons for HR practitioners and what lessons they can take from the cutting edge work presented

Industrial/Organizational Psychology Paul Levy, 2009-07-03 The third edition of this acclaimed text introduces students to the psychological factors active in the workplace including the psychology of the workforce employee health and well being organizational behavior motivation human resources and various dynamics of work interaction *Essentials of Employee Recruitment* Jerel E. Slaughter, David G. Allen, 2024-04-04 This book provides an insightful and comprehensive summary of the field of employee recruitment Written from a scientific evidence based perspective and with contributions

from global experts it reviews the relevant research in the various areas of recruitment considers the most pressing current issues in studying recruitment topics and designs future research agendas for the field Organized into four sections the text begins by presenting an overview of the study of recruitment before moving on to demonstrate effective ways of attracting talent covering methodology practices and organizational characteristics The third section focuses on recruiting specific populations including women ethnic and racial minorities college students and employed job seekers This book concludes by providing practical perspectives with chapters describing how the applicant population is changing how applicants interact with people and technology during recruitment the interaction of applicant and organizational political ideology and offering insights on how to design recruitment programs today and in the future A foundational resource on employee recruitment this is the ideal text for scholars and graduate students in industrial and organizational psychology and human resource management It will also interest practitioners working in the area along with executive and line managers tasked with responsibility for talent management

The Wiley Blackwell Handbook of the Psychology of Recruitment, Selection and Employee Retention Harold W. Goldstein, Elaine D. Pulakos, Jonathan Passmore, Carla Semedo, 2020-04-06 An unmatched collection of resources perfect for psychologists scholars and HR practitioners In The Wiley Blackwell Handbook of the Psychology of Recruitment Selection and Employee Retention an expert team of authors presents a comprehensive and authoritative perspective on critical issues in employee recruitment selection and retention Every chapter offers an in depth review of the most recent literature and provides academics researchers industry practitioners and students with a holistic reference to relevant data and theory The book includes job analyses biodata simulation exercises talent management guides talent assessment guides for leadership development and online employee selection strategies

The SAGE Encyclopedia of Industrial and Organizational Psychology Steven G. Rogelberg, 2016-09-27 The well received first edition of the Encyclopedia of Industrial and Organizational Psychology 2007 2 vols established itself in the academic library market as a landmark reference that presents a thorough overview of this cross disciplinary field for students researchers and professionals in the areas of psychology business management and human resources Nearly ten years later SAGE presents a thorough revision that both updates current entries and expands the overall coverage adding approximately 200 new articles expanding from two volumes to four Examining key themes and topics from within this dynamic and expanding field of psychology this work offers a truly cross cultural and global perspective

Staffing the Contemporary Organization Donald L. Caruth, Gail D. Caruth, Stephanie S. Pane, 2008-12-30 Few business functions are more important than putting people where they can do the most good Get it right and the business soars Get it wrong and the business pays dearly in reduced sales profits and productivity Staffing the Contemporary Organization provides a comprehensive treatment of staffing procedures policies techniques and problems It includes a number of human resources topics not usually covered in one volume HR planning legal aspects of staffing recruiting selecting performance appraisal career development and many others in an integrated

system The method presented is a proven useful tool that managers and HR people can employ to build stronger more resilient organizations This thoroughly revised edition provides a comprehensive treatment of staffing procedures policies techniques and problems It covers areas newly developed since the last edition like recruiting via the Internet and new court decisions that clarify the scope and application of antidiscrimination laws in the workplace Among other topics it covers the following areas in detail Employment law Job analysis Recruiting and interviewing Selecting and selection tests Appraisals and employee development Administration Handling promotions demotions layoffs terminations etc Career planning Measuring the effectiveness of the HR function Staffing the authors contend must encompass the entire range of activities associated with planning for obtaining utilizing and developing human resources Suitable for business students as well as professionals this is the first book to present a systems view of the staffing function a view necessary to maximize the contribution of any company's most important asset its people

Talent Assessment Tracy Kantrowitz, Douglas H. Reynolds, John Scott, 2023 This book reviews the latest advances in technology enabled assessment in the workplace Featuring chapters on key trends and innovations in assessment the volume covers advances in the foundational science of assessment technology related innovations updates to regulations principles and standards and assessment for development Including a variety of case studies that describe talent assessment in action and how organizations of varying sizes develop and implement assessment programs this book is ideal for practitioners and academics in the field

Analytics and Intuition in the Process of Selecting Talent Jürgen Deters, 2022-11-07 Human decisions especially in management and personnel selection are based on making judgments about people analytically and intuitively Yet in business and scientific contexts judgments are expected to be based on a rational analysis rather than intuitions or emotions Intuition is often seen as something mystical that should not be trusted and thus eliminated from human decision making Our empirical and theoretical research shows that this is impossible when people are dealing with people Instead intuitions and emotions have significant power in the decision making process Neuroscience even shows that humans are incapable of switching off their emotions or intuitions when making decisions Therefore intuition and emotions as evolutionary achievements of human beings should be looked at more closely to use the wisdom they offer This book provides an insight into the current state of research on rational analytical procedures in personnel selection and complements this with research on intuitions and emotions in personnel diagnostics By integrating scientifically verifiable rational analytical decision making procedures with the inner experiential knowledge of people this book bridges two complementary ways of recognizing and making good decisions It demonstrates how intuitions are developed and used in different fields of practice and cultures and how scientific research results from rational analytical and intuitive emotional selection procedures are successfully integrated by practitioners

Becoming an Industrial-Organizational Psychologist Dennis Doverspike, Catalina Flores, 2019-02-01 So you want to be an Industrial Organizational I O Psychologist You may have heard that it is one of the fields of the future fast

growing and a highly sought after profession But what is Industrial Organizational Psychology What does an Industrial Organizational Psychologist do Answering these questions and many more Becoming an Industrial Organizational Psychologist is the perfect introduction providing an expert overview of careers in Industrial Organizational Psychology the study of human behavior in the workplace Part 1 of the book discusses what I O Psychology is and what I O Psychologists do including the history of the field research areas and job types and titles Part 2 discusses the undergraduate years including how to make oneself competitive for graduate school and going through the process of identifying graduate programs applying and deciding on the right program Part 3 focuses on the graduate years including advice on success in a graduate program and in internships as well as additional issues like licensure and transitioning from other careers Finally Part 4 discusses how to find a job and begin a career in the various sectors of I O Psychology academic consulting industry and government

Essentials of Psychological Testing Susana Urbina, 2014-08-04 An easy to understand overview of the key concepts of psychological testing Fully updated and revised the second edition of Essentials of Psychological Testing surveys the basic principles of psychometrics succinctly presents the information needed to understand and evaluate tests and introduces readers to the major contemporary reference works in the field This engaging practical overview of the most relevant psychometric concepts and techniques provides the foundation necessary for advanced study in the field of psychological assessment Each clear well organized chapter includes new examples and references featuring callout boxes highlighting key concepts bulleted points and extensive illustrative material as well as Test Yourself questions that help gauge and reinforce readers grasp of the information covered The author's extensive experience and deep understanding of the concepts presented are evident throughout the book particularly when readers are reminded that tests are tools and that like all tools they have limitations Starting with a basic introduction to psychological tests their historical development and their uses the book also covers the statistical procedures most frequently used in testing the frames of reference for score interpretation reliability validity and test item considerations as well as the latest guidelines for test selection administration scoring and reporting test results Whether as an orientation for those new to the field a refresher for those already acquainted with it or as reference for seasoned clinicians this book is an invaluable resource SUSANA URBINA PHD is Professor Emeritus of Psychology at the University of North Florida where she taught courses in psychological testing and assessment A Diplomate of the American Board of Assessment Psychology and a licensed psychologist Dr Urbina practiced in the field of psychological assessment for over a decade She coauthored the seventh edition of Psychological Testing with Anne Anastasi and has published numerous articles and reviews in the area of psychological testing

[Encyclopedia of Human Resource Management](#) Stewart Johnstone, Jenny K. Rodriguez, Adrian Wilkinson, 2023-02-14 Thoroughly revised and updated to include contemporary terms that have gained importance such as furlough unconscious bias platform work and Great Resignation this second edition of the Encyclopedia of Human Resource Management is an authoritative and

comprehensive reference resource comprising almost 400 entries on core HR areas and concepts Leadership in Dangerous Situations, 2nd Edition Patrick Sweeney, Michael D. Matthews, Paul D. Lester, Sean Hannah, Brian Reed, 2022-12-15 This guide which for years has prepared military emergency and first responders to face psychological social and physical challenges of leading in dangerous contexts has been updated The author team which includes scholars and practitioners has integrated current research findings incorporated topics not covered in the prior edition and has created a reference work relevant to leaders at all levels entry mid and senior in organizations that operate in dangerous contexts Leadership in Dangerous Situations Second Edition includes nine new chapters that address character development ethical decision making and action leading in uncertain times empowering initiative leading taskforces and cross functional teams operating in complex social and political environments tactical and operational decision making and planning red teaming and incident command The authors wrote their chapters as acts of service to enhance the professions that serve their countries and societies *Organizational Psychology* Steve M. Jex, Thomas W. Britt, 2008-06-02 Thorough and up to date coverage of both the science and practice of organizational psychology This Second Edition reflects the latest developments and research in the field using a scientist practitioner model that expertly integrates multicultural and international issues as it addresses the most current knowledge and topics in the practice of organizational psychology Beginning with a foundation of research methodology this text examines the behavior of individuals in organizational settings and shows readers how psychological models can be used to improve employee morale productivity and quality of service Written in an accessible style that brings the material to life author Steve Jex and new coauthor Thomas Britt use their experiences as consultants and educators to bring new features to the Second Edition including Updated chapters particularly those on job attitudes teams and leadership New People Behind the Research and Illuminating Examples boxes New coverage of workplace stress teams and multicultural socialization More material on personal difference personality and considerations of diversity Extended coverage of financial incentives and executive compensation Using descriptive cases to illustrate workplace issues Organizational Psychology Second Edition thoroughly addresses the major motivational theories in organizational psychology and the mechanisms that organizations use to influence employees behavior **Strategic Training and Development** Robyn A. Berkley, David M. Kaplan, 2019-07-31 Strategic Training and Development translates theory and research into practical applications and best practices for improving employee knowledge skills and behaviors

Enhancing Human Performance in Security Operations Paul T. Bartone, 2010 A theoretical model of resilience is presented with special reference to the police officer's job The model includes many factors that are addressed throughout the book and provides a useful framework for considering both the selection and the training issues Section II emphasizes scientifically grounded yet practical approaches for selecting training and preparing personnel to function effectively in security operations Section III presents a collection of both case studies and special life threatening scenarios that workers

and leaders in security operations may face The training of new police officers in Kosovo and of local demining teams in Sudan and Iraq are addressed including contagion in the use of deadly force by police and security workers **The Public Administration Workbook** Dennis L. Dresang, 2016-08-05 Public administration is a craft that demands real world application of concepts and theories often learned in a classroom Yet many students find it difficult to make the leap from theory to practice completely unaided The Public Administration Workbook 8e is specifically designed with the theoretically grounded practice minded student in mind It reviews scholarship in political science law industrial psychology and the sociology of organizations and then allows students to see how these intellectual fields inform the analytical and managerial tasks that comprise public administration Where standard public administration textbooks examine the nature of public agencies and explain how bureaucracies relate to other institutions this workbook promotes a more effective way of learning by doing and more directly prepares those who will pursue careers in public agencies Each chapter begins with a discussion of relevant concepts and scholarship before moving into a hands on exercise analyzing core analytical and management challenges This edition includes an all new exercise on contract negotiation many international examples interwoven throughout the book and a fully updated HRM section to reflect alternative ranking and compensation systems Each chapter is further supported by a detailed Instructor s Manual written by the author to guide instructors on solutions explanations and ideas for using or modifying the exercises to fit a variety of course needs as well as downloadable datasets and exercises providing students with a unique opportunity to apply and test classroom concepts outside of the job

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