We've got big things coming in 2010!

The 2010-2011 Test Products & Services catalog was mailed out about two weeks ago. Keep your eyes peeled for that; the cover is the same as last year's, but you'll find that there's a big change inside...

New test names.

In an effort to create some consistency out of what we name our tests and why, we've put together a naming scheme that, while occasionally familiar, is overall quite different from what you're accustomed to.

Your new test catalog has a key to understanding the new test names and you can read the same guide online. Rest assured that despite the change in name, these are the same high-quality selection tools you're familiar with.

Please let us know if you have any questions, and read on for more useful tidbits about our test products.

What is the difference between cognitive and non-cognitive ability?

General cognitive ability is the ability to think and process information. These abilities affect job performance through the role they play in the acquisition and use of information about how to do the job. Some examples of general cognitive processes include understanding, reasoning and intellectual capacity. It's been thought that individuals with higher levels of cognitive ability acquire new information easier and faster, and are able to use that information more effectively.

Not surprisingly, research has shown that cognitive ability is the best predictor of job performance. Still, it doesn't tell you everything you need to know about a candidate. What does cognitive ability tell you about...
how diligently someone works or their interest in the work itself? Cognitive ability ignores these factors, yet conscientiousness and interest in work have been shown to be important predictors of job performance.

Conscientiousness is an example of a non-cognitive ability. Using non-cognitive measures, such as biodata and interest questionnaires, can give you a fuller assessment of each candidate and help reduce adverse impact. Non-cognitive factors include affective, personal, and social variables that predict successful job performance. Examples include interpersonal skills, emotional intelligence, cooperativeness, sense of responsibility, service-mindedness and conscientiousness.

A number of our tests include non-cognitive components. The D-Series Entry-Level Police Officer Test (aka PO-EL 200-NC Series) includes a 30 question section titled "Interests" that will easily allow you to incorporate non-cognitive testing into your hiring process. For entry-level firefighter positions, both the B-5 (FF-EL 201-NC) and the FF-EL 301 include a 20 question non-cognitive section.

Additionally, we offer two cost-effective biodata questionnaires: The P-BDQ (PO-BDQ 201-NC) for police and C-BDQ (CO-BDQ 201-NC) for corrections.

When choosing your tests, remember that it takes many attributes to perform on the job effectively, not just cognitive ability. The more you can assess about the person in advance, the better picture you'll get for how they'll perform on the job.

### Customized & Semi-Stock Tests

IPMA-HR's Customized Test Service is available to create tests for upper-level ranks in police and fire departments, such as Captain, Assistant Chief or Chief. We also offer a Generic First-Line Supervisor test that covers many aspects of supervision, with questions that are general in nature and not geared to a specific job.

We create these tests from questions compiled in our extensive item bank; just choose from a list of source material and available content areas for the test. We do the rest.

Additionally, we have a new Semi-Stock Test Service that allows you to modify our existing promotional stock tests to include items from our item bank. You can even have us write customized items based on your own internal publications. Using this service is an affordable way to expand your options for written testing and to tailor our tests to better suit your needs.
For more information, please email Jacob Jackovich.

**About Us**

IPMA-HR is a non-profit organization devoted to human resource professionals in the public sector. We specialize in public safety tests for hiring and promotions to include police, fire, corrections, and telecommunicators. We provide over 3,000 departments in the United States, Canada, and the European Union with cost effective employment tests. We’ve been developing employment tests since 1953, and we pride ourselves on the quality of our tests and the personal measures we take to ensure all of our clients are satisfied.

You can read more about the products and services we offer on our website and e-mail us at assessment@ipma-hr.org. You can also call us toll-free at (800) 381-8378. We’re here from Monday through Friday, 9am to 5pm Eastern. Please don't hesitate to contact us if there's anything we can do for you.

Sincerely,

The Assessment Services Department