This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Personnel Testing, First Edition A Manager's Guide

Course Number: AXO84–082
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

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

Part 5: Appendixes

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (http://www.collegeafricagroup.com)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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EBOOKS AND ONLINE TAINING

Excel Essentials 2013 Ebook, workbooks, and solutions.
Excel Intermediate 2013 Ebook, workbooks, and solutions.
Excel Advanced 2013 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

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