



# ESSENTIALS OF PERSONNEL ASSESSMENT & SELECTION

Scott Highhouse • Dennis Doverspike • Robert M. Guion

SECOND EDITION



# Essentials Of Personnel Assessment And Selection

**Mitchell S. Novit**



## **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.

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**The Oxford Handbook of Personnel Assessment and Selection** Neal Schmitt,2012-03-28 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

**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

**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

*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

*Essentials of Psychological Testing* Susana Urbina, 2011-01-13 An excellent primer on the key concepts of psychometrics Essentials of Psychological Testing surveys the basic principles of psychometrics supplies the information needed to understand and evaluate tests and introduces readers to the major contemporary reference works in the field It is the only book to provide such a thorough and up to date overview of psychometrics in an engaging accessible format As part of the Essentials of Behavioral Science series this book offers an overview of the most relevant psychometric concepts and techniques that provides the foundation necessary for knowledgeable informed practice Each concise chapter features numerous callout boxes highlighting key concepts bulleted points and extensive illustrative material as well as Test Yourself questions that help to gauge and reinforce readers grasp of the information covered Starting with a basic introduction to psychological tests their historical development and their uses Essentials of Psychological Testing 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 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 a reference for seasoned clinicians *Essentials of Psychological Testing* is an invaluable resource on the fundamentals of this evolving area of practice

*Judgment and Decision Making in Accounting* Sarah E. Bonner, 2008 This unique first edition is the only book on the market that delivers a contemporary synthesis of both psychology and accounting literature related to judgment and decision making *Judgment and Decision Making in Accounting* is structured around an innovative framework that provides a unique way of thinking about JDM projects and organizing JDM research Developed based on many years of teaching and research on accounting JDM this unique framework succinctly describes the key issues in accounting JDM research enabling readers to more quickly assimilate the vast material related to those issues The framework also provides a basis to help readers evaluate their own current JDM research ideas as well as generate further research questions Human Resource

Management (Third Edition) , **Essentials of Personnel Management** Mitchell S. Novit, 1979 Textbook on the fundamentals of personnel management in the USA comments on relevant labour legislation human resources planning at the enterprise level recruitment and selection training management development performance appraisal occupational safety and occupational health labour relations etc Bibliography after each chapter and diagrams **Essentials of Management**

Harold Koontz, Heinz Weihrich, 1990 Essentials of Management Andrew J. DuBrin, 2000 Information 5th ed Includes bibliographical references and index **The SAGE Handbook of Industrial, Work & Organizational Psychology, 3v**

Deniz S Ones, Neil Anderson, Chockalingam Viswesvaran, Handan Kepir Sinangil, 2017-12-14 The second edition of this best selling Handbook presents a fully updated and expanded overview of research providing the latest perspectives on the analysis of theories techniques and methods used by industrial work and organizational psychologists Building on the strengths of the first edition key additions to this edition include in depth historical chapter overviews of professional contexts across the globe along with new chapters on strategic human resource management corporate social responsibility diversity stress emotions and mindfulness in the workplace environmental sustainability at work aging workforces among many others Providing a truly global approach and authoritative overview this three volume Handbook is an indispensable resource and essential reading for professionals researchers and students in the field Volume One Personnel Psychology and Employee Performance Volume Two Organizational Psychology Volume Three Managerial Psychology and Organizational Approaches *Essentials of Management* Gary Dessler, 1999 For quarter courses short MBA modules undergraduate

graduate courses in Principles of Management This text is a brief 2 color paperback version of Dessler's Management Leading People and Organizations in the 21st Century *Subject Catalog of the Institute of Governmental Studies Library, University of California, Berkeley* University of California, Berkeley. Institute of Governmental Studies. Library, 1978

**Professional Practices of Human Resource Management in Hong Kong** Anna P.Y. Tsui, K.T. Lai, 2009-08-01 Faced

with external and internal challenges such as globalization social changes and responsiveness to customers technological development cost containment and structural changes organizations now experience increasing levels of competition Evidence has shown a positive relationship between HR practices and business performance outcomes such as increased profitability and productivity Indeed HRM practices influence employee skills through the acquisition and development of human capital Also the use of well designed performance management systems and pay for performance incentives are important motivations in the workplace Written by HR professionals consultants legal experts and academics with decades of professional experience this volume covers the full spectrum of HRM practices in relation to their strategic contributions to organizations In a hands on and lively fashion it provides up to date HRM knowledge and skills with practical guidelines The purpose of the book is to enhance people management and gain competitive advantage in the fast moving business environment

**Handbook on Public Personnel Administration and Labor Relations** Jack Rabin, 1983 Textbook on personnel management and collective bargaining practice in the public service in the USA covers topics such as personnel policy work organization recruitment equal opportunity selection procedure wage payment system training promotion and performance appraisal discusses scope institutional framework legal aspects and economic implications of collective bargaining and various aspects of labour relations in the public sector References Staffing the Public Service Albert P. Maslow, 1983

**Employee Recruitment, Selection, and Assessment** Ioannis Nikolaou, Janneke K. Oostrom, 2015-04-17 Personnel selection is changing Whilst traditional face to face interviews are still common the range of assessment processes that inform the selection of candidates is increasingly diverse taking advantage not only of new technologies but also using new methods and strategies such as assessment centres and personality testing This new collection looks at the most important contemporary issues in recruitment selection and assessment today highlighting the latest research from the perspective of both recruiter and applicant The book is written by an international range of prominent scholars in this area and provides up to date analysis of key topic areas including How measurements of intelligence can impact on recruitment policies The use and value of personality tests An analysis of social interaction in the interview process The value and impact of video resumes in recruitment How social networks affect how applicants are perceived Job analysis and competencies modelling Part of the Current Issues in Work Organizational Psychology series this is an important book that shines a light on the latest theory and practice in employee recruitment It will interest not only students and researchers of Organizational Psychology HRM and Business and Management but will also engage professionals in the field

## Unveiling the Magic of Words: A Overview of "**Essentials Of Personnel Assessment And Selection**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Essentials Of Personnel Assessment And Selection**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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