



**IPMA-HR Selection Seminars**  
*Sponsored by the City of Chattanooga, Personnel Department*

August 11: Job Analysis  
August 12: Examination Planning  
August 13: Training and Experience Ratings (T&Es)

***Enroll for one or more of these courses!***

**Schedule:** 8:30 a.m. - 4:30 p.m.

**Location:** City of Chattanooga, Personnel Department (101 E. 11th Street, Suite 201)

**Daily Fees:** IPMA-HR Members: \$225; Nonmembers: \$275

**Instructor:** Charles Sproule

**Seminar Overviews:**

**Job Analysis**

This course provides participants with the theory, principles and methodology to conduct a multipurpose job analysis, all in accordance with the Uniform Guidelines on Employee Selection Procedures. The resulting data can be used for a variety of human resources activities such as the establishment of class specifications, the design of training programs and the development of content valid selection procedures. The IPMA-HR job analysis approach is flexible enough to be used on any type of occupation and is applicable for small, medium and large agencies.

**Examination Planning**

Through a combination of lecture, discussion and group exercises, this course presents the theory, concepts and techniques used to plan job-related hiring and promotional assessments. From the interpretation of job analysis data through the identification of appropriate testing instruments, this course will provide participants with the necessary tools to plan and organize examination activities.

**Training and Experience (T&E) Rating**

This highly interactive course explores how measures of training and experience can be used to assess the qualifications of job applicants. Advantages and disadvantages of various T&E formats are discussed, as are the theoretical and practical principles related to T&E development, administration and scoring. Current research that supports the use of T&E evaluation as a hiring tool is also presented.

[Enroll today for these important courses!](#)

Please call 703-549-7100 or visit [www.ipma-hr.org](http://www.ipma-hr.org) for more information.

**REGISTRATION FORM**

**PARTICIPANT INFORMATION** Please type or print information.

<b>First Name</b>	<b>Last Name</b>	<b>Designation (e.g., IPMA-CP)</b>	
<b>Title</b>			
<b>Agency/Organization</b>			
<b>Mailing Address</b>			
<b>City</b>	<b>State/Province</b>	<b>ZIP/Postal Code</b>	<b>Country</b>
<b>Phone</b>	<b>FAX</b>		
<b>E-mail Address</b>	<b>IPMA-HR Member # (required for all members)</b>		

Check here if you require special accommodations to fully participate or you have special dietary needs. Please attach a written description of your needs. IPMA-HR will make every effort to accommodate your request.

**CONFERENCE REGISTRATION FEES** Please check the appropriate fee category.

- |                            |                               |   |   |
|----------------------------|-------------------------------|---|---|
| Tuesday, August 11, 2008   | Job Analysis                  | <input type="checkbox"/> \$225 IPMA-HR Member | <input type="checkbox"/> \$275 Non-Member |
| Wednesday, August 12, 2008 | Examination Planning          | <input type="checkbox"/> \$225 IPMA-HR Member | <input type="checkbox"/> \$275 Non-Member |
| Thursday, August 13, 2008  | Training & Experience Ratings | <input type="checkbox"/> \$225 IPMA-HR Member | <input type="checkbox"/> \$275 Non-Member |

Total Fee: \$ \_\_\_\_\_

**REGISTRATION AND PAYMENT**

Registrations are processed in the order in which they are received. Full payment must be submitted with registrations. Registrations received without payment will not be processed. Payment must be received prior to workshop.

- FAX registration form with credit card information to (703) 684-0948.
- MAIL registration form with payment payable to IPMA-HR, 1617 Duke Street, Alexandria, VA 22314

Check Enclosed (payable to IPMA-HR)

I authorize IPMA-HR to charge \$ \_\_\_\_\_ to my:  MasterCard  Visa

<b>Card#</b>	<b>Expiration Date</b>
<b>Name of Card Holder</b>	<b>Signature</b>

Confirmation: We will confirm registration by mail and/or email within 10 days of receipt of your completed registration and payment.

**CANCELLATION / REFUND POLICY**

- All cancellation requests must be submitted in writing and faxed to (703) 684-0948 or mailed (address above).
- If received in writing before Friday, August 1, 2008, IPMA-HR will refund the registration fee less a \$25 processing fee.
- Registration fees will not be refunded for (1) cancellations received after Friday, August 1, 2008 or (2) no-shows.

<p><b>SEND REGISTRATION AND PAYMENT TO:</b> IPMA-HR 1617 Duke Street Alexandria, Virginia 22314</p>	<p><b>QUESTIONS ABOUT THE PROGRAM? CONTACT:</b> Carrie Hoover Phone: (703) 549-7100 Fax (703) 684-0948 choover@ipma-hr.org</p>
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