



Human Resources “Myth Busters”

Provided by: Fire & Police Selection, Inc.

1. An agency is faced with the need to increase diversity in its workforce. The best way to increase diversity is to focus recruitment efforts in diverse-rich populations.
 - A. True
 - B. False
2. Which of the following statements is true pertaining to pre-employment written tests?
 - A. It is illegal to use a written test that results in better passing rates of men compared to women.
 - B. It is illegal to use a written test that results in better passing rates of whites compared to minorities.
 - C. An agency must use a written test that has been locally validated.
 - D. A pre-employment written test should not measure anything that is not a requirement upon hire.
3. A written test which measures _____ typically results in higher passing rates for women compared to men.
 - A. mathematical reasoning
 - B. reading ability
 - C. spatial rotation
 - D. mechanical aptitudes
4. When an agency administers an oral board assessment for an entry-level job, it is imperative that only those people who hold the title for the “target position” are used as raters in the process.
 - A. True
 - B. False
5. There is no standard time limit on when a job analysis expires or should be considered outdated.
 - A. True
 - B. False

Fire & Police Selection, Inc. is a firm dedicated to providing the highest quality products and services related to pre-employment and promotional testing in the public safety industry in a job-related and court-defensible manner.

Established in 1997, Fire & Police Selection, Inc. (FPSI) is a human resources consulting firm specializing in test validation and development and cutting-edge online applicant testing for public safety departments. This narrow focus allows us to provide a high level of competency and expertise that benefits our clients, our company, and the industry we serve. From development and validation of tests to scoring, FPSI is your total recruitment solution.



Scoring Key

1. Answer: **False**

While reaching out to diverse-rich communities is a great way to increase diversity within the *applicant pool*, there is no guarantee in increasing diversity in the workforce using this approach. The key to a successful outreach process is to ensure that the diverse community includes *qualified applicants*. Oftentimes, agencies will post flyers and announcements in areas they believe are rich with minorities only to discover that the end result increases the white to minority passing rates thus exasperating adverse impact in the final selection process.

2. Answer: **D**

Written tests that result in higher test performance for men compared to women, or whites compared to minorities, are not illegal if the employer can demonstrate the job-relatedness and validity of the measure to the job. Additionally, while validation of selection procedures is desirable in personnel management, the Uniform Guidelines require users to produce evidence of validity only when the selection procedure adversely affects the opportunities of a race, sex, or ethnic group for hire, transfer, promotion, retention or other employment decision. If there is no adverse impact, there is no validation requirement under the Guidelines (UGESP, 1978, Questions and Answers).

3. Answer: **B**

Typically speaking, males *tend* to perform better than females on written tests which measure various cognitive abilities, while females *tend* to perform better than males on written tests which measure reading ability. The ideal written test would include a blend of both critical cognitive components and reading ability supported by the job analysis and which are essential to the job.

4. Answer: **False**

In instances whereby the position is an entry-level process, where no job knowledge is required, the agency is not required to use only incumbents in the target position as raters. Rather, the agency may elect to include raters from different positions within the organization (e.g., human resources, civil service, etc.) to serve as raters in an attempt to obtain a more balanced rating.

5. Answer: **True**

There is no universal timeline on how often a job analysis should be revisited or conducted for a given position. However, in the event that the job duties, knowledges, skills, abilities (KSAs), equipment used, etc. change from when the original job analysis was conducted, it's a very good idea to update the job analysis.