



APPLIES TO ACADEMIC YEAR 2011/2012

## **BIK 2925 Psychological testing in the work place**

### **Programme**

Single courses

### **Responsible for the course**

Ole I Iversen, Øyvind Martinsen

### **Department**

Department of Leadership and Organizational Behaviour

### **Term**

According to study plan

### **ECTS Credits**

7,5

### **Language of instruction**

Norwegian

### **Introduction**

The course gives participants a basic introduction to how the tests can be used in the workplace, both in selection and development. There will be an introduction to the necessary statistical concepts and methods. Different selection methods and their reliability will be reviewed. As a background for understanding and predicting human behaviour, an introduction will be given to the most important approaches to personality and intelligence. The course will also examine the use of tests in practice, and illuminate the ethical aspects of test use. Passing the course will be required to attempt the certification exam at Det Norske Veritas (DNV) on the use of psychological tests in the workplace.

### **Learning outcome**

The course will help participants to work using psychological tests in a competent and responsible manner. In addition to credits from BI, participants who complete the course will also be issued with a competency certificate from Det Norske Veritas (DNV).

### **Knowledge**

After completing the course participants will be able to explain key statistical concepts and methods of test psychology. Participants will also have basic knowledge of central theories of personality and intelligence, and how this can be measured. They should also know the requirements for competent test use, as well as the requirements that should be addressed when psychological tests are used in the workplace.

### **Skills**

After completing the course, the participants are able to apply occupational psychological tests in a timely and fair manner. Participants will also be able to conduct a good feedback interview. Moreover, they will know the characteristics of a psychological test suitable for use in the work place.

### **Attitude**

After the course participants will have a considered approach to the use of psychological tests in employment. They should be able to make sound judgements so that testing can be conducted in a fair manner. Participants will also be able to ask critical questions to test suppliers and others, and they should be able to advise customers or their own business when it comes to the selection and use of psychological tests in employment.

### **Prerequisites**

Participants should have knowledge of the recruitment process, for example with a background from BIK 2500 'Recruiting, interviewing and new employee learning processes', or through experience from the field. It would be advantageous if the participants have some experience of the use of psychological tests.

### **Compulsory reading**

#### **Books:**

Cohen, Ronald Jay & Mark E. Swerdlik. 2010. Psychological testing and assessment : an introduction to test and measurement. 7th ed. McGraw-Hill

Iversen, Ole I. 2003. Testhåndboka : personlighet, rekruttering og utvalg : om bruk av psykologiske tester i arbeidslivet. Tiden

**Articles:**

Utvalgte artikler / Selected Articles. Material distributed during the course

**Recommended reading****Books:**

Cooper, Colin. 2010. Individual differences and personality. 3rd ed. Hodder Education

**Course outline**

Basic statistical concepts and methods in recruitment and selection

Frequency distribution

Standardised scores

Correlation

Measurement error and reliability

Requirements for psychological tests

Reliability

Validation

Normalisation and adaptation

Individual differences

Intelligence

Personality

Motivation

Measurement of human qualities and skills

Intelligence and skill tests

Normative, ipsative and partly ipsative tests

Personality tests

Motivation tests

360 degree evaluation

The recruitment process

Job analysis

Selection methods

Psychological testing and the recruitment process

Overview of psychological tests

Predicting behaviour based on test results

Feedback on the test results

Use of tests in personnel selection

Use of tests in development

Testing in practice

Administration of the testing process

Ethics in the use of psychological tests

Ensuring candidates rights

Storage of test materials and test results

**Computer-based tools**

The student is responsible for gaining access to the Internet in connection with the administration of occupational psychological tests.

**Learning process and workload**

The course is organised in three sessions consisting of two days teaching (6 days in total). In addition, participants will be given tasks to complete between the blocks.

**Examination**

At the end of the course it is a four-hour individual written exam followed by a practical examination lasting about 30 minutes where the students should conduct a feedback interview to a candidate.

**Examination code(s)**

BIK 29251 - Written individual exam. The exam grade is either pass or fail

BIK 29252 - Oral practical exam. The exam grade is either pass or fail

Both written and oral practical exam must be passed before the candidate acquires 7.5 credits for course, BIK 2925

**Examination support materials**

No aids are allowed for the written examination. User Manuals for the current profile tool is permitted during the practical test.

**Re-sit examination**

A re-sit is held at the next scheduled exam in the course.

**Additional information**