

<<职场个体评估>>

图书基本信息

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## 内容概要

Written for human resource professionals, trainers, and managers, *Using Individual Assessments in the Workplace* is an easy-to-read and easy-to-apply manual for using assessment tools. Step by step this much-needed resource leads the reader through the often complex processes of job analysis, test selection, test administration and interpretation, and decision making. The authors—Leonard D. Goodstein and Erich P. Prien—are leading experts in the field of workplace assessment. In this book they present a comprehensive resource that offers an introduction to individual assessment, shows how to collect and analyze assessment data (including a five-step model for conducting this process), reveals how to perform psychological measurement, develop and integrate individual assessment data, and report individual assessment results.

## 书籍目录

Foreword by W. Warner Burke. Foreword by Adrian Furnham. 1. Introduction. For Whom Did We Write This Book? What Are Our Recommendations? How Is This Book Organized? 2. The Practice of Individual Assessment. What Is Individual Assessment? What Does an Assessor Need to Know? The Three Levels of Assessor Competencies. The Individual Assessment Model. Information Technology and Individual Assessment. Summary. 3. Psychological Measurement. The Normal Distribution Curve. Reliability. Validity. Norms. The Role of the Assessor. Classification of Psychological Tests. Interviewing. Summary. 4. Collecting and Analyzing Assessment Data. Using the Five-Step Model of Individual Assessment. Hard and Soft Data. Assessment Procedures and Choices. Reporting and Follow-Up Choices. Summary. 5. Developing and Integrating Individual Assessment Data. Choosing Measures. The Database. Processing the Database. Summary. 6. Reporting Individual Assessment Results. The Focus of a Final Report. Content and Style. Drawing Conclusions and Making Recommendations. A Decision-Making Model. A Forty-Question Checklist. Computer-Generated Reports. Individual Assessment for Development. Future-Oriented Job Analysis. Summary. Appendix A: Recommended Readings. Appendix B: Sample Position Description. Appendix C: Introduction to Job Analysis. Appendix D: First-Line Management/Supervisory Level Competency Model. Appendix E: Senior Management/Executive Level Competency Model. Appendix F: Sample Individual Assessment Report on Applicant for Administrative Assistant Position. Appendix G: Sample Assessment Report—Supervisor/First-Line Manager. Appendix H: Sample Individual Assessment Report—Management and Executive Level. Appendix I: Selected Tests and Publishers. References. About the Authors. Index.

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