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as follows:

20 questions
information on the phone—20 questions
sentences with errors—22 questions

- Identify errors in sentences—71 questions
- File documents—44 questions
- Type documents—number of questions not reported

To develop the job performance (criterion) measure, a behavioral performance rating scale (1–7 rating) was constructed for each of the nine areas, ensuring a high content correspondence between the tests and the performance criteria they sought to predict. Scores on these nine scales were summed to yield an overall performance score.

The nine tests were administered to 108 current clerical employees to obtain predictor scores. A separate score on each of the nine tests was computed, along with a total score for all tests. In addition, total scores on two short (50-question) forms of the total test were created (Form A and Form B).

Performance ratings of these 108 employees were obtained from their supervisors, who were unaware of their employees' test scores. The performance ratings were summed to form an overall performance rating. Scores on each of the nine tests, on the total test, and on Forms A and B of the test were correlated with the overall performance ratings.

Results of the concurrent validation study are shown in Exhibit 7.15. It can be seen that seven of the nine specific tests had statistically significant correlations

EXHIBIT 7.15 Clerical Test Concurrent Validation Results

Test	Correlation With Overall Performance
Computer software and hardware	.37**
Prioritize tasks	.29*
Route and transfer calls	.19*
Record messages	.31**
Give information on phone	.35**
Correct sentences with errors	.32**
Identify errors in sentences	.44**
File documents	.22
Type documents	.10
Total test	.45**
Form A	.55**
Form B	.49**

NOTE: *p < .05, **p < .01

SOURCE: Adapted from J. E. Pynes, E. J. Harrick, and D. Schaefer, "A Concurrent Validation Study Applied to a Secretarial Position in a State University Civil Service System," *Journal of Business and Psychology*, 1997, 12, pp. 3–18.