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## Adverse Impact and Test Validation:

A Practitioner's Guide to Valid and Defensible Employment Testing

ISBN: 0 566 08654 9



*"Dr. Biddle's book is an excellent effort to bridge the gap between the technical and the practical. The procedures presented are informed by the most relevant technical information and by present legal requirements. This book is best suited for non-technicians who have at least a general foundation of relevant technical knowledge."*

*Mary L. Tenopyr, AT&T,  
and Past President of SIOP (Society for  
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Dan Biddle's *Adverse Impact and Test Validation* provides you with guidelines and analysis steps that allow you to identify which of your selection procedures have adverse impact and how to complete a defensible validation study using court-endorsed methodologies.

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### Chapter 1: Adverse Impact

- Types of adverse impact analyses
- The concept of statistical significance
- Selection rate comparison for a single event
- Selection rate comparisons for multiple events
- Availability comparison for a single event
- Availability comparisons for multiple events

### Chapter 2: Selection Procedure Development and Validation

- Validation defined
- Overview of the mechanics of content and criterion-related validity
- Benefits of the validation process
- Professional standards for validation
- Uniform Guidelines requirements for validation
- Blending the professional and government validation standards into practice
- Steps for completing a content validation study
- Eight steps for completing a job analysis
- Developing a Selection Plan
- Content validation requirements for "work sample" and "KSAPC" types of selection procedures
- Criterion-related validity

### Chapter 3: Developing, Validating, and Analyzing Written Tests

- Step 1: Determine the KSAPCs to be measured by the test
- Step 2: Develop a test plan for measuring the selected KSAPCs
- Step 3: Develop the test content
- Step 4: Validate the test
- Step 5: Score and analyze the test

### Chapter 4: Developing, Validating, and Analyzing Structured Interviews

- Methods for improving the interview process
- Types of questions to include in structured interviews
- Steps for developing situational questions
- Administering and scoring an interview

### Chapter 5: Developing, Validating, and Analyzing Training, Education & Experience (TEE) Requirements

- Uniform Guidelines criteria regarding TEE requirements
- Professional standards regarding TEE requirements
- Using TEE requirements in open selection/promotional processes
- Using TEE requirements in closed selection/promotional processes

### Chapter 6: Using Selection Procedures: Cutoff Scores, Banding, Ranking, and Weighting

- Developing valid cutoff scores
- Banding
- Ranking
- Weighting and combining selection procedures

### About the Author

Dan A. Biddle, Ph.D., is the CEO of Biddle Consulting Group, Inc. (BCG), a consulting firm specializing in the areas of test development/validation, Equal Employment Opportunity compliance, and Human Resource software development. Dr. Biddle is also the CEO of affiliate company, Fire & Police Selection, Inc., a firm dedicated to providing fair and defensible testing solutions to the fire and police services industry. BCG has consulted with numerous Fortune 500 companies and hundreds of public sector agencies in matters pertaining to these areas, and maintains over 1,000 software or service clients worldwide. BCG also provides expert witness/consulting services in state and federal litigation matters, and in response to government audits.

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