

**RESERVE  
YOUR  
SEAT TODAY!**



**SIGMA 5 AMS  
NEW USER TRAINING  
EASTERN REGION**

Because this seminar is open to all Sigma 5 AMS customers, we are not able to accommodate agency-specific database configurations in the classroom. To ensure the quality of everyone's training experience, all students will use an AMS 5 database specially designed for training. You can expect that certain configuration attributes (database field names, custom screens, saved filter and report templates, etc.) will look somewhat different from those of your own agency, but all program operations will be the same. We are confident that what you learn in this seminar will be extremely valuable to you and you will be able to quickly apply it to your own organization's processes.

**STUDENT PREREQUISITES**

1. Trainee's agency must be licensed to use Sigma AMS 5.
2. Knowledge of agency selection rules and procedures.
3. Basic working knowledge of Windows operating systems.

**SIGMA 5  
AMS  
NEW USER  
TRAINING**

Registration Information:

**Please RSVP no later than**

**March 15, 2007**

**800-677-1275**

**Seating is limited.**

**Seats are reserved on a first-come,  
first-served basis.**

***Purchase Order Number required to  
confirm your reservation.***

**Training fees:**

**\$250.00 per day per person**

**\$750.00 per person for all 3 days**

**TRAINING LOCATION:  
CPS Human Resource Services  
California Room  
241 Lathrop Way  
Sacramento, CA 98515**

**April 4, 5 and 6, 2007**

**8:30 am — 4:00 pm**



333 North Wilmot Rd., Suite 205  
Tucson, AZ 85711  
800-677-1275  
520-721-1191  
Fax 520-721-1459



# SIGMA 5 AMS NEW USER TRAINING

## THREE DAYS OF NEW USER TRAINING!!!

This is an introductory course in the use of the Sigma 5 Applicant Management System. Selection process basics such as entering data into the system, exam coding, applicant referral, reporting and more will be covered. At the conclusion of this course, participants will have the skills to use the AMS 5 program to automate the majority of selection processes.

## DAY 1 AGENDA

### Introduction to Database Operations

- ◆ Navigate the program
- ◆ Access modules
- ◆ Become acquainted with program conventions

### Enter Recruitment Data

- ◆ Make a ListMaster record
- ◆ Add People records
- ◆ Add Application records

### Introduction to Filter Operations

- ◆ Work with the Process module
- ◆ Identify specific records using worksets
- ◆ Filter applicants for a specific job
- ◆ Generate reports
- ◆ Update Application records
- ◆ Send letters

## DAY 2 AGENDA

### Written Exam Scheduling

- ◆ Schedule written exams
- ◆ Send letters

### Written Exam Processing

- ◆ Understand Exam and Scoring Model records
- ◆ Enter test results by keyboard or scanner
- ◆ Score tests and subtests
- ◆ Analyze reports
- ◆ Produce Item Analysis reports
- ◆ Produce Adverse Impact by Item reports
- ◆ Set an exam passpoint
- ◆ Convert scores using Four-Point Rescale
- ◆ Copy scores into a filter of Application Records

## DAY 3 AGENDA

### Assessment Scheduling

- ◆ Schedule Assessments (oral boards and interviews) and send letters

### Assessment Processing

- ◆ Understand Assessment record
- ◆ Enter raters' responses
- ◆ Produce a report of ratings
- ◆ And more...

### Updating/Manipulating Data

- ◆ Calculate subtest scores and store total
- ◆ Manually update score fields
- ◆ Perform inter-field and constant arithmetic
- ◆ And more...

### Referral of Applicants

- ◆ Understand Requisition and Vacancy records
- ◆ Use of Client/Location records
- ◆ Use Skills Codes to define referral group
- ◆ Generate referrals
- ◆ Update corresponding database

### Additional Sigma 5 AMS Reporting

- ◆ Applicant Flow Analysis and Frequency Counts

