



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 4.2400

DIVISION: Finance and Administration

TITLE: Pre-Employment Testing

DATE: January 3, 2000

REVISED: N/A

Policy for: All Employees

Authorized by: Director, Human Resources

### **I. Purpose and Scope**

When approved, pre-employment tests must be fairly and consistently applied to all prospective job candidates.

### **II. Policy**

1. All pre-employment tests of any nature that are to be administered to any candidate for any position must be coordinated and approved by the Director of Human Resources.
2. Pre-employment tests may include, but are not limited to: keyboarding speed, aptitude assessments, personality tests, physical agility tests, illegal substances screenings, and professional skills assessments.
3. Medical exams shall not be required of a prospective employee prior to an actual job offer being made. Medical exams may be performed after a job offer is made and then only when determined to be essential to the job and required for all entering employees in the same job category. Any medical information gained from a medical exam must be kept in separate confidential files.

### **III. Procedure**

1. Department/Unit Head(s) should follow current processes for conducting searches; recruiting and documenting formal candidate approval requests as established by Personnel Processing Procedures.

#### **IV. Exclusions**

#### **V. Related Policies**

See also: 4.2000 *Employment Authorization and General Working Conditions*

#### **VI. Reason for Revision**

Appendices: