

<b>Policies of the University of North Texas</b>	Chapter 5
<b>05.030 Pre-Employment and Placement Testing</b>	<b>Human Resources</b>

**Policy Statement.** To establish policy regarding pre-employment and/or placement testing of job applicants. Pre-employment and placement tests, while not considered foolproof as predictors of job performance, serve as aids to the pre-employment screening procedure to improve the efficiency with which satisfactory job performance can be predicted.

**Application of Policy.**

All Staff

**Definitions.**

None

**Procedures and Responsibilities.**

- I. Policy. It is the policy of the University that all pre-employment and placement tests will be either conducted by or approved through the University Human Resources Department.
  - A. For specific job classifications for which the University has established minimum test score requirements, the Human Resources Department will administer the required tests and will establish and administer policies regarding testing procedure and the eligibility of individual applicants to be considered for specific positions based on test scores.
  - B. For written tests administered at the departmental level, the test content, a detailed plan for test procedure, and a description of the relationship of the test scores to other selection criteria must be pre-approved by the Human Resources Department. Approval will be based on analysis that the test content is related to the essential functions of the job and that the test administration, scoring, and use of the test scores in selection of candidates are valid and non-biased.
- II. Testing Records Retention. The Human Resources Department will be the final repository for test scores and documentation on both selected and non-selected applicants. Department-administered tests are to be forwarded to Human Resources for retention.

Responsible Party: Assistant Vice President for Human Resources

**References and Cross-references.**

None

Approved: 5/1/1983

Effective:

Revised: 8/92; 8/97; 9/01; 11/05\*

\*Reviewed with no change

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