Pre-Employment Testing:

- o Administer tests and other selection procedures that do not violate federal anti-discrimination laws (Title VII, ADA, and ADEA)
- o "Test Validation" – Tests must be directly job related and consistent with business necessity; and its results appropriate for the position's purpose
- o Must be appropriately administered and scored under pre-determined standardized conditions
- o UGESP provides detailed guidance for test validation
- o Tests or tools administered in the selection process must have prior HR approval. Failure to do so will prohibit test results to be used in the selection process