

Checklist: Pre-Employment Testing

It is common for employers to ask applicants to undergo procedures, such as testing, as part of their selection process. Below are some of the more important issues to consider prior to implementing testing procedures.

Job or Skill-Based Testing:

- Be certain that tests are job-related and an accurate predictor of performance in the job (tests should be validated to support this).
- Administer the same tests under the same conditions to all candidates for the same position.
- Accommodate applicants with disabilities by modifying the test or testing conditions or eliminating the testing requirement.
- Do not rely solely on tests for making decisions about candidates; use them as one component of your overall selection procedure.

Drug Tests:

- Check state and federal laws (especially federal contractors and employers governed by Department of Transportation or other federal agency regulations) before using drug tests as part of your selection process.
- Determine if drug testing will be conducted pre-offer or post-offer for new hires. Identify other types of testing that will be conducted such as random, reasonable suspicion or post-accident.
- Create a written policy.
- Obtain applicant consent prior to testing.
- Maintain confidentiality and establish procedures for confirmation tests, if not already specifically regulated for your industry.

Medical Exams:

- Consider whether such exams are necessary based on job requirements.
- Identify positions that will require medical exams and create a written policy.
- Notify applicants of the requirement for a medical exam in advance.
- Administer new-hire medical exams at the post-offer stage only.
- Provide the physician with details of the specific job requirements and duties.
- Consider how medical conditions affect an employee's ability to safely and effectively perform the job for which he or she is applying and whether any accommodations can be made to aid performance of essential functions.

Maintain confidentiality of medical records and file medical records separate from the general personnel file.