



Employment Testing Guidelines

No. 4045

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Affected Parties:
Faculty
Staff
Other

- 1.0 Purpose
- 2.0 Policy
- 3.0 Procedures
- 4.0 Definitions
- 5.0 References
- 6.0 Approval and Revisions

1.0 Purpose

It is the policy of the university to provide equal opportunity with respect to all employment practices, including employment testing. The guidelines for the use of employment tests for staff positions were developed to comply with the Virginia Department of Human Resource Management, Policy 2.10, Hiring (http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2_10hiring.pdf?sfvrsn=2), and with The Americans with Disabilities Act.

2.0 Policy

Any employment testing conducted by the university should be consistent with applicable federal guidelines concerning the use of employee selection procedures. The administration or use of any test, skill demonstration, or work example for the purposes of making employment decisions in the hiring of staff employees must be approved by Human Resources.

2.1 General Testing

With prior approval by Human Resources, applicants may be asked to demonstrate job-related skills or provide work examples to assist hiring supervisors in their evaluation of candidates' qualifications. All similarly qualified applicants for a position must be given the same opportunity. The appropriate use of work examples or skill demonstrations will be determined by the hiring supervisor in consultation with Human Resources and must be job-related and supported by the position description.

3.0 Procedures

Any test, work example, or skill demonstration must be administered to the candidates in a consistent manner. This means that similarly qualified candidates for a vacancy are provided the same opportunity, receive the same instructions, are tested in the same way, and are evaluated by the same criteria. However, an individual who has a known disability, which prevents them from taking the test or performing the skill demonstration, may request an accommodation. Reasonable accommodations may include, but are not limited to, use of adaptive equipment or aids, modification of the methods for providing instructions, or substitution of another method for evaluating the abilities, skills, or knowledge. Hiring supervisors who know of an applicant's disability or who receive requests for accommodation in testing or skill demonstrations should contact Human Resources for assistance.

Writing samples, audition tapes or videos, or other work examples that will be used to assist in screening must be requested of all similarly qualified candidates at the same stage in the employment process. Objective criteria for evaluating work examples and performance demonstrations must be established prior to their use and reviewed by Human



Virginia Polytechnic Institute and State University

Resources. The criteria and the candidate evaluations must be included in the documentation of the selection process.

4.0 Definitions

Tests - Administered exercises with objective criteria used to establish performance levels or capabilities.

Work Example - an example of work capability as indicated by previously completed work assignments; including writing samples, audition tapes or videos, or other samples of work.

Skill or Ability Demonstration - Performance of a required job skill or ability such as equipment operation, writing, video production, etc., during the screening or interviewing phase of the employment process.

5.0 References

Virginia Department of Human Resource Management, Policy 2.10, Hiring

http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2_10hiring.pdf?sfvrsn=2

Americans with Disabilities Act

<https://www.ada.gov/index.html>

6.0 Approval and Revisions

- Revision 0
Approved August 3, 1989, by Associate Vice President for Personnel, Robert M. Madigan.

Reviewed June 1, 1992, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.
No changes made.

- Revision 1
Addition of general testing policy statements, work examples, and provisions for testing applicants with disabilities.
Approved June 18, 1993, by Associate Vice President for Personnel and Administrative Services, Ann Spencer.

- Revision 2
 - Section 2.1. General Testing - Addition that the requirement for general testing through the use of work samples or any skills demonstration must be job-related and supported by the job description.
 - Other minor clarifications.

Approved February 3, 1999, by Director of Personnel Services, Linda Woodard.

October 10, 2001: Technical corrections to update policy links and name change for the Commonwealth of Virginia's Department of Human Resource Management (formerly Department of Personnel and Training).



Virginia Polytechnic Institute and State University

- Revision 3
 - Changed department name from Personnel Services to Human Resources.
 - Removed Section 2.2 – Typing or Keyboarding Tests. Typing tests are no longer required for most jobs, and any keyboarding or software work samples are included under the rest of the policy.

Approved January 7, 2011 by Vice President for Administrative Services, Sherwood G. Wilson.

- Revision 4
Reference link updated.

Approved November 16, 2016 by Vice President for Administration, Sherwood G. Wilson.