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Policy Information

Effective Date:

September 1, 1988

Last Revised Date:

March, 2006

Policy Number:

CSM 110.0

Responsible Unit:

Human Resources

Email:

hadmin@email.arizona.edu [1]

Policy

Employment-related testing shall be limited to demonstrations of activities that an employee would commonly perform in the position for which they are being considered. Tests that are to be administered to any candidates for classified staff positions shall be validated in accordance with the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures."

In order to comply with the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection," departments will be required to demonstrate that any test they wish to use is: valid, job-related, reliable, uniformly administered, and does not have an adverse impact on the employment opportunities of members of protected classes.

Related Information*

[Code of Federal Regulations, Title 41, Part 60-3 Uniform Guidelines on Employee Selection Procedures](#) [2]

Revision History*

12/01/2023: Updated responsible unit email address.

10/04/2023: Updated to reflect gender neutral pronouns.

Revised March 2006

Source

URL:<https://policy.arizona.edu/employment-human-resources/employment-testing-classified-staff>

Links

[1] <mailto:hradmin@email.arizona.edu> [2]

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=3b71cb5b215c393fe910604d33c9fed1&mp&rgn=div5&view=text&node=41:1.2.3.1.3&idno=41>