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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:
hradmin@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*

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&amp;amp;rgn=div5&amp;amp;view=text&amp;amp;node=41:1.2.3.1.3&amp;amp;idno=41