



Policy 2.4	Pre-Employment Testing		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

PRE-EMPLOYMENT TESTING

2.4

POLICY

It is the policy of DuPage County to use Pre-Employment Testing as a measure to assess applicants where appropriate. All testing will be conducted in compliance with applicable employment laws.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status, all applicants, citizens, or residents.

GUIDELINES

- A. All applicants may be required to complete pre-employment tests for positions. Examples of pre-employment tests that an applicant may be required to take include, but are not limited to: computer skills testing, accounting skills testing and other job-related skills questionnaires and/or tests.
- B. Typing tests may be taken twice within a thirty (30) day period. The applicant's highest score will be kept on file. For all other pre-employment tests, applicants may take the test one time per posting period.
- C. Pre-employment testing will be coordinated through the Human Resources Department. If an external applicant fails to complete a test as scheduled, the applicant will be disqualified from being considered for positions for six (6) months.
- D. An applicant's test scores will remain valid for one (1) year. Applicants with test scores on file for longer than one (1) year will be required to retest unless approval is received from the Chief Human Resources Officer, or designee, to use the test on file.
- E. If an employee is currently in a position requiring the same or lower typing speed as the position for which they are applying, the employee is not required to retest.

- F. Certain DuPage County positions may require that the person(s) selected for employment successfully pass a medical exam. This may include a post-offer physical examination, TB test and health inventory, or testing for alcohol and controlled substances. The purpose of the examination is to determine whether the individual is physically able to perform the job with or without reasonable accommodation, and to ensure their physical condition will not endanger the health, safety, or well being of other employees, the public, or residents of County-operated facilities. The offer of employment may be contingent upon the results of the examination.

PROCEDURES

1. Applicants should contact the Human Resources Department to schedule all tests.
2. All testing will be conducted by the Human Resources Department, or designee.
3. The hiring supervisor will have the flexibility to waive the testing for a particular position, if approved by the Department Head and the Chief Human Resources Officer.