

Policy Title	Selection Assessment Policy	Effective Date:	3/1/13
Policy #	3.5		
Functional Area	Employment - Recruitment	Revised Date(s)	
Policy	Selection Assessment Policy		
Statement	The use of selection assessments will not violate anti-discrimination laws that intentionally discriminate or disproportionately exclude people based on race, color, sex, national origin, religion, disability, or age.		
Philosophy	Eastern Michigan University may use reliable and validated assessments to screen applicants for hire and employees for promotion. The use of selection assessments is a very effective means of determining which applicants or employees are most qualified for a particular job.		
Procedures	<p>Assessment Practices</p> <ul style="list-style-type: none"> • Human Resources will administrator and/or coordinate all selection assessments. • Selection assessments will be properly validated for the positions (i.e. job related) and purposes for which they are used. • Selection assessments will be used to provide feedback on an applicant’s skill set. Therefore, pass/fail assessments will not be utilized. • Selection assessment accommodations should be directed to Human Resources. <p>Assessment Types</p> <ul style="list-style-type: none"> • Position simulation to assess performance and aptitude on particular tasks related to the job (e.g. simulations, work samples, performance tests, presentations, realistic job previews). • Performance appraisal that reflect a supervisor’s assessment of an individual’s performance. • Technical skills assessments to assess demonstrated knowledge and ability to use specific software (e.g. Microsoft Office Suite, Windows, etc). • Positional success profiles that assesses the degree to which a person has certain traits or dispositions (e.g. dependability, cooperativeness, leadership) or aim to predict the likelihood that a person will engage in certain conduct (e.g. theft, absenteeism). <p>Assessment Procedures</p> <ul style="list-style-type: none"> • Assessments will occur for the top candidates (up to 4) granted an onsite interview. • Assessment results will only be shared with the Hiring Authority and may be shared with the selected candidate for development purposes. • Assessment results will be kept in locked, separate files. 		
Responsibility	Contact the Director, Compensation & Employment if you have questions about this policy or if you need more information.		
Resources	Recruitment Policy Staff Search Policy Equal Employment Opportunity Commission		