Pre-Employment Assessment Guidelines

Please follow the guidelines outlined below for recruitments which will include a pre-employment assessment purchased from a third party vendor:

1. Limit the use of pre-employment assessments to short-listed candidates only. If an exception is needed, please contact Human Resources.

   *Note:* Writing samples and presentation assessments are not considered tests and can be evaluated using a scoring rubric. The scoring rubric is similar to the tool used to evaluate a candidate during an interview. Writing and presentation scoring rubrics are used to evaluate the applicant’s writing and/or presentation skills based on certain predetermined criteria. To obtain a writing or presentation scoring rubric, contact your departmental Human Resources Coordinator or Human Resources.

Tests, work samples and presentations should only be required of short list candidates.

2. Use only validated assessments that are approved by Human Resources.

3. Ensure the posting text includes information regarding the requirement of a pre-employment assessment. As an example: “Applicants selected for interview will be given a(n) _____________ assessment as part of the selection process.”

4. At the time the recruitment is initiated, contact Kai Buckner at kai.buckner@ucr.edu to request the pre-employment assessment. Human Resources must be notified when an assessment is being used as a part of the selection process. Based on the assessment types, Human Resources will contact Kenexa to arrange for the assessments to be provided to the requesting department.

5. Ensure the pre-employment assessment used is consistent with previously used assessments for this position. If not, the reason for which the department has decided to add/eliminate pre-employment assessments needs to be documented.

Pre-employment assessments may be added/eliminated from the selection process for a number of reasons including but not limited to:

   a. The job requirements and/or responsibilities have changed and the assessment is no longer relevant to the position. When job requirements and/or responsibilities are modified, ensure job descriptions are updated accordingly.

   b. Validation studies show low validity of the assessment for employee performance on the job.

   c. The department has identified an alternative assessment that demonstrates higher validity according to the position.

6. Ensure any applicant requests for testing accommodations are discussed with Marsha Marion, Workplace Health & Wellness Manager marsha.marion@ucr.edu.

7. Ensure administration guidelines are received for each assessment.

8. Ensure the administration guidelines are followed consistently for each applicant. For 3rd party vendor assessments, Human Resources will coordinate the testing process.
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9. Upon completion of the selection process, all assessments and scoring rubrics will be collected and stored as followed:

a. 3rd party vendor – Human Resources will have administrative access (test scores, etc.) to all completed 3rd party assessments.

b. Writing samples and presentations – the following items must be uploaded to iRecruit (under Final Action tab) by the department:
   i. A copy of the assessment instructions provided to the applicants
   ii. 3rd party test results
   iii. Writing sample (if used)
   iv. All completed scoring rubrics

For a step by step instruction on how to order/use pre-employment assessments please refer to Pre-Employment Assessment Instruction.