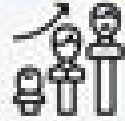


# EEOC FACT SHEET FOR PRE-EMPLOYMENT ASSESSMENT TESTS



Employers should administer tests without considering the applicant's race, gender, nationality, religion, age (40 or older), or disability.



Employers should ensure that Pre-employment assessment tests are validated properly for the positions and purposes for which they are used.



The employer is responsible for ensuring that its tests are valid under the Uniform Guidelines on Employee Selection Procedures under Title VII.



If a selection procedure screens out a protected group, the employer should determine whether there is an equally effective alternative selection procedure with less adverse impact.



Employers must keep abreast of changes in job requirements. They should update the test specifications or selection procedures accordingly.

# Pre Employment Proficiency Test

**Terry C. Jones**



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