Does this position require WorkSTEPS physical skills assessment testing?

**Yes**

On the requisition, answer the question: Does this position require post offer pre-placement test for physical skills assessment?

*See EASY Screen Shot*

Include prerequisite statement in the Additional Information section of the requisition.

Follow standard hiring procedure outlined in UPPS 04.04.03.

Select 1st and 2nd choice candidates for approval by Equity and Access.

After the job offer has been accepted, schedule the WorkSTEPS physical skills assessment.

*Assessment Scheduling*

Provide candidates with WorkSTEPS information, including

*InfoCard*

Human Resources will receive the results of the physical skills test and notify the hiring manager of approval to begin employment.

If the result if “Fail” then please see, *Standard Operating Procedures*, Section 04 Procedure for Physical Skills Assessment Results.

**No**

On the EASY requisition, answer the question: Does this position require post offer pre-placement test for physical skills assessment?

*EASY Screen Shot*

Follow standard hiring procedure outlined in UPPS 04.04.03.

Link to list of positions that require testing.