01. PURPOSE

01.01 This physical skills assessment testing serves two purposes:

- a. To ensure the placement of workers who will be able to meet the physical demands of the job and continue to be injury free in the workplace.
- b. Satisfy a need for reliable, medically safe, legally defensible employment testing programs to assist in reduction of work place injury incidence and associated costs.

01.02 The employment relationship between the university and an individual is contingent upon the individual passing the physical skills assessment required for the job.

01.03 The university will use the information obtained from the physical skills assessment for the sole purpose of evaluating individuals seeking university employment.

02. DEFINITION

02.01 Physical skills assessment testing – The functional testing program comprised of legally compliant tests that includes protocols, procedures, and processes that are performed to match a worker’s functional capabilities with the essential functions of the job. WorkSTEPS is the name of the physical skills assessment testing program. Physical Therapy Rehab Concepts, P.C. is the contracted vendor.

02.02 Post-offer – Physical skills assessment testing is conducted following the acceptance of an offer of employment and preceding the commencement of employment.

03. PROCEDURES FOR PHYSICAL SKILLS ASSESSMENT TESTING

03.01 When preparing the job requisition in the electronic applicant tracking system (EASY), the hiring manager will select the option by placing a check mark on the Job Posting Requirement tab as shown below.

a. The list of job titles is available to Hiring Managers on the TRACS website.

b. If a job title is not on the list, the hiring manager may submit a request to require physical skills assessment testing for the job title in writing to the Director Environmental Health, Safety and Risk Management who will notify HR if it is to be added to the list.
03.02 After the successful completion of a criminal background check from Human Resources, the hiring manager will schedule physical skills assessment testing with Physical Therapy Rehab Concepts, P.C.

   a. Human Resources will maintain a TRACS website with information and instructions to schedule the physical skills assessment. The Hiring Manager must schedule the appointment on the vendor calendar.

   b. Human Resources will provide on the TRACS website an informational and instructional handout for applicants about physical skills assessment testing. The hiring manager must present this handout to the applicants selected for the assessment.

03.03 Physical Therapy Rehab Concepts, P.C. will conduct the physical skills assessment on the scheduled appointment date and submit the results to Human Resources within two business days.

03.04 Human Resources will inform the hiring manager of the results.

04. PROCEDURES FOR PHYSICAL SKILLS ASSESSMENT RESULTS

04.01 If the result is passing, the hiring manager may proceed to hire the selected candidate.

04.02 If the result is not passing, the hiring manager may not proceed to hire the selected candidate and must move forward in the hiring process to the alternate candidate. If a candidate has questions or concerns about the assessment, please refer them to Physical Therapy Rehab Concepts, P.C.

04.03 If the selected candidate requires a physician’s note to proceed with the assessment, then the hiring manager must allow the candidate up to 7 working days to complete the testing process. If after 7 working days the candidate has not completed the assessment, the hiring manager may choose to continue to wait for the assessment results or move forward in the hiring process to an alternate candidate.

04.04 If the candidate misses the physical skills assessment testing appointment:

   a. If the candidate misses an appointment due to a medical condition, the candidate must present a physician’s note immediately to the hiring manager. The hiring manager must allow the candidate up to 7 working days from date of the testing appointment to reschedule and complete the testing process. If after 7 working days the candidate has not successfully completed the assessment testing, the hiring manager may choose to continue to wait for the assessment results or move forward in the hiring process to an alternate candidate.

   b. If the candidate misses the physical skills assessment testing appointment or requests a delay for a non-medical reason, the hiring manager may approve another testing date or may immediately move forward in the hiring process to an alternate candidate.