

01. PROGRAM STATEMENTS

01.01 This program has two purposes:

- a. Implement a physical skills assessment testing process 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 the reduction of workplace 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. DEFINITIONS

02.01 Physical skills assessment testing – The functional testing program comprised of legally compliant tests that include 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 Physical skills assessment testing is conducted following the acceptance of an offer of employment, promotion, transfer, or reclassification, and preceding the commencement of employment.

03. PROCEDURES FOR PHYSICAL SKILLS ASSESSMENT TESTING

03.01 Post Offer

a. When preparing the job posting in the electronic applicant tracking system (PEOPLEADMIN), the hiring manager will select from a drop-down menu “Yes” or “No” in the field, “Does this position require -post-offer pre-placement test for a physical skills assessment?” The hiring manager may refer to the list of job titles that will require assessment.

- 1) The list of job titles is available to Hiring Managers on the [Human Resources website](#).

- 2) 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.
- b. The PEOPLEADMIN job posting will state in the Additional Information for Applicants field, "Employment with Texas State University for this position is contingent upon the outcome of a criminal history background check and passing a physical skills assessment testing."
 - c. 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.
 - 1) Human Resources will maintain a [website](#) with information and instructions to schedule the physical skills assessment. The Hiring Manager must schedule the appointment on the vendor calendar.
 - 2) Human Resources will provide on the [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.
 - d. 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.
 - e. Human Resources will inform the hiring manager of the results.

03.02 Pre Transfer, Promotion, or Reclassification

- a. When preparing the action in PeopleAdmin, Position Management the workflow status will be viewable to the department as a pending physical skills assessment.
- b. The hiring manager will schedule physical skills assessment testing with Physical Therapy Rehab Concepts, P.C.
 - 1) Human Resources will maintain a [website](#) with information and instructions to schedule the physical skills assessment. The Hiring Manager must schedule the appointment on the vendor calendar.
 - 2) Human Resources will provide on the [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.

04. PROCEDURES FOR PHYSICAL SKILLS ASSESSMENT RESULTS

- 04.01 If the result is passing, the hiring manager may proceed to hire, promote, transfer, or reclassify the selected candidate.

- 04.02 If the result is not passing, the hiring manager may not proceed to hire, transfer, promote, or reclassify the selected candidate and must move forward to an 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 the 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.