

**University of WI-Superior
Pre-Employment Job Function Assessment Policy**

Policy Subject: Pre-Employment Job Function Assessment
Cabinet Division: Administration & Finance
Effective Date: November 12, 2007

Authorization and Release

TO: Job Applicant

FROM: Peggy Fecker
Director of Human Resources

DATE:

RE: POST-OFFER PRE-EMPLOYMENT JOB FUNCTION
ASSESSMENT

We have been notified by the office of Facilities Management that you are being considered for a _____ (permanent or temporary) appointment as a _____ (classification). The University of Wisconsin-Superior requires that all applicants conditionally offered initial employment for this position, must successfully pass a post-offer, pre-employment job function assessment before they can be placed into the position. Therefore, before your conditional offer of employment may be processed further, you will be required to participate in a post-offer, pre-employment job function assessment conducted by a licensed occupational or physical therapist.

As applicant who has received a conditional offer of employment, you have the right to refuse to test; however, a refusal will result in disqualification from further consideration.

By signing and dating below, you acknowledge that you have read and understand the information presented in this statement regarding UW-Superior's post-offer, pre-employment job function assessment policy and that you authorize UW-Superior or its designated representative to receive the results of your assessment.

DATE: _____	SIGNATURE: _____
	PRINT NAME: _____
JOB TITLE: _____	ADDRESS: _____
DEPARTMENT: _____	TELEPHONE #: () _____