

Roosevelt University
MEMORANDUM

Date: January 18, 2007

To: Clerical Union Employees

From: Susan Rohde
Assistant Director of Human Resources

RE: Pre-employment testing

Beginning February 1, 2007, clerical union employees applying for open clerical positions in the University must first pass all pre-employment technology requirements appropriate for the grade level. The Office of Human Resources will submit the resumes of internal candidates for new positions only if they have successfully demonstrated their computer skills in each of the Microsoft programs by completing the necessary assessments with 90% accuracy in a proctored setting.

Current clerical union employees will not be required to demonstrate the computer technology competencies to remain employed in the positions they hold as of February 1, 2007. However, all clerical union employees must meet minimum requirements and have successfully demonstrated competence in computer technology minimums prior to changes in position via upgrade of current position or voluntary transfer.

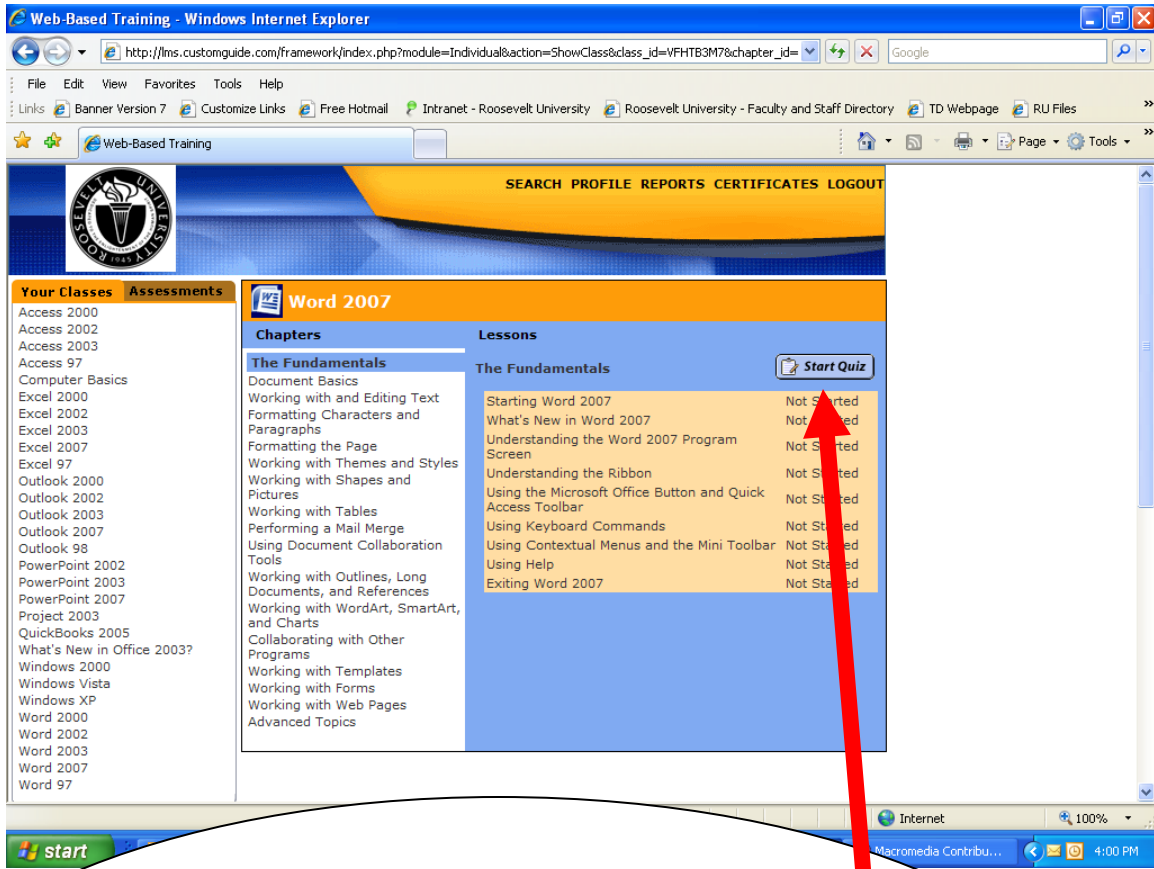
[Minimum Requirements per each Grade Level](#)

We encourage current employees to practice now – sharpen current skills and learn new. The process is easy. Employees may call extension 2306 or e-mail selms@roosevelt.edu for a username and password. Users then go to www.customguide.com. This program is available online 24/7.

Grace Period: For the first quarter of the program (February 1 through April 30, 2007), we will submit clerical union resumes if they meet all minimum requirements but have not yet demonstrated competency in the required computer programs. If the employee is a finalist candidate for the position, he or she will then have one week to test in a proctored setting and meet minimum testing requirements. All offers of employment are contingent upon successfully meeting these minimum requirements. After May 1, 2007, we will not submit resumes of current clerical staff unless they have tested and met the appropriate minimum computer competencies.

Please don't hesitate to call Sabrina Elms at extension 2306 with questions.

[Pre-Employment Website](#)



Once you log in and select one of the Microsoft Office programs on the left, your screen will have a diagram similar to this. First, select a “Chapter.” On the right, an icon reads “Start Quiz.” This is the quiz you are required to complete to demonstrate competency. You may test first and this will give you a good idea of where you may need practice. You may practice and test as much as you believe is necessary to feel comfortable with the program and the test format. When ready, schedule an appointment to test in a proctored setting.