

Roosevelt University
MEMORANDUM

Date: January 8, 2007

To: Hiring Supervisors

From: Susan Rohde, Asst. Director of Human Resources

Beginning February 1, 2007, all candidates for clerical union positions must demonstrate competency in a proctored setting on a variety of Microsoft Office software products prior to extending an offer of employment. The process for internal candidates is different than the process for external candidates.

Internal Candidates: During the first four months of 2007 (February 1 to April 30), current clerical union employees may apply and interview for open clerical union positions without having completed all pre-employment testing. If the individual is considered a finalist candidate for the position, he or she will then have one week to meet minimum technology requirements. Any offer of employment should be made contingent upon successfully passing all minimum technology requirements within one week of the offer.

After May 1, 2007, the Office of Human Resources will only forward current employee's applications if they have successfully passed the necessary minimum requirements in a proctored setting. Therefore, you will not have to ensure that internal candidates complete pre-employment testing prior to extending an offer.

External Candidates: External candidates for open clerical union positions must demonstrate competency by successfully completing all required assessments with 90% accuracy within one week of the offer. Any offer of employment should be made contingent upon successfully passing all minimum technology requirements within one week of the offer.

Encourage finalist candidates for the position to take full advantage of the program prior to testing. Each candidate may learn and practice before testing in a proctored setting. Please give finalist external candidates [this document](#), which will allow them to prepare for testing.

Learn more about the program, minimum requirements and testing dates and locations at <http://www.roosevelt.edu/hr/td/Pre-EmploymentTesting.htm>. We are confident that this additional step in the hiring process will help assure that we hire the right individual each and every time. Please call me at 312-341-2198 if I may be of assistance.

Pre-Employment Testing
Hiring Supervisor
January 2007