**Pre-employment Suitability Assessment**

**Purpose:** The intent of the following policy is to ensure that a suitability assessment instrument with a scoring function is administered to all prospective direct care hires.

**Policy:** Prior to hire, all direct care applicants being considered for a direct care position in a CIN/FINS shelter will be given a suitability assessment test determined by CDS.

**Procedure and/or Process:**

Prior to offering a direct care position, the applicant being considered must complete a suitability assessment. CDS utilizes HireSelect, a web-based pre-employment testing system developed and scored by Criteria Corp. The system uses aptitude and personality tests to gather data and provide relevant information on a job applicant’s ability to perform in the workplace. CDS uses the Workplace Productivity Profile and the Employee Personality Profile to consider employment suitability.

Once the Program Director and/or Residential Supervisor identifies a potential candidate, a link to the required tests is sent to the candidate. The candidate completes the tests and submits them to Criteria Corp. for scoring. The Program Director/Residential Supervisor then accesses and reviews the scores. An overall score of “Medium” or higher on the Workplace Productivity Profile is desired for hire.

If a score of “Medium” is not attained, the applicant may re-take the assessment. It must be taken and passed within 5 business days of the initial attempt, not to exceed 3 attempts within 30 days.

* Applicants who do not pass the initial assessment may retake the assessment the same day as the initial.
* Applicants who do not pass the second attempt may retake the assessment no earlier than 5 business days of the second attempt.
* Applicants who do not pass the assessment after 3 attempts must wait 30 calendar days to schedule a retake with the same provider. The 30 day waiting period will apply to each subsequent attempt after the third attempt.

The six month probation period is utilized to monitor, train, and/or terminate employees who exhibit poor job performance.

In a case where an employee has a break in service, is in good standing, and passed the assessment, they may be reemployed with the agency without an additional suitability assessment if the break is less than 18 months. If a different assessment tool is adopted by the agency, they must retake the assessment.