

Best Practices for Pre-Employment Testing



1. Identify the skills and abilities that are necessary for the job



2. Use the same test or tests for all applicants who apply for the same job



3. Provide adequate instructions and support for applicants



4. Use the test results as just one factor in the overall hiring decision



5. Follow all applicable laws and regulations

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**United States. Congress. House.
Committee on Government
Operations. Legislation and National
Security Subcommittee**

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The Legal Side of HR Practice Max Müller, 2012-01-16 Human resource law is a complex confusing compilation of federal state county and city laws and ordinances cured in the crucible of the courtroom The Legal Side of HR Practice leads human resources professionals managers supervisors and students through the legal maze to an understanding of HR law fundamentals Written in a conversational easy to understand style and filled with workplace examples and step by step explanations this course is designed to provide readers with the tools they need to legally recruit onboard manage discipline and lead others Throughout the course exercises scenarios sample problems and Think About It sections provide readers opportunities for practice feedback and application Additional forms lists and reference information to supplement the text of this course can be found online *Medical Monitoring and Screening in the Workplace* United States. Congress. Office of Technology Assessment, 1991 Pre-employment Drug Screening Guidelines, 1992 These guidelines developed by the California Commission on Peace Officer Standards and Training POST are to be used by agencies to conduct the pre employment drug screening that should be a component of their comprehensive substance abuse programs The guidelines are designed to help law enforcement agencies implement legally defensible and cost efficient programs A brief discussion of legal issues concerning drug screening of prospective employees covers the relevant court decisions and Federal guidelines contained in the Americans with Disabilities Act The section on technical issues discusses some of the important program considerations regarding specimen collection analytical methodologies substances to be tested and laboratories The section on procedural issues addresses the logistics of moving applicants through the drug screening process in a secure and efficient way and examines issues including collection site security chain of custody and personal privacy National Institute on Drug Abuse specimen collection guidelines are outlined current California law enforcement policies are described and recommendations from the model testing policy of the International Association of Chiefs of Police are provided Supporting documents are contained in the appendixes Drug Testing in the Workplace S. Macdonald, P. Roman, 2012-12-06 Previous volumes have been well received and the present work should be no exception In a field where advances contribute to the widening gap between clinician and researchers this volume serves to close that distance *Alcoholism Clinical and Experimental Research* from a review of a previous volume *Create Your Own Employee Handbook* Sachi Clements, 2023-12-26 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media *Create Your Own Employee Handbook* provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook You ll learn all the top tips and practical suggestions for creating a polished and thorough employee handbook that addresses your company s policies on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol

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resource Need information about overtime Want useful ideas on workplace policies Have a question about trade secrets and need the answer now This book provides everything you need to stay within the bounds of the law including information on hiring discrimination and harassment wages and hours privacy time off drug testing and firing and layoffs Designed for managers business owners and human resources professionals who need answers on the go The Manager's Legal Handbook covers the most common issues employers face The 10th edition is completely updated to reflect changes to discrimination laws overtime rules minimum wage laws and more It also provides updated information on the laws of each state including paid sick leave and paid family leave laws **Impact of Medical Device Regulation on Jobs and Patients** United States. Congress. House. Committee on Energy and Commerce. Subcommittee on Health, 2011 **Drug-Free Workplace Act of 1988** United States. Congress. House. Committee on Government Operations. Legislation and National Security Subcommittee, 1989 *The Employer's Legal Handbook* Fred S. Steingold, 2021-07-27 A comprehensive guide to the major legal issues facing employers from hiring to firing and everything in between In Nolo's trademark plain English style this bestseller cuts through the legalese to provide all the information business owners and managers need to avoid legal problems and treat employees fairly **Create Your Own Employee Handbook** Lisa Guerin, Amy DelPo, 2021-05-25 Avoid legal problems and run a productive workplace with an up to date employee handbook Anyone who hires and supervises employees needs clear policies when it comes to crucial issues like pay and overtime medical leave and social media *Create Your Own Employee Handbook* provides everything business owners managers and HR professionals need to create or update a legal and plain English employee handbook Find the latest legal information practical suggestions and best practices on wages hours and tip pools remote work at will employment discrimination and harassment complaints and investigations health and safety alcohol and drugs including medical legal marijuana workplace privacy and email and social media This new edition covers recent updates to state and federal laws including expanded rules on paid family and medical leave sick leave state temporary disability programs and much more With Downloadable forms Forms to help All policies and forms along with modifications and alternative language you can tailor to your workplace are available for download details inside *Flying Magazine*, 1969-08 **Alcohol at Work** Mr Clive Tobutt, 2012-09-28 In the European Union many individuals will partake in drinking a little wine with their lunch or dinner to aid their enjoyment of the meal or as an appetizer for food Alcohol is also a drug of dependence Some individuals will drink too much and some of them will become addicted Access to alcohol binge drinking and younger drinkers can lead to unsafe workplaces absenteeism fraud and criminal behaviour Alcohol at Work is a definitive guide to the problem exploring its nature and scale and providing a complete range of ideas and techniques to help create a policy in the workplace and develop appropriate and effective measures for monitoring and tackling alcohol abuse The key collective message is solve the problem take the alcohol not the person out of the workplace In the UK alone research puts the cost of alcohol abuse in the workplace at 2 billion a year This

is a must have reference for human resource occupational health and risk managers as well as those involved in tackling criminal behaviour such as fraud and violence at work resulting from alcohol abuse and addiction

Fundamentals of Human Resource Management David A. DeCenzo, Stephen P. Robbins, Susan L. Verhulst, 2016-05-16 This text is an unbound three hole punched version The 12th Edition of Fundamentals of Human Resource Management Binder Ready Version 12th Edition helps students understand and remember concepts through a straightforward and conversational writing style and a wealth of examples to clarify ideas and build interest The authors provide a strong foundation of essential elements of Human Resource Management as well as a clear understanding of how Human Resource Management links with business strategy Through practical applications the authors illustrate the importance of employees on every level of the organization helping students understand HRM elements such as recruitment training motivation retention safety the legal environment and how they support successful business strategies

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