Please follow the instructions outlined below for recruitments which include the use of a pre-employment assessment.

**3rd-Party Assessments**

1. Indicate in the posted position text information regarding the pre-employment assessments used for the position.

   *For example, Microsoft Office Excel – “All applicants who are selected for an interview will be given a Microsoft Office Excel skill assessment as part of the selection process.”*

2. Contact Kai Buckner at kai.buckner@ucr.edu to notify Human Resources that a pre-employment assessment is being used and to submit a request for purchasing the pre-employment assessment. When contacting Human Resources to purchase off-the-shelf assessments, provide the following information:
   
   i. Position working title and recruitment number
   
   ii. The name of the assessment
   
   iii. The quantity of assessments needed
   
   iv. Name of the applicants taking the assessments
   
   v. The FAU number the charges should be applied to

   *Please submit your request for purchasing 3rd-Party assessments at least 7 days prior to testing.*

3. Should an applicant request an accommodation, contact Marsha Marion, Workplace Health & Wellness Manager, at marsha.marion@ucr.edu for further instructions.

4. Review assessment administration guidelines (provided by Human Resources) carefully and ensure the guidelines are followed consistently for all applicants. Should you have any questions about the administration of the assessment contact Kai Buckner at kai.buckner@ucr.edu.

5. Notify Human Resources when all applicants have completed the pre-employment assessment by contacting Kai Buckner at kai.buckner@ucr.edu.

6. Human Resources will provide applicant pass/fail data to departments. *Please allow at least 3 business days for the results to become available.*