



## Pre-Employment Physical Capabilities/Drug Screening Policy and Procedure

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### Purpose:

The purpose of this policy is to:

- promote consistency in safe hiring practices through more thorough screening of job candidates; and
- reduce the College's overall risk and cost of Workers' Compensation and Disability.

Pre-employment/pre-placement physical capabilities/drug screening will help ensure that the College provides a safe and secure environment for its constituents, including students, employees and visitors. They also will promote Skidmore's ability to act proactively and responsibly in protecting its human, fiscal, property and other assets.

### Policy:

Post-job offer, pre-employment/pre-placement physical capabilities/drug screening will be required for:

- prospective employees ("finalist" candidates) for all Union positions; and
- Skidmore employees transferring into Union positions.

Any job offer made to these job applicants will be contingent on the satisfactory results of the physical capabilities/drug screening. Job candidates who do not consent to completing physical capabilities/drug screenings or who do not complete them as required will not be considered for employment or transfer.

### Process:

Pre-job offer: When screening/interviewing any applicant

¾ must present to Corporate Health Services a valid photo identification --such as a driver's license or passport-- when the candidate arrives to be seen for the appointment.

The hiring supervisor also should encourage the candidate to notify Human Resources promptly if, for any reason, the candidate is unable to meet these requirements.

Once the hiring supervisor has notified the candidate of these requirements, the hiring supervisor will notify the Employment Coordinator\* in Human Resources (518-580-5800) that he/she has done so. The Hiring Coordinator will alert Corporate Health Services to expect a request for appointment from the candidate.

If a candidate refuses to complete, or does not take the required steps to complete, a physical capabilities/drug screening, the Employment Coordinator will inform the hiring supervisor who will notify the candidate that he/she will not be considered for employment.

Physical capabilities assessed in the candidate's screening will be based on position requirements.

When the physical capabilities/drug screen is complete, Corporate Health Services will notify Human Resources of the result. Human Resources then will notify the hiring supervisor that the candidate is "clear" or "not clear" for hire. If physical capabilities/drug screening results contain any area of concern and the candidate is "not clear for hire", Human Resources will review the results with the hiring supervisor to determine an appropriate course of action.

Only Human Resources is authorized to request and receive physical capabilities/drug screen results from Corporate Health Services.

Results of physical capabilities/drug screens will be kept strictly confidential. They will be viewed by or shared with only Human Resources employees who have direct responsibility in the hiring process and those who have a need to know.

Implementation/Effective Date	January 31, 2012
Personnel and Entities Affected	prospective employees ("finalist" candidates) for all Union positions; and Skidmore employees transferring into Union positions.
Policy Steward	Human Resources
Policy Website Address	
Related Documents	<a href="#">Instructions for Completing Physical Capabilities/ Drug Screening</a>
Date of Update	March, 2012
Reviewed by	
Endorsed by	

This policy is

Appendix A :  
Instructions for Completing Pre-Employment Physical Capabilities/Drug Screening