THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.59
		Revised:	11/25/92
SUBJECT:	Testing	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:	All Staff Members		
ISSUED BY:	Personnel Office and Office of the Provost and Vice President for Academic Affairs		

I. Policy

If tests are used to assist in the selection of candidates for positions, they will only be used to determine skills or abilities relevant to the positions. Such tests shall be selected/developed, validated and administered in a manner not to discriminate against any individual because of race, sex, religion, national origin, ancestry, age, marital status, disability, sexual orientation, or Vietnam era veteran status.

II. Regulation and Definition

A. A test is any set of questions, problems, or exercises for determining a person's knowledge, abilities, aptitude or qualifications for a position.

B. Units desiring to use other tests will contact the appropriate employment service center for review of the tests.