

**EMPLOYMENT TESTS POLICY
STATEMENT**

ARKANSAS WORKFORCE INVESTMENT BOARD

AMERICANS WITH DISABILITIES ACT EMPLOYMENT TESTS POLICY STATEMENT

1. PURPOSE

It shall be the policy of the Arkansas Workforce Investment Board to make sure that employment tests are selected and administering in a way to ensure that test results accurately reflect the skills or aptitudes necessary to perform the job rather than reflect the impaired sensory, manual, or speaking skills of the applicant or employee, unless the sensory, speaking, or manual ability is necessary to perform critical element(s) of the job.

2. SCOPE

This policy applies to all local workforce investment boards (LWIBs) that administer aptitude and/or performance tests.

3. RESPONSIBILITIES

It shall be the responsibility of LWIB administrators to:

- A. Identify any test(s) that has or could have a disproportionate, adverse impact on applicants with disabilities (i.e., tests that, instead of measuring only the factors the tests purport to measure, are measuring the applicant's impaired manual, sensory, or speaking skill, except where those are the skills being measured).
- B. Make sure employees that administer tests are prepared to give alternative tests and/or modify the method of administering tests in order to accommodate persons who have disabilities that impair sensory, manual, or speaking skills.

Alternative Tests

USES Transcribing Operator Test (typing test for blind and sighted applicants).

- C. Develop steps to be taken to ensure that criteria for testing alternatives will be adequately communicated to all potential program applicants/participants, including those with hearing and vision impairments.