

**PRE-EMPLOYMENT CONSIDERATIONS
POLICY STATEMENT**

ARKANSAS WORKFORCE INVESTMENT BOARD

AMERICANS WITH DISABILITIES ACT PRE-EMPLOYMENT CONSIDERATIONS POLICY STATEMENT

1. PURPOSE

It shall be the policy of the Arkansas Workforce Investment Board to ensure that administrative entities are aware of and have an understanding of the Americans with Disabilities Act (ADA) as it affects their roles in assuring that prospective employees with disabilities are given an equal opportunity for employment for which they qualify.

2. SCOPE

This policy applies to all administrative entities operating under the Workforce Investment Act.

3. RESPONSIBILITIES

It shall be the responsibility of the administrative entities to develop a system to assure enforcement of this policy, the system should include at a minimum:

- A. The issuance of procedures governing compliance with ADA statute and EEOC regulations which (section 1630.13 and 1630.14) prohibit pre-employment inquiries that do not relate to the ability of applicant to perform job-related functions.
- B. Identify essential functions of the position before any interviews are conducted.
- C. Use essential functions as the basis for interviewing.
- D. Timely reviews of existing qualification standards, employment tests or other selection criteria that screen out or tends to screen out individuals with disabilities, unless standard test or criterion is job-related and consistent with business necessity (section 1630.10).

4. AGENCY CONTACT

Local Workforce Investment Boards