

## **University of Mississippi Employment Testing Policy**

All tests are administered between 8:00 AM - 3:30 PM, Monday – Friday, in the Department of Human Resources.

All pre-employment tests are to be taken while to position is still open and accepting applications. Any tests taken after a job has been closed will not count for that position, however, the score will be recorded on their application with the date test was completed.

### **Clerical Testing:**

Typing – Each applicant may take the typing test twice per day. The better score will be recorded. Any attempt beyond the second will be considered practice. Applicants may not practice before the test is given. The score will be valid for one year.

### **Physical Plant Tests:**

Apprentice Maintenance – The score will be valid for two years. Applicants may only take the test once every three months. There are no practice tests given for the apprentice program.

Apprentice Testing for Current PPD Employees – Currently employed Apprentice Maintenance Technicians are subject to periodic tests depending on their status in their OJT. This will be determined by their qualified journey level worker assigned to the apprentice's supervision. Once the journey level supervisor has checked off that the apprentice has been fully trained in an area, the department will contact HR to schedule the appropriate test.

**Revised July 29, 2009**