

## Skills Assessment Approval Request Form

**Instructions:** Submit this completed form with the job description and any materials to be provided to the candidates to the Equal Opportunity and Compliance Office (EOC) at [eoc@unc.edu](mailto:eoc@unc.edu) with the subject line “Skills Assessment Approval Request.” Please submit the completed packet at least two weeks prior to the proposed date to share the assessment with candidates.

**Position Title:**

**Position Classification:** EHRA-NF \_\_\_ SHRA \_\_\_

### Section 1:

1. Explain how this skills assessment is related to the essential functions of this position.
2. Describe how the skills assessment will be administered, including location (i.e., on-site during interview, via email before/after interview, etc.). Include in your explanation how you will ensure each candidate has the same amount of time to complete the assessment.
3. Explain how the skills assessment test will be used to evaluate candidates. Please list the criteria to be used to evaluate the candidates’ performance on the assessment.
4. Explain how candidates will be selected for interviews.
5. Describe how records and results will be maintained.

### Section 2 - Accommodations:

The University is committed to providing accommodations for applicants for employment based on disability and religion. Candidates must be notified of their right to seek accommodations with sufficient time to request such accommodations. Please check below which template email you will use to notify the candidates of the skills assessment. The search committee chair is responsible for ensuring candidates are provided this notice.

For skills assessments to be conducted outside the interview setting:

Please complete the attached skills assessment by [insert date] and return it to [insert name]. If you need accommodations to complete this skills assessment, please contact the University’s Equal Opportunity and Compliance Office (EOC) at [eoc@unc.edu](mailto:eoc@unc.edu). Please forward this email to the EOC and identify the needed accommodation.

For skills assessments to be conducted in the interview setting:

Your interview is scheduled for [insert date] at [insert location]. Please be aware that you will be asked to participate in a skills assessment during the interview that will involve [insert approved description]. If you need accommodations to complete this skills assessment, please contact the University's Equal Opportunity and Compliance Office (EOC) at [eoc@unc.edu](mailto:eoc@unc.edu). Please forward this email to the EOC and identify the needed accommodation prior to your scheduled interview.

- 6. If your skills assessment will be conducted during the interview, describe the assessment to candidates so they will have adequate information to determine whether they will need to request an accommodation.**

### **Section 3 – Equal Employment Opportunity:**

The University is committed to ensuring that all candidates are given equal opportunity regardless of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation or veteran status. Please initial your understanding of these requirements below.

\_\_\_ The proposed skills assessment is job-related for the position in question and consistent with business necessity.

\_\_\_ Each candidate will be given the same skills assessment, with the same method of administration and in the same office setting, regardless of race, color, national origin, sex, religion, age, or disability.

\_\_\_ If the criteria listed in item #3 above indicate that the assessment has had a disproportionate impact on a particular group of employees, the hiring manager will contact the EOC for reevaluation of the assessment.