

**BROOKDALE COMMUNITY COLLEGE**  
**COLLEGE REGULATION**

**3.6019R**

**I.     Title of Regulation**

Applicant Testing

**II.    Objective of Regulation**

To set forth the parameters of the administration of an applicant testing program.

**III.   Authority**

Bylaws of the Board of Trustees

**IV.   Regulation Statement**

It is the intent of the College to hire or place qualified individuals in vacant positions based on the ability of those persons to meet the specified criteria for each job. Some positions will require testing to ascertain the capabilities of applicants to perform the essential duties of the job. In these cases, the Dean of Human Resources will provide support for test selection, administration and evaluation of testing.

All applicants for identified positions will be tested using the same test, scoring system and evaluation criteria.

Supervisors and/or selection committees will not be given "raw" scores only that applicants passed or failed the required test. All test data will be considered confidential and will be retained in the staffing folders of the personnel file.

Applicants who are unsuccessful on a test may retake the test 90 days from the date of the original test.

**V.     Responsibility for Implementation**

Officers of the College