



MASON COUNTY FIRE DISTRICT #4

TITLE: TESTING OF APPLICANTS

CHAPTER: 2000 NUMBER: 2339 APPROVED: 09-16-2015

APPROVED: _____ Curt Bennett, Chair

REFERENCE

Title VII, Civil Rights Act of 1964, Americans with Disabilities Act of 1990, Civil Rights Act of 1991, Executive Order 11246, Uniform Guidelines of Employee Selection Procedures, RCW 49.44.120.

PURPOSE

To better enable the District to identify qualified job applicants.

POLICY

The testing process is designed to assist in the selection, placement, and development of employees. As such, tests shall be used as an additional personnel tool, along with the interviews, the application forms, the reference check and, if required, the physical examination.

Testing programs are most valuable when used in conjunction with other techniques. They will not be used as a final criterion, nor overemphasized. When considered in context, they provide information of a unique sort that cannot be obtained quickly in any other way. Such information can be valuable in helping management reach a decision regarding the future status of an individual. However, the final decision must be based on the judgment of the individual responsible for selection, not on the test scores alone.