



Guidelines for Employee Selection

Guidelines for employee selection are governed by law. The Equal Employment Opportunity Act of 1972 sets forth the guidelines that employers must follow. The EEOA amended the Equal Employment Opportunity Commission (EEOC), which enforced Title VII of the Civil Rights Act of 1964.

The guidelines found within the EEOC and EEOA apply to tests and other selection procedures that are used as a basis for any employment decision, including hiring, promotion, demotion, membership (such as labor organizations), referral, retention and licensing and certification (when covered by Federal law).

Testing is an acceptable tool for narrowing down the field of applicants so long as the testing procedures do not violate federal anti-discrimination laws. Employment selection testing may include cognitive tests, personality tests, medical examinations, credit checks and criminal background tests.

An employer may not intentionally use testing to discriminate on the basis of race, color, sex, national origin, religion, disability or age. Testing may not disproportionately exclude people from a protected status of people, such as age, sex or race.

The guidelines are not meant to discourage a selection procedure to determine qualifications for a particular job, provided the selection procedure does not violate the EEOC or EEOA or discrimination laws. An employer has the right to determine if an applicant for a job is actually qualified for the job.

[Click here to view the guidelines that you, as employer, should be aware of regarding any testing or criteria used for the selection of employees.](#)