



**POST-OFFER, PRE-EMPLOYMENT
JOB FUNCTION TEST**

APPLICANT INFORMATION PACKET

FOR THE PROSPECTIVE EMPLOYEE:

Please read the following information carefully. It contains instructions for your pre-employment testing. Failure to comply with the following may result in delay of employment and/or retraction of conditional offer of employment.

Program Overview:

As part of our effort to provide a safe work environment for all employees, Columbine Health Systems has implemented a system of post-offer/pre-employment examinations. Our test follows the guidelines established by DSI Work Solutions, Inc., a leading provider of advanced occupational health programs. Their focus is to provide employers and workers with advanced and effective methods of matching a worker's safe abilities to job demands. The DSI post offer tests are derived directly from the actual functions of the job, therefore are job-related and not discriminatory.

The purpose of testing is to ensure an appropriate match between you, the prospective employee, and your potential new job. A good match between your abilities and the essential physical functions of the job can help you to avoid costly, painful, and perhaps preventable injuries. Testing is also our opportunity to educate you, if needed, on safer body mechanics and lifting techniques.

When necessary, to enable an otherwise qualified applicant with a disability to participate in testing, Columbine Health Systems will provide reasonable accommodations, as long as such accommodations do not produce an undue hardship. Applicants who believe they require an accommodation to complete the test must request such at the time the test is scheduled.

Precautions:

Our pre-employment test is designed to measure the relevant physical demands of the position you have been offered. It will measure how safely you can perform the essential functions of the position.

Included in this test is an evaluation of your safe lifting capacity and body mechanics as they relate to the essential functions of your potential new job. Because this test is physical in nature, certain pre-existing conditions may make it unsafe for you to participate or require signed consent from your personal physician.

If you have any of the following health conditions, you MUST notify us when you call to schedule the test: High blood pressure, hernia, epilepsy/seizures, pregnancy, heart disease, back/joint problems, recent injury, or recent surgery. We will determine which conditions, if any, require a physician's consent. This information will not be shared with your potential facility without your permission, but the Safety Officer of the company may be notified.

Blood pressure: We will take your blood pressure prior to starting the test. If your *resting* blood pressure is greater than 159/99 (either number), it is not safe for you to take the test. We will issue a medical deferral and encourage you to see a physician. In order to allow you time to bring down your blood pressure, we require that you wait **30 days** from the original test date and have a physician sign the deferral form before attempting the test again. It is your responsibility to contact your hiring manager to see if a position is still available at that time.

If you return for testing and your blood pressure exceeds 159/99, you will not be allowed to take the test, and you will not be eligible to re-test again for **30 days**.

Heart Rate: You will wear a heart rate monitor for the duration of the test. If, during the test, your heart rate exceeds our safety parameters (>90% of your age-adjusted max), we will stop the test and require you to take a 5 minute rest. You will then attempt the same item on the test. If your heart rate exceeds our safety parameters again at any point, it is not safe for you to continue and the test will be stopped. You will not pass the test and you will not be eligible to test again for **30 days**.

Additional Information:

The cost of your pre-employment test will be paid for by your potential employer, Columbine Health Systems. If you have a medical condition that requires physician clearance prior to testing, you are responsible for any cost incurred. Columbine Health Systems will not pay any costs associated with a doctor's appointment due to a medical deferral.

In order to pass the test, you must successfully complete all tasks on the test. Successful completion of the test is defined as not only meeting the strength requirements of each task, but the utilization of good body mechanics throughout the test. If you are unable to complete a task, the test will be stopped at that point and a result of "not passed" will be sent to your hiring manager. You will not pass the test and you will not be eligible to test again for **30 days**.

All medical information gathered during testing will be maintained in a confidential file at the testing center in accordance with the requirements of the Americans with Disabilities Act (ADA) and HIPAA privacy laws. No medical information will be shared with your potential facility without your permission, only whether or not you successfully completed the test. The Safety Officer of the company may be notified of any concerns.

Columbine Health Systems is an equal opportunity employer and does not discriminate against individuals on the basis of race, color, religion, gender, national origin, disability, or any other basis protected by federal, state or local law.

Nothing in this procedure is intended to be, and should not be construed as, a contract for any particular term or condition of employment.

Test results also may be used to establish the baseline physical condition of the candidate prior to employment in order to determine the extent of treatment under worker's compensation insurance for a work-related injury.

Candidates who falsify information on applications or during the pre-employment testing process may be subject to corrective action and/or termination.

NO NEW FULL-TIME, PART-TIME, OR PER DIEM EMPLOYEE MAY BEGIN WORK IN SPECIFIED POSITIONS UNTIL THE POST-OFFER/PRE-EMPLOYMENT TEST HAS BEEN SUCCESSFULLY COMPLETED.

SCHEDULING

Test Location:

Front Range Therapy
802 W. Drake Rd, Suite 133
Fort Collins, CO 80526

(Located at the NE corner of Shields and Drake, across the parking lot from Starbucks, next to Anytime Fitness).

Tests will be administered only at our Fort Collins location. No testing will occur in Loveland. Test times available Monday-Friday from 9 a.m. to 4 p.m.

IT IS VERY IMPORTANT TO COMPLY WITH THE FOLLOWING GUIDELINES! FAILURE TO DO SO MAY RESULT IN POSTPONEMENT OF TESTING AND DELAY OF EMPLOYMENT.

- 1. It is your responsibility to schedule your test. The hiring manager will not be scheduling it for you.**
2. Please arrive 5 minutes early for your appointment to complete paperwork.
3. Photo ID is required. Please bring it with you the day of the test.
4. Wear loose-fitting and comfortable clothing. No skirts.
5. Wear tennis shoes, if possible. No sandals, flip-flops, Shape-ups, or Crocs.
6. Limit stimulants (e.g. caffeine, cigarettes, etc...) prior to testing, as these could increase your heart rate or blood pressure. No smoking at least 30 minutes prior. As described on p. 2-3 of this packet, if either heart rate or blood pressure exceed our safety parameters, you will not be allowed to complete the test.
7. Please eat a light meal or snack within a few hours prior to the test. No alcohol on the day of the test.
8. If you are ill or running a temperature, please notify the testing center at the above phone number as soon as possible to reschedule.
9. This test takes approximately 1 hour. If you have children, please make arrangements for their care during this time. Children are not allowed to be present during the test.
10. If you have a disability that requires accommodations for testing, you must notify us when you call to schedule the test.
11. If you are unable to make your scheduled appointment, please notify us at (970) 219-9896 at least 24 hours in advance. Your hiring manager will be charged if you do not notify us and reschedule. It is your responsibility to notify your hiring manager of any delay in your testing.