

South Africa Post Offer Employment Testing Design & Implementation (POET)

About this course

Faculty: Human, Bennie

[Faculty Bios](#)

Intended Audience: Must be Occupational Therapist or Physical Therapist

[Additional course information](#)

Prerequisites: Participants are encouraged to have a working knowledge of job analysis/job descriptions.

Delivery: Live, In-Person

Student Ratio: 10:1

General Teaching Method Overview:

Lecture, Discussion, Group Activities

Informed Consent: Required

Duration: 1 day, 8:00am-3:00pm

Completion Requirements: Attend all course sessions, class participation and engagement in group activities, and completion of course evaluation.

CPD Points are available for this course

***The use of the term POET (Post Offer Employment Testing) is replacing use of the term PWS (Prewrite Screening). There is no change in content.

A Post Offer Employment Test is a functional test used to determine if an individual can demonstrate abilities to perform essential or inherent job functions. Based on validated, functional job descriptions, they enable employers and employees to avoid potentially unsafe situations by determining if an individual is able to match the physical requirements of a specific job. They allow employers to make hiring decisions in a legal, fair and non-discriminatory way.

This 1-day WorkWell training helps providers learn to develop screens which can be used during the applicant hiring process (Post Offer Employment Tests), or to develop similar screens used for determining an injured employee's ability to return to work following an acute injury or illness (Fit for Duty Tests). In addition to learning elements of test item selection, cut point determination, test development and screen validation, this program also reviews administrative, implementation and regulatory considerations. The program includes practical case examples and resource materials.

Learning Objectives:

At the end of the training, participants will be able to –

1. Discuss 2 differences between pre-offer vs. post-offer testing
2. Identify the stages in designing a functional Post Offer Employment Test.
3. Develop 2 Post Offer Employment Tests from an existing job description.
4. Discuss why process development and consistent application are a key component of fair and consistent functional testing
5. Discuss the role of regulations in minimizing adverse impact and discrimination in functional testing.

Agenda/Outline:

8:00-8:15	Introductions and Orientation
8:15 -9:40	<p>Post Offer Employment Testing Concepts</p> <ul style="list-style-type: none"> • Pre-hire vs. Post-hire Applicant testing • Applicant vs. Worker testing • Regulatory considerations in testing <ul style="list-style-type: none"> ○ Equity Act and employee/employer definitions ○ Individuals with disabilities ○ Direct threat <p>Post Offer Employment Test Design Process</p> <ul style="list-style-type: none"> • Identify need based on work tasks, injury patterns and areas/workers impacted. • Obtain critical demands from Functional Job Description • Analyze essential functions/critical demands • Prioritize physical demands • Define testing parameters • Setting the passing score and scoring the test
9:40-9:50	Break
9:50 – 12:15	<p>Review Sample Test Design Sheets</p> <p>Review Guidance Documents to assist with test development</p> <p>Benefits of Consistency in Test Design Language and Format</p> <p>Review Sample Language for Test Design</p> <p>Group Exercise 1 – POET Test Design – Carpenter/Construction</p>
12:15 – 12:45	Lunch
12:45-3:00	<p>Group Exercise 2 – POET Test Design – Order Picker</p> <p>Group Exercise 3 – POET Test Design - Building Trades</p> <p>Alternate Practices Consideration</p> <p>Validating the Screen</p> <p>Administrative Considerations</p> <ul style="list-style-type: none"> • Testing Policies and Procedures • Clinical Policies and Procedures • Additional Concepts in Functional Testing • Sample Process Flow or Applicant Testing • Review Sample Forms • Showing Test Utility and Relevance (and Periodic Review) <p>US Regulatory Guidance and the Dial Case</p>

Equipment: None specific to training; although similar to Functional Capacity Evaluation, based on local employer client needs and tests designed.