



Policy title Pre-Employment Screening Policy	Category Human Resources
Owner Human Resources	Approved by Board of Governors

Policy statement

- All prospective maintenance employees, housekeeping employees, and grounds employees are required to submit to a pre-employment physical examination and drug screening by a medical clinic selected by Nebraska Wesleyan University.
- The screening process proceeds only after the position has been offered and accepted.
- The screening applies only to the essential functions set forth in the job description.

Questions about this policy and implementation procedures should be referred to the Human Resources Office.

Last revised date January 17, 2020