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

Policy statement

- All prospective maintenance employees, housekeeping employees, and grounds employees are required to submit to a pre-empl oyment 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