

PRE-EMPLOYMENT SKILLS TESTING ORDER REQUEST FORM

Instructions: **1.)** Save this form on your department drive or desktop. **2.)** Department fills out **Section One** and chooses the tests from Aspiring Minds KX Assessment Catalog. Email information to: jobs@unmc.edu **3.)** Once tests have been administered by HR Staffing Representative, forward paperwork to reconciler.

SECTION ONE

Today's Date:		Requested Testing Date:	
Department:			
Contact Person:			
Department Phone:			
Cost Center or WBS Element:			
Applicant Last Name:		Applicant First Name:	
Applicant Email:			
Position Applied For:			
Visit NU Values Pre-Employment Skills Testing page and select the Aspiring Minds KX Assessment Catalog to view available tests by category.			

Please administer the following test: (Provide complete information.)	
1.	
2.	
3.	
4.	
Other:	

- You will receive confirmation of your request via email.
- Tests take an average of 30 minutes each (except for data entry and typing).
- Each test is approximately **\$32.00** and will be charged back to your department's Cost Center or WBS Element.
- If you have questions, please contact a Staffing Representative at 402-559-4070.

SECTION TWO

FOR HUMAN RESOURCES USE ONLY	FOR RECONCILER USE ONLY
	Budgetary Note: (Credit GL #521501 Cost Center 3143230244)
Test Taker ID:	Document Number:
Cost Center or WBS Element:	Date:
	Reconciler's Initials: