

Chapter 2

1. Bona Fide occupational qualification (BFOQ)- requires a person of a particular race, color, religion, gender, or national origin to be hired.
2. Selection Procedure- the use of aptitude testing, physical evaluations, educational credentials, employment experience, training programs, probationary terms, resumes, interviews, and application forms to evaluate prospective candidates.
3. Investigation and Record Keeping- Private employers of 100 employees or more are to submit records and annual reports to the EEOC. Employers are obligated to keep records relating to their methods of selection, compensation, promotion, training, and termination of employees. Test scores and the chronological order of applicants for hiring, training, and promotion are to be included as well. This is so the EEOC staff can determine if any unlawful employment practices have been committed. Employers can seek exemption if they can prove the record keeping is too much of a burden.
4. Nepotism and Promoting from within- the hiring of family members or relatives. This may discourage diversity causing discrimination.
5. Negligent hiring- the hiring of individuals without employers exercising due diligence in checking references along with the information contained in the applicants resumes.
6. Background checks- used to discern whether the individual poses a financial risk through a credit check and a safety risk based on the existence of a criminal conviction report.

Chapter 3

1. Aptitude Test- determines whether you have the knowledge to perform the jobs tasks or not.
2. Residency Requirements- policies that mandate or give preference to applicants for employment who reside within the municipality, city, or state.
3. Physical and Skills Test- determines if you have the skills required to perform the job or if you can physically handle the tasks.
4. Personality and Integrity Test- determines if you have the right personality for the position, integrity makes sure you aren't going to steal from work.
5. Honesty Test- measures psychological changes in the person tested.
6. Polygraph test- form of a lie detector test.
7. Drug testing and 4th Amendment- make sure you aren't using drugs, the fourth amendment affords individuals the right to be secure in their person, property, and effects, and ensures that they don't have to submit to unreasonable searches and seizures.
8. Suspicion-based drug testing- requires an employer has a reasonable suspicion that an employee is using drugs before they drug test them.