

Workforce Advantage: Attracting and Hiring Talent Assessment



Location Information:

i Questions (12)

Job Analysis	<input type="checkbox"/> This section is not applicable (N/A)		
	Yes	No	N/A
Do you conduct and document an analysis of the tasks, essential functions, skills and competencies required of your jobs?			
	Yes	No	N/A
Do you conduct and document an analysis of the job hazards to determine the safety requirements for a job?			
	Yes	No	N/A
Do you conduct and document a functional exposure analysis of the occupational physical, chemical, and environmental health exposures of your jobs?			
Job Descriptions	<input type="checkbox"/> This section is not applicable (N/A)		
	Yes	No	N/A
Tasks. Do you include the job tasks, essential functions, required skills and competencies in your job descriptions?			
	Yes	No	N/A
Do you include the job hazards and safety requirements in your job descriptions?			

<p>Do you highlight the physical demands, and the chemical and environmental health exposures of your jobs in your job descriptions?</p>		Yes	No	N/A
<p>Is your commitment to employee safety incorporated into the job description?</p>		Yes	No	N/A
<p>Interviews</p>	<input type="checkbox"/> This section is not applicable (N/A)			
<p>Do you include situational 'what if' questions, including around safety, when you interview candidates?</p>		Yes	No	N/A
<p>Background Screening</p>	<input type="checkbox"/> This section is not applicable (N/A)			
<p>Do you have a formal background screening process?</p>		Yes	No	N/A
<p>Do you conduct motor vehicle record (MVR) reviews for employees who will drive in the course and scope of their employment?</p>		Yes	No	N/A
<p>Where you use MVR reviews, have you established an MVR grading criteria?</p>		Yes	No	N/A
<p>Do you use drug testing as part of your hiring/conditional offer process?</p>		Yes	No	N/A

Travelers reserves the right to make changes to questions, rationales or action plans at any time.