

How to Schedule An Appointment

Once you are offered a position with the school district, you will be given a unique link to schedule your appointment.

How to Prepare for Your Appointment

On the day of your appointment, please:

- Bring valid picture identification (passport driver's license, military ID).
- Wear comfortable clothing that allows movement. However, we ask that you not wear dresses or skirts. **Closed-toed shoes are required.**
- Take medication as prescribed by your doctor.
- Refrain from wearing perfume, aftershave lotion or cologne.
- Refrain from exhaustive exercise.

Please call if you have any questions regarding these requirements.

Note: Any safety concerns will be left to the discretion of the technician.

Four hours prior to the test, it is advised that you also refrain from the following:

- Caffeine
- Nicotine
- Alcohol

Note: Fasting is not necessary.

It is important to arrive on time for your scheduled appointment. If you are more than 10 minutes late, you will have to reschedule the appointment. The entire testing procedure lasts 45-60 minutes.

Only technicians and translators, if needed, are allowed in the testing rooms with applicants. Translators must be 18 or older and fluent in both English and the native language. Children 15 or younger who are present in the reception area must be accompanied by an additional adult 18 or older, otherwise the appointment will be rescheduled.

Note: If you are under 18 years of age, you must be accompanied by a parent or guardian in order for the test to be administered.

If You Fail the Test

With district approval, you can schedule another test. We do not *recommend* taking a second test within 12 weeks of taking the first test. It is your responsibility to prepare for the test.

Education

Once the test is completed, the technician may review additional information on injury prevention.

Need to Reschedule Your Appointment?

If you are sick or cannot make your appointment, please call us as soon as possible and we will be happy to reschedule your appointment.

About Schools Insurance Authority

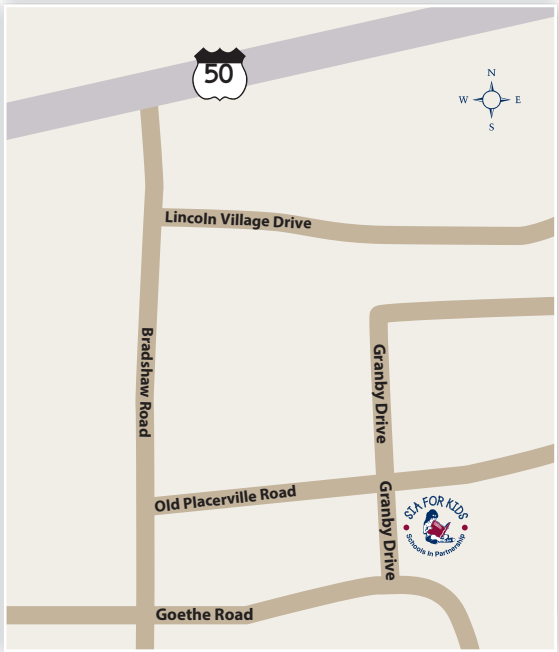
Schools Insurance Authority (SIA) is a not-for-profit organization representing more than 35 school districts that are self-insured for workers' compensation, liability, property, benefits and prevention. SIA helps protect the human and financial resources of these members.

The Employee Entrance Evaluation

The Employee Entrance Evaluation (E3) is given to determine if candidates have the physical strength required to perform the essential tasks of the job(s) for which they are applying. This is a Post-Offer Pre-Employment Evaluation Program for jobs within a school district, including: building maintenance worker, bus driver, custodian, equipment mechanic, food service worker, grounds maintenance worker, instructional assistant and warehouse/delivery worker.

Driving Directions

From downtown Sacramento, take Highway 50 (east), exit at Bradshaw Road and turn right (south). Turn left (east) on Old Placerville Road – turn right (south) at Granby Drive – turn left at the first driveway and park in any space marked “**SIA SUITE 100.**” Parking and our office entrance are on Granby Drive.



Schools Insurance Authority

9800 Old Placerville Road, Suite 100

Sacramento CA 95827

www.sia-jpa.org



Employee Entrance Evaluation

Schools Insurance Authority

Process and Procedures



Testing Procedures

Your Medical History

You will be asked to fill out a medical history form when you come in for your appointment. This information will remain confidential and will not be given to the school district. If you are taking any medications, please write down the drug name and dosage and bring asthma inhalers.



Leg Lift

Blood Pressure/ Heart Rate

After the technician reviews your medical history form, he/she will then take your heart rate and blood pressure to determine if it is safe for you to perform the test.

A medical clearance form will need to be signed by a doctor if one of the following is noted:

- Blood pressure greater than or equal to 160/100 mm Hg
- Resting heart rate greater than or equal to 100 beats per minute
- Surgeries or injuries within the past six months, if an SIA technician determines that performing the test may worsen the condition
- If you are receiving medical care or taking medication for a condition that may affect your ability to take the strength test
- Current or recent pregnancy
- Any condition that would indicate a safety concern



Torso Pull

If any of these conditions is present, you will be given a medical clearance form that will need to be signed by a medical doctor stating that it is safe for you to perform the strength test. If you have any questions, please call the SIA office to determine whether or not you may need a medical release form.

Pre-Test Preparation/Education

Prior to the strength test, the technician will ask you to perform a few range-of-motion exercises and a sit-and-reach test. This is done to help prepare your muscles for physical activity and to provide education about flexibility as it relates to back health and injury prevention.



Arm Lift



Hand Grip

Strength Testing

There are five components that you will perform. They are:

- Hand Grip
- Arm Lift
- Shoulder Lift
- Leg Lift
- Torso Pull

Each of the tests may be done 2-5 times and requires that a maximal force be applied for four seconds. The two highest scores will then be averaged for a final score. Each of the five components must be completed to pass. When you have completed the process, SIA will inform the school district of your results. SIA will not disclose your pass or fail status to you.



Shoulder Lift