



Post Test Activities

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**PENNSYLVANIA HUMAN
RELATIONS COMMISSION**
Promoting Equal Opportunity



Post Test Activities

1. Recordation and retention of records are critical!
 2. Before the test is run, a folder (and if possible and electronic file) need to be created.
 3. All pretest activities need to be filed.
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Post Test Activities

4. All test reports need to be filed.
 5. All test evaluations need to be filed.
 6. Any referrals to others, *i.e.*, HUD, PHRC or local CHRs need to be entered.
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Post Test Activities

7. Complaints filed need to be recorded.
 8. THIS ENTIRE FILE MUST BE KEPT CONFIDENTIAL AND WITH ONLY LIMITED ACCESS. Recognize it may be “evidence in a hearing”.
 9. This includes tests with no apparent difference.
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