



Personnel Services and Human Resources Development

EEO Training Outline

Update

- Model EEO Plan
- Training for EEO's (committee members first, EEO's second, campus community next)

Background

- Responsibility of ALL staff to convey a variety of perspectives to our students
- Cultural model that honors diversity and is free of prejudice
- How? By hiring individuals that have experienced and promote diversity
- Result: Puts diversity squarely in the hands of hiring committees

Hiring Procedures

- Process flow:
 - Job announcement (MQ's) – Primarily developed in HR now
 - Screening Criteria – Identify Knowledge, Skills and Abilities (KSA's) required for position
 - Prior to screening – not tailored to specific candidate
 - Interviews – Structured environment same for all
 - Screening Criteria – Know what you want KSA's

Interviewing – Shift focus from experience to results (why? – avoids underrepresented groups being unsuccessful based on lack of opportunity for experience)
Questions relate to Screening Criteria in that they reflect KSA's

- Results based: Include EEO/diversity question:
 - Give the committee an example of a time when you were exposed to a different culture. What did you learn from the experience?"
 - Describe an example of how you have weaved diversity into your teaching plan.
(EXAMPLES ONLY)
 - Refer to "Interviewing Tips"

Interview Scoring

- Committee decision but must reflect criteria and be weighted fairly

Screening

- Completed by all members
- Objective – based on identified KSA's

Interviews

- Ensure same circumstances/environment for all candidates
- Committee should review KSA's, criteria, questions and applications
- General ideas/framework for successful responses

Follow-up

- Directly related to answer, not extending the interview for the candidate
(IE: What was your role on that team, what did you learn, what would you do differently)

Between Interviews

- Do NOT advocate for a candidate
- Do NOT compare candidates
- Do NOT share *personal experiences*
- You MAY share *professional experiences* relative to the interview

Responsibilities

- Chair: set meetings times, guide meetings, review responsibilities, coordinate logistics, references, EEO processes, and confidentiality
- Committees: criteria, questions, EEO processes, and confidentiality
- EEO: Ensure process is fair and unbiased, monitor process, and communicate with HR Director if problem exists. EMPOWERED to stop the entire recruitment

Laws

Federal, State, Ed Code, Board Policy

What has changed?

- BEFORE- Advocate for underrepresented groups
- NOW- Advocated for fair process and equal terms for all candidates

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