



# Equal Employment Opportunity Training for Non-EEO's

Presented by

Al Alt

Vice Chancellor

Administrative Services

2009-2010





# Overview of Workshop

- Review Vision of YCCCD
- Review Roles
- Review EEO Guidelines
- Answer Your Questions





# Yuba Community College District Embracing Diversity

- All employees of our District are expected to convey a sense of educational, vocational, and social values demonstrating to students a rich variety of perspectives, intellectual ideas, cultural awareness, and life experiences.





# Vision

## Embracing Diversity

- The District and its campuses serve as a cultural model for the community by providing students with an academic environment that both honors diversity and exists free of prejudice or bias.





# Selection Committee Goal

- To hire the candidate who will stimulate the learning or working environment and provide the greatest asset to our diverse student population and the greater campus community.





# Responsibilities of the Chair

- Guide, direct, facilitate, and oversee committee meetings.
- Maintain compliance with all district policies and procedures governing the hiring process.
- Review committee responsibilities with members.
- Diligently monitor the overall process for fairness.
- Submit questions and screening criteria for approval.
- Conduct reference checks.
- Submit finalists for further review.
- Coordinate all logistics between committee, department and H.R.





# Responsibilities of Committee Members

- Actively facilitate and participate in the process.
- Receive EEO training of District policies and procedures.
- Development of screening criteria.
- Development of interview questions.
- Development of protocol for performance tests.
- Evaluation and rating of candidates.
- Interviewing of candidates.





## Responsibilities of Committee Members (cont.)

- Final recommendation of candidates.
- Maintain confidentiality before, during, and after the process has been completed.
- Be fair and consistent in applying the evaluation criteria.
- Notify the EEO representative if you discover an unfair or bias practices occurring.





# EEO Representatives Responsibilities

- Monitor the hiring process to ensure that no candidate is unlawfully discriminated against.
- Serve as committee liaison to the EEO Officer (Director of H.R.).
- Report allegations of noncompliance to the EEO Officer.
- Halt the process if appropriate!





# Fair Process

- Creating the Job Announcement
- Developing the Screening Criteria
- Developing the Interview Questions
  - Why these three steps must be completed before opening the position
- Interviewing Candidates
  - appropriate questions, structures process, timelines, etc.
- Making Final Recommendations
  - Based on announcement, criteria, questions





# Hiring Smart

- The Committee must be able to distinguish an applicant's ability to do the job from their ability to get the job.





# Good Questions Begin With Knowing What You Want

- Review Screening Criteria to identify what traits a successful candidate should possess, but which can't be adequately determined from the application.
- Make a list of the knowledge, skills, and abilities that would result in superior performance in that position.





# Rules For Interviews

- **Between Interviews:**
  - Do not advocate for/against a candidate.
  - Do not compare candidates until after completion of interviews.
  - Never share *personal* experiences involving candidates. This can create bias and influence the judgments of other committee members. You also subject yourself to personal liabilities.
  - You may share *professional* experiences.
- **Follow-up questions:**
  - Allowable to clarify answers.
  - Not to extend interview or provide new questions.





# Confidentiality

- The hiring process is a highly sensitive and confidential process. It is critical that all selection committee members, and those associated with this activity, maintain the highest degree of confidentiality in order to preserve the integrity of the process.
- Failure to maintain confidentiality may result in personnel action taken against you.





# Internal Candidates

- Don't Assume!
- Plus – We Know Them
- Minus – We Know Them
- Biting the bullet even if it makes you uncomfortable!





# Conflicts of Interest

- It is your responsibility to recognize potential biases or conflicts of interest.
- Relatives, close personal friends or a dislike of someone so compelling that you cannot remain fair or impartial.
- Not revealing a conflict of interest could lead to a complaint of an unfair hiring practice.





# Advisement

- As described in the Hiring Guidelines, you will immediately notify the Committee Chair if there is a breach in confidentiality or a conflict of interest arises.
- Failing to disclose a conflict of interest, a breach in confidentiality or personal bias toward a candidate may result in removal from the Committee and/or participation on future hiring committees.





# Importance of Equity & Diversity

**As appropriate to each position, an effort should be made to evaluate candidates on their demonstrated ability to:**

- Understand the demographics of our student populations and the unique challenges they bring to us; and
- Respond effectively to issues such as: academic preparation, culture, gender, race, ethnicity, sexual orientation, socioeconomic circumstances and disability.





# Maintaining the Integrity of the Hiring Process

**If you become aware of acts that violate confidentiality, fairness, or equal employment opportunity immediately notify:**

**Al Alt  
EEO Officer  
Vice Chancellor  
Administrative Services  
(530) 741-6800**





# Equal Employment Opportunity Laws





# Federal Laws

- **Title VII of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color, religion, sex, pregnancy, or national origin.
- **Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color, or national origin in any program receiving Federal financial assistance.





## Federal Laws (cont.)

- **The Americans With Disabilities Act of 1990** prohibits discrimination against the disabled in employment and public services.
- **Age Discrimination Act of 1975** prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance (Age 40 +).





# State Laws

- **California Government Code Sec. 11135 through 11139.5** prohibits discrimination against any person or denial of benefits on the basis of ethnic group identification, religion, age, sex, color or physical handicap or mental disability under any program that is funded directly by the State or receives any financial assistance.





## State Laws (cont.)

- **California Fair Employment & Housing Act, Calif. Government Code 12900, et seq.**, prohibits discrimination in employment on the basis of race, gender, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age (above 40), and pregnancy.





## State Laws (cont.)

- **California Labor Code 1102.1** prohibits discrimination or different treatment in any aspect of employment based on actual or perceived sexual orientation.

