

Hiring the Best While Developing Diversity in the Workforce: Legal Requirements and Best Practices for Screening Committees

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AGENDA

- EEO Plan Required Training
- Core values that inform EEO planning
- Cultural Competence/Diversity Training
- Best practices & committ in interview and selection process
- Committee's duties

EEO PLAN REQUIREMENTS

- Training for:
 - Participants on screening or selection committees
 - Anyone involved in recruitment efforts
- Training must cover:
 - Underlying Federal/State anti-discrimination laws
 - EEO Regulations
 - the educational benefits of workforce diversity
 - the elimination of bias in hiring decisions
 - best practices in serving on a selection or screening committee

FEDERAL/STATE ANTI-DISCRIMINATION LAWS

- Title VII
- Fair Employment and Housing Act (FEHA)
- Title IX
- ADA

FEDERAL/STATE ANTI-DISCRIMINATION LAWS

- Collective effect, no discrimination on basis of:
 - Sex/Gender (gender identity/gender expression)
 - Genetic information
 - Race
 - Religious creed
 - Color
 - National Origin
 - Ancestry
 - Physical/mental disability, medical condition
 - Marital status
 - Age
 - Sexual Orientation

FEDERAL/STATE ANTI-DISCRIMINATION LAWS

- Employment discrimination includes:
 - Refusal to hire
 - Rejection from training program
 - Discharge from employment/training program
 - Any decision affecting compensation, terms, conditions, privileges
 - If based on a protected status

IT'S NOT JUST THE LAW...

- Why Does Diversity Matter to CCDs?
 - Core mission:
 - Serve California's diverse community of learners
 - Provide opportunity for all
 - Core beliefs that a diverse, inclusive work environment:
 - Serves the CCDs' educational mission
 - Enhances the educational environment
 - Strengthens the college community
 - Increases creativity and improves problem solving
 - Does not involve lowering standards

TRAINING FOR SCREENING/ SELECTION COMMITTEES

****REVIEW & ANSWER PRE-TEST****

TRAINING FOR SCREENING/ SELECTION COMMITTEES

- Cultural competence:
 - Recognize own biases and stereotypes
 - Discount own biases and stereotypes
 - Appreciate content of contributions
 - Facilitate productive outcomes
 - Feel enriched by diverse environments

EXERCISE

“FIRST IMPRESSIONS”

- Sit with someone you do not know
- You have 5 minutes
- List as many things as you can that you have in common

DIVERSITY IN THE HIRING PROCESS

- The Big Picture: Key Steps Precede Application Review
 - Remove access barriers from job descriptions/qualifications
 - Include job-related criteria that enhance diversity
 - Utilize recruitment strategies that foster diverse, qualified applicant pools

COMMITTEE PROCESS — BEST PRACTICES: PHASE 2

- Screening Process:
 - Neutral
 - Objective
 - Includes meaningful consideration given to “sensitivity to diversity”
 - “candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position”*
 - Job-related criteria only

*Title 5, sec. 53024(a)(2)

PHASE 2: POSSIBLE “SENSITIVITY TO DIVERSITY” CRITERIA (if job related)

- Teaching/working in:
 - Impoverished/marginalized communities
 - Community colleges
 - Other countries/cultures
- Relevant volunteer work
- Knowledge of other languages
- Teaching curricula that address racism, poverty, multiculturalism, controversial issues, etc.
- Attendance in community colleges

COMMITTEE PROCESS — BEST PRACTICES: PHASE 2

- Developing appropriate questions:
 - No questions—direct or indirect—about protected status
 - Job related
 - Meaningful consideration of “sensitivity to diversity”
 - Direct questions
 - Open-ended questions
 - Hypothetical questions
 - Repetition/feedback questions

PHASE 2: EXERCISE

- You are on a Hiring Committee for:
 - A. Dean of Humanities;
 - B. Biology Professor; or
 - C. Bookstore Manager
- Draft one question addressing “sensitivity to diversity” specific to position

PHASE 3: THE INTERVIEW

- Best Practices:
 - Establish ground rules and follow them
 - Introductions
 - Prepared questions
 - Follow-up
 - Note taking
 - Rating system
 - Responding

PHASE 3: THE INTERVIEW

- Best Practices:
 - Create proper environment
 - Comfortable
 - Quiet
 - Private
 - Welcoming
 - Informative

PHASE 3: THE INTERVIEW

- Best Practices:
 - Listen
 - Take notes
 - Leave time for applicants' questions
 - Remember you are being interviewed