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
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
**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
• **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