



**SHASTA COLLEGE SCREENING PROCESS**

**EEO CONSIDERATIONS**

Selection of new staff is the single most critical decision that an institution can make, and can greatly influence the direction and significance of an institution. Using the handbook for selection, attention should be given to the following areas:

1. **Elements of selection.** This covers areas that should be considered and those that need to be avoided. It describes the concepts of nondiscrimination, but does not allow preferential treatment. See page 12 as areas of discussion that must be avoided.
2. **Acceptable questions from the DFEH, pages 41 - 42.** Use this guide to identify questions that are acceptable and unacceptable. They include areas of protection for minorities, gender, age, ancestry and religion.
3. **Fair and equitable process.** Remember that individuals tend to favor candidates who are most like themselves. Interviewers need to be aware of that bias because judgments are made as soon as meeting candidates. Be sure to give full consideration to all candidates.
4. **Diversity.** It is an important goal of the institution to have a workforce that reflects the diversity of California as well as the changing demographics of our local area. Look for candidates who understand the benefits of diversity.
5. **Limitations of the process.** These may include: unfair or uneven treatment of candidates, lack of confidentiality, narrowing down the interview pool too soon, and failure to accurately identify the position.