



MEMORANDUM

TO: Equal Employment Opportunity Representative

FROM: Laura Cyphers Benson, Associate Vice President of Human Resources

SUBJECT: Assistance in Your Role as Screening Committee Equal Employment Opportunity Representative

In your role as Equal Employment Opportunity Representative to the selection process, you will often be asked questions about the Faculty and Staff Diversity Plan. It has been updated and nondiscrimination is the fundamental guideline you'll be following. A copy is attached for your use. Also in the Human Resources Office are extra copies of the Guide to Employee Selection for each member of the committee. Please be sure each committee member has a copy.

The reform legislation of AB 1725 documented the major demographic changes taking place in California. During the next few years the majority of the population in California will be nonwhite. In order for the community colleges to respond to that major demographic change, we must create an environment of opportunity and support for all people to reach their potential. To achieve this goal, our selection process must ensure that diverse candidates are given full consideration.

Equal employment opportunity laws maintain that we treat all candidates equally during the selection process which requires that we use the same preplanned core group of questions for all applicants. Review with the committee those questions that should not be asked about a candidate's background as outlined in the Guide to Employee Selection, pages 36-38. Only job related criteria can be addressed. Confirm the confidentiality required as selection committee members. Share past experiences. Refer committee members to page 5.

In accordance with state and federal regulations regarding equal employment, new Title V regulations, and the Americans with Disabilities Act, there are many provisions that define our role in the hiring process which were enacted to protect the rights of applicants. Specific delineation of these laws and regulations can be found in the Faculty and Staff Diversity Plan. Please refer in the plan to page 16 where the training for committees is outlined and where cultural proficiency is defined.

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In accordance with the Americans with Disabilities Act, if questions about disability and reasonable accommodation are brought up by the candidate during an oral interview, you may ask the following questions:

1. How do you think your disability would affect your ability to perform the job functions as listed in the job announcement?
2. What can be done to permit you to do the job?
3. How do you think this accommodation will help?

If the issue is not raised by the candidate do not ask about the disability. The issue may be addressed at the next level. Remember, only job related questions are to be asked.

As you are meeting and working with the selection committee, please remind members that our goal is to foster and promote a positive work environment that encourages and appreciates diversity with the goal of hiring the best qualified candidate.

If you have any questions at any time in the screening process, please feel free to contact me.

LCB:rm

Attachments

Last updated: 04-November-08

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