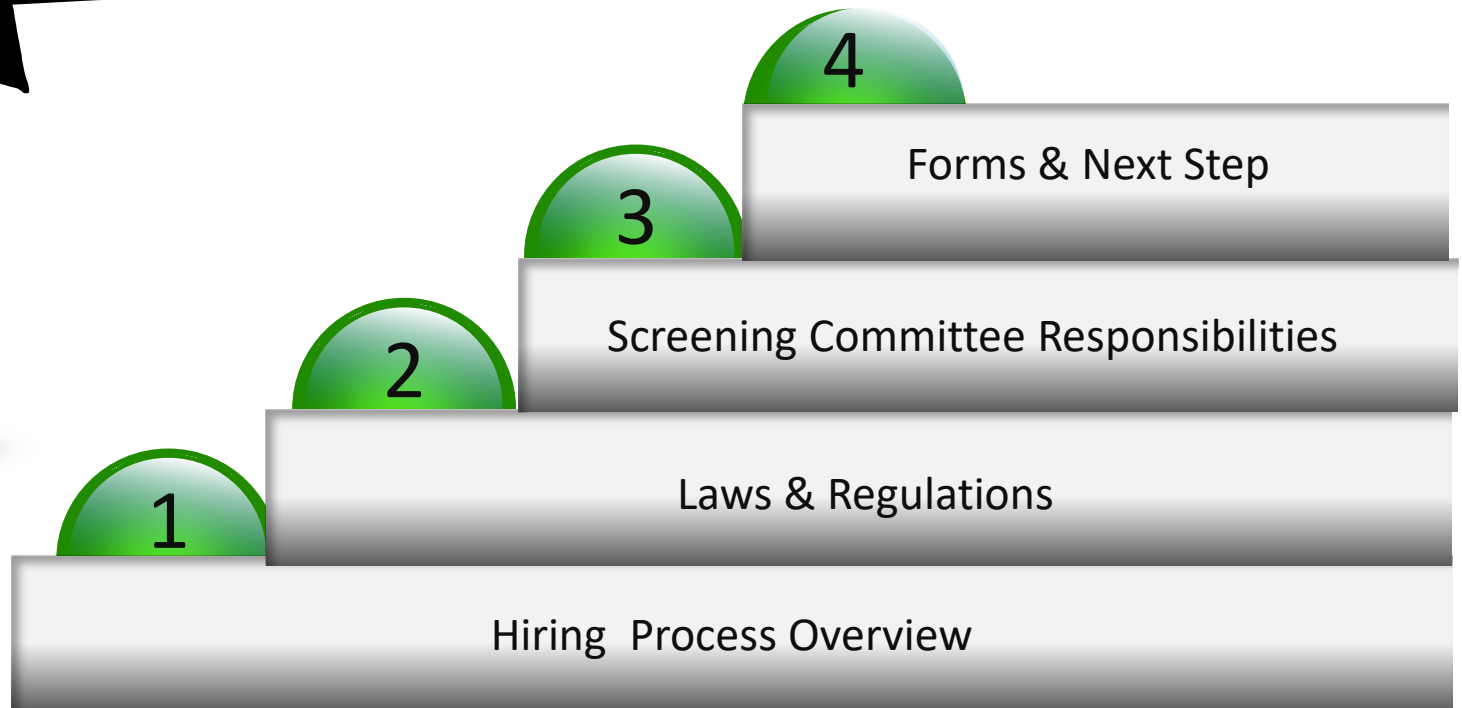
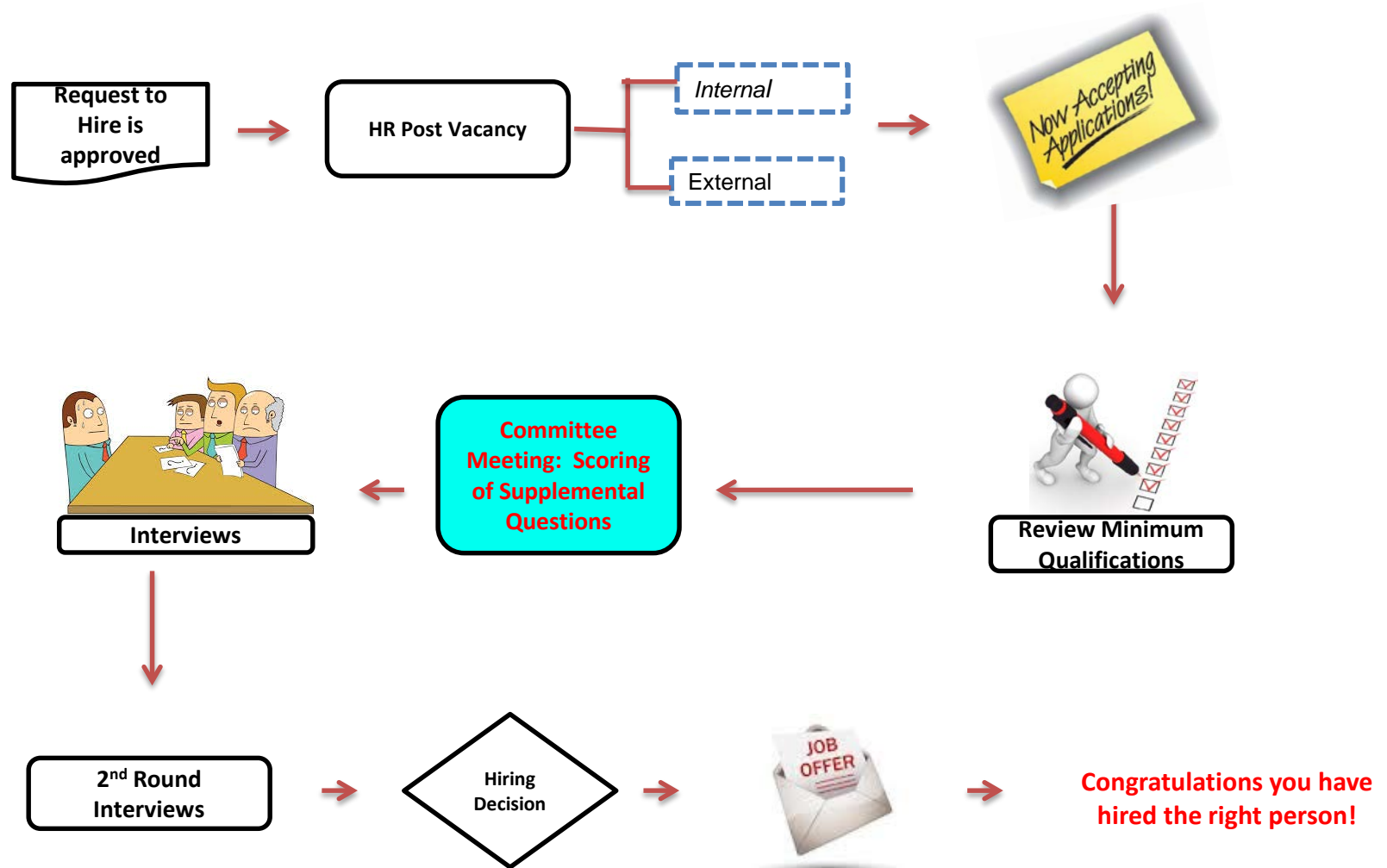


AGENDA



HIRING PROCESS OVERVIEW



Laws & Regulations

- ✓ Title VII of the Civil Rights Act of 1964
- ✓ Pregnancy Discrimination Act of 1975
- ✓ American with Disabilities Act of 1990
- ✓ Local Regulations against discrimination:
 - BP 7100 Commitment to Diversity
 - BP 7120 Recruitment and Selection



EQUAL EMPLOYMENT OPPORTUNITY (EEO)

FAIR AND EQUITABLE RECRUITMENT PRACTICES

Imperial Valley College is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, age, disability, pregnancy, medical condition, or covered veteran status.





RULES FOR INTERVIEWS



- ✘ Avoid personal questions
- ✘ Never ask questions on age (*When did you graduate from high school?*)
- ✘ Never ask questions on sex (*What is your sexual orientation?*)
- ✘ Never ask questions on ethnicity/race (*Where are your parent's from?*)
- ✘ Never ask questions on religion/political beliefs (*With what political party are you affiliated with?*)
- ✘ Never ask questions on disabilities (*What health problems do you have?*)

✔ **Interview Questions need to be work related and behavioral based.**

“Look at the Facts. Not at the Faces”

Source: US Department of Justice – Civil Rights Division

CONFIDENTIALITY

The recruitment/hiring process is a highly sensitive and confidential process.

DO NOT DISCUSS:

- ❖ Names of Applicants & their qualifications
- ❖ Number of applications
- ❖ Scores or ratings from screening or interview
- ❖ Committee deliberations



Failure to maintain confidentiality may create liability for the District, jeopardize the entire process, and prevent you from future committee participation.

HIRING COMMITTEE ROLES & RESPONSIBILITIES

COMMITTEE MEMBERS

- Actively participate in the screening and interview process
- Comply with EEO policies/Confidentiality
- Keep good records
- Recommend finalist(s) for hiring

COMMITTEE CHAIR

- Establish the Selection Committee
- Pre-screen Applications for Min Quals
- Develop Interview Questions
- Same as committee members

EEO REPRESENTATIVE

- Provide with information regarding EEO policies
- Ensure fair and equal treatment for all candidates
- Maintain confidentiality

FORMS & NEXT STEP

