

2016-17 Hiring Committee Training – Part 1

GOAL: Hiring for Equity
AUDIENCE: Hiring Committee
LEVEL: Entry
TIME: 3 Hours

Overview

There are very few committees that have as much potential and opportunity to impact student success as a hiring committee.

With that opportunity comes great responsibility. In this session

hiring committee members will learn about the roles of each

hiring committee members, the benefits of workforce

diversity, the potential for personal bias to influence decision making and more.

Objectives

By the conclusion of this session, participants will:

- Be able to articulate the benefits of a diverse workforce both

student success

- Be able to identify the roles and responsibilities of each member of a hiring committee

Activities

Activities in this course will include:

- Confidentiality Agreement Review
- A review of current and past position postings
- A review of screening criteria used in an assortment of

Materials

- EEOC Mission Statement

EEOC Title VII Basics

Manual

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<http://dx.doi.org/10.1257/aer.104.8.2567>

- Project Implicit vs. TI: DDP

- EEOC Employment

Demographics

- "Reviewing applicants: research on bias and assumptions"

(2012). *Harvard Business Review*

- Hong, L., Page, S. E. (2004, November). Groups of diverse

groups of high-ability problem solvers. *PNAS*, 101(46)

Retrieved from

<http://www.pnas.org/content/101/46/15685>

- The Dangerous Power of

2016-17 Hiring Committee Training – Part 2

GOAL: Hiring for Equity -
Logistics

AUDIENCE: Hiring Committee

LEVEL: Entry

TIME: 1 Hour

Overview

There are very few committees that have as much potential and opportunity to impact student success as a hiring committee.

With that opportunity comes great responsibility. In this session, aspiring committee members will learn about the logistics of

Objectives

By the conclusion of this session, participants will:

for student achievement and institutional effectiveness

Be able to access and navigate the electronic hiring system

Be able to articulate the differences between appropriate and inappropriate screening criteria and behaviors

Given a set of proposed screening criteria, accurately label appropriate and inappropriate criteria

Activities

Activities in this course will include:

- Confidentiality Agreement Review and Signing
- Access and login to Taleo system
- A review of hiring steps and adopted procedures
- A review of applicable state and federal legal guidelines for hiring

Materials

- Screening Worksheet

System – online and screen

- Interview Worksheet

- Confidentiality Agreement

Manuals

Sample Screening and Interview
Inquiries

- State/Federal hiring guidelines / regulations