

## **Fair Employment Representative “Script”**

I am a district Fair Employment Representative. As such, I serve as a non-voting member of the selection committee and as the liaison with the Office of Human Resources in ensuring that the selection process for this position is conducted in accordance with Federal, State and District approved Fair Employment and Equal Opportunity Employment guidelines. I am your point of contact for any selection- or committee-related questions or concerns.

Victor Valley College is committed to hiring and retaining the best employees to serve our students. It is our job to ensure that all persons have equal employment opportunities based solely on their qualifications and ability. The district is also committed to positive efforts to recruit and employ members of groups formerly and/or currently underrepresented in the VVC workplace. To that end, we do not discriminate on the basis of race, color, sex, age, familial status, sexual orientation, pregnancy, religion, national origin, disability, or status as disabled or Vietnam-era veterans. But being non-discriminatory is not enough. Instead, it is a conscious, deliberate, and dynamic commitment of Victor Valley College to change attitudes and to build an institutional entity made up of varied ideas and populations. We believe that unless positive action is undertaken, benign neutrality in employment practices will tend to perpetuate the status quo indefinitely, and that is not acceptable. At the same time, we do not condone or practice reverse discrimination and/or the hiring of unqualified or under-qualified individuals. Therefore, any application reviewed by this committee will have been determined to meet the minimum qualifications of the position.

As a committee, we are to embrace those actions taken to expand the applicant pool to maximize the number of candidates from all backgrounds and to review the composition of our work force as compared to the availability of persons with the prerequisite skills. Further, we must maximize our efforts to seek out and identify individuals who come from all walks of life, and with varied backgrounds and experience.

Please remember that this process involves a high level of confidentiality. We will be party to personal applicant information. If you know a candidate for the position we are selecting, there may be a conflict of interest and you and I need to discuss that before we continue. In addition, all conversation regarding candidates needs to be strictly job-related. Issues we discuss should remain between the committee members. Any notes, and all documents, will be kept as part of the recruitment file in Human Resources.

Thank you for participating in this important process. Are there any questions?

## Fair Employment Representative's

### Checklist

- \_\_\_ 1. Review the materials included in your initial notification packet, including the Hiring Process, Fair Employment Representative's Script and Checklist, Paperscreen and Interview Criteria, and Job Announcement.
- \_\_\_ 2. If you wish to discuss any Fair Employment concerns regarding the selection process, contact the Office of Human Resources or make an appointment to meet with the Vice President of Human Resources.
- \_\_\_ 3. View the video "Affirming Diversity," if you have not done so within the past 12 months. You may also request copies of this video for committee members to view.
- \_\_\_ 4. Ensure that you have received the following materials from the Office of Human Resources prior to the first committee meeting: copy of the position announcement, sample paperscreening and interview criteria, Confidential Statement forms (one for each member, including you), and Recruitment Summary form.
- \_\_\_ 5. At the first committee meeting, read the Fair Employment Representative "script" and answer questions from the committee
- \_\_\_ 6. Assure that each committee member (including yourself) receives a "Confidential Statement" form at the beginning of the first meeting. Signatures are optional, but this form must be reviewed with the committee members, assuring compliance of laws and regulations relating to equal and fair employment practices.
- \_\_\_ 7. Review the "Hiring Process" list with the selection committee.
- \_\_\_ 8. Collect ALL paperwork, including notes, from committee members (they may keep the job announcement and their committee packet, less any confidential material) at the conclusion of the meeting(s). It can be returned to them at the next meeting, but will remain with the recruitment files.
- \_\_\_ 9. Ensure that all Fair Employment concerns and issues are discussed separately from the interview.
- \_\_\_ 10. Contact the District Office of Human Resources/Fair Employment Officer for any further elaboration on conduct and procedures.
- \_\_\_ 11. Obtain the completed "Recruitment Summary Form" from the Committee Chair at the conclusion of the committee meeting(s) and submit it to the Office

of Human Resources, along with the paperscreening criteria and interview questions that have been agreed upon by the committee. This must be done at least one working day before the scheduled screening is to begin.

- \_\_\_ 12. On the day of the interview, obtain the candidates' application packets, interview questions, Interview Selection Form, Interview Tally Sheet, Fair Employment Certification, and Interview Rating Guide from Human Resources.
- \_\_\_ 13. Prior to interviews, remind committee members of your role, their roles, and the district's commitment to diversity/fair employment (see Script).
- \_\_\_ 14. During interviews, introduce yourself to each applicant and discuss your role as a non-voting member, fair employment representative, and time keeper.
- \_\_\_ 15. As interviews are completed, fill in each member's score on the Interview Tally Sheet and total the applicant's score to the right. After all the interviews, transfer the total scores to the Interview Summary Sheet, in order from highest score to lowest. No names are shown on the Interview Summary Sheet.

AFTER all the applicants have been interviewed and scored, and BEFORE a "cut" based on scores has been done, committee members hold a discussion, based on job-related criteria and the information received from the applicants during the interview, to determine which applicants, by consensus, should be sent forward to the final interview. To minimize intimidation, it is preferable for the Committee Chair to state his/her opinion after all other committee members have done so, especially if the Committee Chair supervises said members.

Consensus does not mean "majority." ALL committee members must agree on each applicant that is selected by consensus. For example, for candidate A to be a "consensus selection," all committee members must be in agreement that the candidate should go to the finals, regardless of his/her total score, and would be acceptable by the entire committee if selected to fill the position. If even one committee member is not in full agreement with this, Candidate A's name should not be included in the consensus selection.

- \_\_\_ 16. Write in the name(s) of the applicant(s) selected by consensus on the Interview Summary Sheet. Draw a line under the last name listed and have committee members initial agreement of the names shown.

Following consensus discussion, a point score "cut" is then decided (without names being given to the committee). By majority vote, the committee decides where to make a "point cut" line. No candidates below the line will be forwarded to the final interview, unless previously agreed upon through consensus. The "point cut" line may

be drawn above all the numbers to ensure that none other than the consensus applicants are forwarded.

- \_\_\_\_ 17. Draw the "point cut" line on the Interview Summary Sheet and have all committee members initial agreement of the point cut.
- \_\_\_\_ 18. List on the Fair Employment Certification form the names of all candidates interviewed, putting a letter X next to the names of those candidates selected by consensus and/or "point cut."
- \_\_\_\_ 19. List on the Fair Employment Certification form the names of all committee members.
- \_\_\_\_ 20. Sign Fair Employment Certification, indicating that the screening/interviewing process was in accordance with approved Fair Employment and Equal Employment Opportunity procedures; submit it, with all interview-associated paperwork, to the Office of Human Resources.