

## Equal Employment Opportunity Monitor Roles, Responsibilities, and Scope

### Description

The EEO Monitor works with Human Resources to ensure that fair hiring practices are employed by search committees. The monitor facilitates committee meetings, discussions, interviews and deliberations, and serves in an advisory role to the committee in regards to objectivity, confidentiality and compliance with District, State, and Federal hiring procedures.

### Scope

Monitors are involved from the first committee meeting to final deliberations of the search committee, but do not attend the 2<sup>nd</sup> level interviews. Monitors are empowered to address any issues of bias, breach of confidentiality and/or violations of hiring procedures. Monitors do not have voting rights.

### Key Duties and Responsibilities

1. Ensures that the selection process is understood and EEO Guidelines are followed by all committee members; remind committees about the importance of maintaining confidentiality.
2. Promotes respectful listening and discussions and that all discussions are group conversations
3. Ensures that the Search Committee evaluates all candidates consistently with screening criteria, interview processes, skills tests, presentations, etc.
4. Ensures that bias is not tolerated and committees are reminded of unconscious bias. (No prior knowledge of candidates can be considered in the decision-making process and previous experiences with candidates are only disclosed to the monitor.)
5. Facilitates discussion with search process to allow for adjustment of scores if needed. If it is found that during group discussion, there is more qualitative information concerning an applicant's qualifications that should be brought forward that could impact the rating.
6. Monitor will receive and collect all appropriate paperwork throughout the duration of the recruitment process
7. Address situations where inappropriate questions or comments are made concerning YCCD Policy, EEO Guidelines, or State and Federal hiring procedures. Monitors may want to inform the committee in advance that they will stop any inappropriate questions if needed.
8. Intervene or halt the process to correct or prevent potential violations of EEO

### Ability to:

Serve the committee in an advisory role and participate in committee discussions regarding strengths/weaknesses of candidates as directly related to the position without influencing the committee's decision.

### Knowledge of:

District, State and Federal regulations governing recruitment and employment; YCCD and hiring practices

### Minimum Qualifications:

*Education:* Completion of YCCD Committee Monitor Training and EEO/Diversity Training.

*Experience:* Previous experience serving as a search committee member.

## Equal Employment Opportunity Monitor Checklist

EEO Monitor:	Campus: <input type="checkbox"/> MJC <input type="checkbox"/> CC <input type="checkbox"/> CS
Position:	
Department:	

### Job Closing on PeopleAdmin

- ☐ Check applicants minimum qualifications
- ☐ Review Applicant pool for minimum qualifications
  - o Once completed inform HR to send applicant list to Committee Chair

Date Completed: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

### Initial Search Committee Meeting

- ☐ Committee Chair will contact EEO Monitor to set-up first meeting with search committee
- ☐ Collect signed Confidentiality Agreement from committee members
- ☐ EEO Monitor PowerPoint
  - o Explain Recruitment Process
  - o EEO Guidelines & Diversity
  - o Legal Basis
  - o Unconscious bias
  - o Professional Environment
- ☐ Review job description and discuss specific job qualifications
- ☐ Advocate for the diversity of the finalist pool
- ☐ Respond to questions regarding procedures
- ☐ Provide training in Online Applicant Scoring

Date Completed: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

### Day of Interview (1<sup>st</sup> Level)

- ☐ Meet with committee members prior to interviews
  - ☐ Review job description and specific job qualifications
  - ☐ Remind committee of the confidentiality requirements
- ☐ Intervene or halt the process to correct or prevent potential violations of EEO, especially with regard to follow up questions asking during the interviews
- ☐ Monitors/encourages inclusiveness in committee decision-making and facilitates discussions to avoid bias
  - o Advocate for the diversity of the finalist pool

Date Completed: \_\_\_\_\_

Notes: \_\_\_\_\_

### Post- Interview

- ☐ Ensure that all paperwork is completed properly. The following needs to be returned to Human Resources:
  - o Committee Interview Individual and Composite Score Sheets and all supporting documents (notes, scratch paper, etc.)

Date Completed: \_\_\_\_\_