



# Selection Committee Training



# Welcome

First off, thank you for volunteering your time to be on this committee.

This presentation is to make sure every member of every selection committee has the same training and information, so selection committee processes go smoothly and properly.





Each member of the committee should have received an email from Human Resources (HR) with the following attached files:

- Selection Committee Agreement
- Selection Committee Guidelines
- EEO Board Policy Employment Procedures



# Selection Committee Agreement



## Confidentiality and Ethics

The issues of confidentiality and ethics are extremely important when taking part in the selection of new staff. Each member of the selection team must make the commitment to have the process remain strictly confidential. The following issues are not for public dissemination:

- Documents developed
- Names of candidates and where they are in the process
- Statements made by the team or applicant
- Deliberations
- Impressions
- Opinions
- Rankings

It is our obligation to protect the rights and preserve the self-respect of the candidates and to preserve the integrity of our organization, Umpqua Community College.

The only people authorized to provide information are the lead administrator(s), who upon request of a candidate, may provide feedback after the interview. Only certain data will be shared and then only to the specific candidate. You may be pressured by coworkers or community members to share information about the finalist, the deliberations, etc. You may not respond to these questions other than to affirm that we are proceeding as planned and hope to be finished soon. If someone is insistent, refer him/her to the Human Resources Department.

## Confidentiality Covenant for Hiring

At the foundation of teamwork is trust. Trust is developed through respect, cooperation, communication, sense of safety and security for everyone. Trust and confidentiality are essential elements of a successful hiring process.

I, the undersigned, commit to these principles to ensure the success of our hiring process; thereby safeguarding the success of all applicants considered. I will communicate openly and directly, sharing any concerns with my fellow team members

- I will honor and respect points of view that may be different from my own
- I will agree to equally share the decision making process with my fellow team members
- I will express my feelings and thoughts in a constructive way to facilitate and validate the process.
- I will work to make this a positive, warm, welcoming, and professional experience for all interviewees and hiring committee members



# Selection Committee Guidelines



The purpose of this document is to go over important information as it relates to Equal Opportunity Employment law and the hiring/recruitment process. The topics addressed are:

- Interview Committee Expectations
- Internal/Known Applicants
- Equal Employment Opportunity
- Veteran's Preference
- Interview Basics
- Summary of Employment Law



# Selection Committee Guidelines



- Interview Committee Expectations
- Internal/Known Applicants
- Equal Employment Opportunity
- Veteran's Preference



# Selection Committee Guidelines



## Interview Basics

- Tips For a Better Interview
- 25 Questions to Avoid
- Appropriate and Inappropriate Questions
- Interviews Should Be Free of Culture and Value Bias
- The Harmless Comment
- Too Much Information
- Clarifying Questions



# Selection Committee Guidelines



## Summary of Employment Law

- Age Discrimination in Employment Act
- Americans with Disabilities Act
- Civil Rights Act
- Equal Pay Act
- Genetic Information Nondiscrimination Act
- Immigration Reform & Control Act
- Pregnancy Discrimination Act
- Rehabilitation Act
- Uniformed Services Employment & Re-employment Rights Act
- Vietnam Era Veterans' Readjustment Assistance Act





# EEO & Board Policy Concerning Employment Procedures



## Board Policy 302: Equal Employment Opportunity

UCC Complies with many EEO laws including:

- Title VII of the Civil Rights Act of 1964 (as amended)
- Title IX of the Educational Amendments Act of 1972
- Section 503 & 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1967
- The Americans with Disabilities Act of 1990
- The ADA Amendments Act of 2008
- The Uniformed Services Employment & Reemployment Rights Act of 1994
- All local and state civil rights laws



# Other Important Topics



## **Veteran's Preference**

UCC honors veteran's preference and takes this topic VERY seriously. If any veteran meets the minimum qualifications for a position, they are to be honored with an interview. This is not a negotiable step in the selection process. It is required by law to do so and not abiding by this rule opens the college up to possible legal litigation and severe repercussions.

## **Conflicts of Interest**

Conflicts of interest should be taken seriously. If you could be considered biased against or for any of the applicants being reviewed, you should let your committee chair know. Depending on the level of possible conflict, you may be asked to recuse yourself from the committee. The most common conflicts of interest are:

- Family members
- Friends
- Neighbors
- Past relationships

While you may feel you can be objective in a case like this, unconscious bias may play a roll without you realizing. If it becomes known that you willfully participated in a committee where there was a clear conflict of interest, the college could be forced to scrap any progress in filling the position and start over.



# Selection Committee Process



- Applications reviewed by HR
- Selection Committee Agreement signed
- Scoring Grid
- Interviews
- Recommendation to Hire or Failed Search
- Turn in all paperwork and any additional notes





Thank you  
&  
Best Wishes

