



## **EEO Rep Compliance Script**

Instructions to EEO Rep: This script must be read to all screening committee members during your initial meeting.

As an EEO Rep, I function as the compliance member of this committee and liaison with the District EEO Office in addition to my regular duties as a general member of the screening committee. These responsibilities include providing technical assistance and monitoring the selection process for compliance with policies and procedures as defined in the District EEO Plan. The definition of EEO and the EEO Rep's list of compliance functions and responsibilities are as follows:

### **Equal Employment Opportunity (EEO) Definition – Title 5, Section 53001(c)**

"EEO" means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the district. EEO should exist at all levels and in all job categories. Ensuring EEO also involves creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to persons with disabilities, and individuals from all ethnic and other groups protected from discrimination by this subchapter.

### **EEO Rep's Compliance Functions and Responsibilities:**

- 1) All written and electronic records and information regarding the screening committee process are confidential. The selection process includes recruiting, screening, and the interviewing of the candidates.
- 2) As committee members, we all signed a "Confidential Statement Form". This form is retained by the Human Resources Employment Office.
- 3) All committee members should consider any actual or apparent conflict of interest that may exist between themselves and the applicants, and disclose the conflict as soon as possible.
- 4) Once applicant interviews have commenced, screening committee members shall not refer back to the applicant's application or resume in order to complete their scoring. The screening committee member scoring shall be based exclusively on the applicants' responses during the interview.
- 5) Discussions about applicants by screening committee members during the screening process should only be related to the materials presented by the applicant. Personal comments or opinions about an applicant cannot be made. All applicants must be treated the same.
- 6) All supplemental materials that a candidate may submit to the committee during their interview must be approved at the outset of the screening process. If allowed, the candidates must be given advance notice of this option. The HR Employment Office will provide this notice in the interview invitation letter that the applicant will receive.

- 7) An equal amount of time must be scheduled and provided for each candidate, as well as asking each candidate the same pre-approved list of interview questions.
- 8) When notes are taken during the interview, do so discreetly as not to distract the candidate's attention during the interview. When notes are taken, place them in the interviewer's packet, as these notes will become part of the permanent file. [When committee meetings or interviews are conducted remotely via telephone or video conference, such as during the Covid-19 pandemic, notes should be submitted electronically via email to the Chairperson. Notes can be typewritten, or handwritten notes can be scanned/imaged and submitted in PDF format. Your smart phone can be used to image handwritten notes into PDF format. After they are submitted electronically to the Chairperson, all other digital or paper copies of notes must be properly deleted or destroyed to assure confidentiality. Alternatively, the entire committee may unanimously agree beforehand that no notes will be kept by any committee member.]
- 9) Teleconferenced or video conferenced meetings and interviews may not be recorded. The committee chair should assure that proper settings are applied, such as disabling the recording feature in Zoom.
- 10) Follow-up questions are limited only to those needed for clarification without any conjecture or leading questions.
- 11) Failure to maintain confidentiality could result in violation of federal or state regulations and incur liability on behalf of the district. Committee members may be held personally responsible for any unauthorized disclosure of information through perpetuity.

I certify the selection process by the completion of the "EEO Rep Certification" Form.

\_\_\_\_\_  
Date (statement above read to the screening committee.)

\_\_\_\_\_  
EEO Rep – Print name

\_\_\_\_\_  
EEO Rep – Signature