
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, aspiring committee members will learn about the roles of each serving member; legal requirements; equitable-best practices for search and selection committees; 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 for student achievement and institutional effectiveness
- Be able to cite examples of bias and explain how they might potentially impact hiring decisions, institutional culture and student success
- Be able to identify the roles and responsibilities of each member of a hiring committee
- Differentiate between legal and illegal questions and practices
- Given a job posting, develop screening criteria based on the critical aspects of the position

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 previous hires
- Interaction with FHDA employee demographics data
- A review of applicable state and federal legal guidelines for hiring
- “Weighting” Screening Criteria for the purposes of inclusion

Materials

- FHDA Mission Statement
- FHDA Hiring Procedure Manuals
- Fairlie, R. W., Hoffmann, F., Oreopoulos, P. (2014). “A community college instructor like me: race and ethnicity interactions in the classroom.” *American Economic Review*, 104 (8): 2567-2591.
<http://dx.doi.org/10.1257/aer.104.8.2567>
- Project Implicit vs TL;DR (<https://youtu.be/8GIuk8pcuNE>)
- FHDA Employment Demographics
- “Reviewing applicants: research on bias and assumptions.” (2012). *Women in Science and Engineering Leadership Institute, University of Wisconsin-Madison.*
- Hong, L., Page, S. E. (2004, November). Groups of diverse problem solvers can outperform groups of high-ability problem solvers. *PNAS*, 101 (46)
Retrieved from <http://www.pnas.org/content/101/46/16385.abstract>
- The Dangerous Power of Implicit Racial Bias: All Sides with Ann Fisher. WOSU Public Media. July 11, 2016

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 hiring including accessing and using Taleo, appropriate screening criteria and note taking, interview candidate rating and more.

Objectives

By the conclusion of this session, participants will:

- Be able to articulate the benefits of a diverse workforce both for student achievement and institutional effectiveness
- Be able to access and navigate the electronic hiring system - Taleo
- Be able to articulate the differences between appropriate and inappropriate screening criteria and behaviors
- Be able to script informative and appropriate interview notes
- 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
- Taleo Talent Management System – online and screen captures
- Interview Worksheet
- Confidentiality Agreement
- FHDA Hiring Procedures Manuals
- Sample Screening and Interview questions
- State/Federal hiring guidelines/regulations