

Recommendations for EEO Plan

1. Develop a cycle of assessment for Hiring and Hiring Protocol.
 - a. Survey prior and post participation in:
 - i. Hiring trainings
 - ii. Hiring process (screen committee participation)
 - b. Minor what is doing in assessment with a feedback loop and finishing the loop
2. Institutionalize the use of data analysis as part of the hiring process
 - a. Hiring committees should have access to data for applicant pools to determine whether applicant pools are diverse enough before inviting applicants to campus or at minimum after the process is completed
 - b. Hiring committees and others having access to where the job announcement was posted to promote more diverse applicant pools for the future
3. Develop a structured plan to make the most of advertising budgets
 - a. Institutionalize as part of Program Review and position requests where departments and areas want the job to be posted
 - i. Departments have an inside track as to professional associations and other outlets where potential applicants in their fields may be exposed to job announcements
 - ii. Maximize monies by creating media to increase exposure to district
 - iii. Create a training for CCC Registry and other job fairs
 - b. Increase the exposure of positions by advertising in the following:
 - i. <http://apahenational.org>
 - ii. <http://a2mend.org>
 - iii. <http://lgbtinhighered.com>
 - iv. <http://www.lgbtcampus.org/job-listings>
 - v. <http://www.aahhe.org>
 - vi. Directly from the best practices document
 - vii. www.jbhe.com
 - viii. www.hacu.net
 - ix. www.diverseeducation.com
 - x. www.diverseacademia.com
 - xi. www.communitycollegejobs.com
4. Develop a system to actively edit the job announcements including, but not limited to, the description, minimum qualifications, and other elements to be as inclusive, comprehensive, and inviting as possible for potential applicants
5. Move away from making promises about professional development and trainings to have a step-by-step plan for professional development and training. Move beyond mere compliance and help hiring committee members to be prepared for the hiring process
 - a. Trainings on implicit bias
 - b. Mock interviewing (first year experience for new employees)
 - c. Trainings for Academic Senate and Executive Board what to consider before approving hiring committee membership
6. Institutionalize an EEO certified person sitting on every search committee
7. Develop guided questions addressing Equity and Student Success for Interviewing
 - a. Workshops to help departments develop meaningful questions that help to bring to life the importance of equity and the dedication the college looks for in applicants
8. Increase the diversity on Hiring committee participation
 - a. Employee groups
 - b. Move to have students as a part of the hiring committee