



## EEO Rep's Checklist

1. Once the Employment Office assigns the EEO Rep to the screening committee, the following documents are sent to the EEO Rep:
  - a. EEO Rep Assignment Confirmation
  - b. EEO Rep Compliance Script
  - c. EEO Rep Certification Form
  - d. EEO Rep Checklist
2. Allow enough lead-time to procure "*release time*" for your EEO Rep assignment. Advise your immediate supervisor of your assignment to obtain adequate release time.
  - a. EEO Reps, who are faculty, shall generally serve during their non-teaching hours.
  - b. EEO Reps, who are classified staff, shall serve in the capacity of collateral duties, being approved for "release time" from primary duties "to conduct official district business."
  - c. EEO Reps, who are management staff, shall serve in the capacity of collateral duties, being approved for "release time" from primary duties "to conduct official district business."
3. No screening committee can meet without:
  - a. Both the EEO Rep and the Chairperson in attendance.
  - b. It is mandatory that their joint participation be enforced before any screening committee can officially meet or the meeting will be canceled.
4. In preparation for the first Screening Committee Meeting:
  - a. The EEO Rep should contact the Chairperson as soon as possible to coordinate the timing for reading the "EEO Rep Compliance Script" to the entire screening committee and to remind them of the "Confidential Statement Form" requirements.
  - b. During this meeting, the EEO Rep along with the Chairperson will address any screening committee member questions about confidentiality and EEO compliance before the committee begins reviewing applications on PeopleAdmin to determine applicant screening scores based on the screening criteria which are provided by the Employment Office.
5. The screening committee reconvenes to tally all committee members' application screening scores to determine which candidates will be interviewed based on the determined cut-off score. The EEO Rep will ensure that discussion takes place amongst the committee members to address significant scoring discrepancies.

6. The EEO Rep monitors the interviewing of the applicants and certifies the screening committee process for EEO compliance:
  - a. After all interviews are completed, the EEO Rep signs the "EEO Rep Certification Form" verifying that the screening process was in EEO compliance.
  - b. The EEO Rep is responsible for promptly (within 1 business day) returning the EEO Rep Certification Form to the Legal Services & EEO Office.

**PLEASE NOTE:**

1. If there are any changes to the screening dates, screening committee members, or other pertinent information, the following applies:
  - a. The Chairperson is responsible for immediately notifying the Employment Office, and all screening committee members.
  - b. The Employment Office may amend the original EEO Rep Assignment notice and note applicable changes.
  - c. The Employment Office may assign another EEO Rep from the available pool, if necessary.
  - d. If the EEO Rep or Chairperson is unable to attend due to illness or other reasons, both are responsible for contacting the Employment Office so that arrangements may be made to reschedule.
2. If you need to make a confidential inquiry about a potential EEO compliance issue or need to report an EEO compliance violation, please contact the District EEO & Diversity Office at (619) 388-6591 as soon as possible.

**The EEO Rep is a critical component of the District's hiring process. Your efforts play a significant role in the integrity, fairness and consistency of our hiring process. Thank you very much for your time and energy to contribute to the District in such a meaningful way. Please contact the EEO & Diversity Office if you have any questions.**

**District Equal Opportunity and Diversity Office  
(619) 388-6591**