

Expansion Plan For EEO Representative Training

(9/23/14)

Current Process:

- **General EEO Training** “Hiring the EEO Way” (either webinar or in person) is offered through Liebert, Cassidy, Whitmore (LCW), and advertised through POD. (4 hours)
- **Tracking**, all individuals who complete training are tracked by date completed and constituent group, and are eligible to serve as an EEO Rep.
- **Screening and Selection Committee Training** offered throughout the year.
- **Training for Chairs and Selection Committees Members** is also provided “just in time” training as needed.

Proposed Process:

- **Specific in-person Training for EEO Representatives**, “Understanding Your Role and Responsibilities as an EEO Representative” (3 hours)
 - Provide at least **twice (2x) each term** (Fall, Spring and Winter) for those who would like to serve on as an EEO Rep within 1 year . Provide morning, afternoon, evening options to be accessible to all constituent groups.
 - Provide “*Just In Time*” to identified EEO Reps and Chairs
 - Encourage known and potential Chairs to participate in EEO Rep training when possible.
- **Viewable List of Qualified “Certified” EEO Reps**, sorted by constituent group, available on HR website .
 - Regularly reach out to constituent groups to populate pool of readily available EEO Reps.
 - Annual email announcement “call for EEO Reps.”
 - Announce upcoming searches to constituent groups when positions are first approved, in order to identify possible EEO Rep and committee members as much in advance as possible.
 - Existing EEO Reps will be invited to participate.
- **General training for all members of selection committees**
 - Three (3) hour, in-person training that incorporates recent Title 5 changes.
 - Provide at least **twice (2x) each term** (Fall, Spring and Winter). Provide morning, afternoon, evening options to be accessible to all constituent groups.
 - Targeted to individuals who will likely serve on a selection committee within one year.
 - Provide “Just in Time” to committees and/or committee members when needed.

NOTE: It may be necessary to add a “Training Meeting” to the recruitment schedule when committee members have not completed prior E

2014-2015

Title 5 EEO Training Schedule Proposal

Fall 2014		
Date	General EEO Committee Training	EEO Representative Training
October 3, 2014	9am-12pm	N/A
October 8, 2014	N/A	9am-12pm
October 30, 2014	6pm-9pm	N/A
November 5, 2014	1pm-4pm	N/A
November 7, 2014	N/A	6pm-9pm
November 14, 2014	N/A	1pm-4pm
November 21, 2014	6pm-9pm	N/A

Winter 2015		
Date	General EEO Committee Training	EEO Representative Training
January 14, 2015	9am-12pm	N/A
January 23, 2015	6pm-9pm	9am-12pm
February 3, 2015	1pm-4pm	N/A
February 9, 2015	N/A	1pm-4pm
February 20, 2015	6pm-9pm	N/A

Spring 2015		
Date	General EEO Committee Training	EEO Representative Training
March 9, 2015	6pm-9pm	N/A
March 16, 2015	9am-12pm	N/A
March 27, 2015	N/A	9am-12pm
April 8, 2015	1pm-4pm	N/A
April 17, 2015	N/A	1pm-4pm
April 24, 2015	6pm-9pm	N/A