

# **Role and Responsibilities of the Employment Equity Facilitator**

## **EEF ROLE:**

The role of the Employment Equity Facilitator (EEF) is to ensure the staff or faculty screening committee they serve on adheres to equal employment opportunity practices during all phases of the search and selection process; and to address concerns and respond to all questions concerning the equal consideration of all applicants.

## **EEF RESPONSIBILITIES:**

- Participate in the recruitment and selection process from its initial stages to completion, including:
  - attend all committee meetings and interviews
  - assist in developing interview questions and criteria for application review
  - review applications
  - may participate in the selection of candidates to be interviewed
  - conduct interviews
  - assist in developing recommendation of finalists to hiring manager
  - sign off on hiring documents
  - prepare, sign and submit EEF report to the Equal Opportunity Office
- Explain the EEF role to the committee and provide FAQ list, interview guidelines, FEHA fact sheet and FEHA brochure to all members. Make sure the committee understands you will stop an applicant from answering any “illegal” questions should they arise.
- Actively participate in the development and review of interview questions to ensure they are based on the advertised criteria for the position.
- Monitor the selection process, taking responsibility to ensure the candidates are screened based upon qualifications and experience in accordance with the criteria stated in the online requisition.
- Ensure the committee uses the same standards to evaluate each candidate and confines their comments to professional matters related to the candidate’s perceived ability to perform in the position as advertised.
- Immediately apprise the committee of any concerns relating to possible discrimination. If an “illegal” question has been asked of a candidate, the EEF shall instruct the candidate not to answer.
- Contact the Director of Equal Opportunity in the event of a possible violation of fair employment practices or university policy.
- Review and sign appointment documents (AP101 for faculty or HR101 for staff).
- Complete the Employment Equity Facilitator’s Report and forward to the Equal Opportunity (A sample report can be found on the [equalopportunity.calpoly.edu](http://equalopportunity.calpoly.edu) website.)

Equal Opportunity Office contact information:

Main Office: (805) 756-6770

Fax: (805) 756-7150

Email: [equalopportunity.calpoly.edu](mailto:equalopportunity.calpoly.edu)

# Interview Guidelines

- Ask the same INITIAL questions to each candidate and evaluate on the same criteria.
- Follow-up questions that help to clarify an applicant's experience or qualifications, as they relate to the initial question, are encouraged.
- Ensure all interview questions are limited to determining the candidate's qualifications as they relate to the published position description, required qualifications, and preferred qualifications.
- The position description, required qualifications, and preferred qualifications should be used as a guide throughout the entire recruitment process.
- It is unlawful to ask questions related to age, race, color, religion, national origin, citizenship, physical disability, sex, marital status or sexual orientation.
- Do not inquire into marital status, economic status, medical condition, military service, and parenthood or child care arrangements.
- Do not ask a candidate to elaborate on an arrest or criminal record. Consult with Human Resources for guidance should this issue arise during any aspect of the search process.
- Attempt to make the candidate feel comfortable, but avoid "small talk" that touches on inappropriate topics.

***See the enclosed California Department of Fair Employment & Housing Fact Sheet for further details on what employers can legally ask applicants.***

# Frequently Asked Questions

## **Q. Can the EEF participate in the interview process?**

A. The EEF is required, at the very least, to attend all interviews as an observer to ensure employment laws are followed. The EEF may also participate as a full member of the screening committee, depending upon the wishes of the Committee Chair.

## **Q. Can the EEF vote in the selection process?**

A. If the Committee Chair has requested that the EEF participate as a full member of the committee, the EEF will be expected to cast a vote.

## **Q. Is the committee permitted to ask follow-up questions?**

A. Yes, follow-up questions that help to clarify an applicant's experience or qualifications, as they relate to the initial question, are encouraged.

## **Q. When should the EEF recuse themselves from serving on a committee?**

A. If any committee member has a conflict of interest, or anything that could be construed to affect their ability to ensure equal employment opportunity, they should recuse themselves from serving on the committee. An alternate EEF will need to serve as a replacement.

## **Q. When should the recruitment be cancelled?**

A. After meeting with the Director of Equal Opportunity and appropriate representatives from Human Resources or Academic Personnel, and it has been clearly documented the search process has violated equal employment practices as prescribed by legal mandates and related university policies and procedures.

## **Q. Can a staff EEF serve on a faculty recruitment committee (or visa versa)?**

A. The faculty unit contract limits those who may serve on a tenure-track faculty recruitment to tenured faculty (or tenure-track with approval from the Dean). On the other hand, a faculty EEF may serve on a staff recruitment committee.

## **Q. Can the committee contact people who are not on the applicant's reference list?**

A. No, but there may be some circumstances that justify this. Contact Human Resources (staff) or Academic Personnel (faculty) for assistance with this.

## **Q. Can prior knowledge of an applicant's qualifications be shared with the committee?**

A. No, this information may be biased in some way; additionally sharing prior knowledge of one applicant will preclude equitable treatment of all the applicants. (If the applicant is a Cal Poly employee, the committee chair may review the employee's personnel file.)

## **Q. Can the EEF be changed or substituted for one or more of the initial interviews?**

A. Yes, if the circumstances are unavoidable, this is permitted.

## **Q. Does the EEF need to be present during the second round of interviews?**

A. The EEF should only participate in interviews that are conducted by the committee – not the final interviews that are conducted by the Appointing Authority.

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