

Multiple Methods #6: Consistent and Ongoing Training for Hiring Committees

GCCCD has developed a training to support the elimination of bias in hiring and employment. The Hiring Innovative Recruits Effectively (H.I.R.E.) training is a starter guide for diversified training and helps participants understand the principles and application of EEO including:

- a) federal and state law, including Title 5;
- b) the educational benefits of workforce diversity;
- c) the elimination of bias in hiring decisions; and
- d) best practices in serving on a screening committee.

To allow participants to better understand the elements of how bias comes into the hiring process, the district has integrated several neuroscience principles into the training of why bias happens in the first place. This helps participants to build an awareness of how their brains are designed to work so they can better implement techniques of eliminating bias from the hiring process. One of the techniques we teach is adapted from the Franklin Covey Co. and is known as the PCD Method (Pause, Clarify, Decide). This allows participants to be aware when bias is entering into the process, clarify the best hiring practices covered in the training, and proceed in making a judgement or decision.

Recently, the district has started to integrate interactive, scenarios for participants to experience what bias looks like in the hiring process and problem solve through how to eliminate it in a controlled situation. Participants are asked follow-up questions after participating in scenarios for knowledge retention and understanding of how they would implement this in a real-world scenario. The training has also recently added the benefits to having workforce diversity for students and student success that was provided by the State Chancellor's Office.

These trainings are offered once a month in person (as needed). The district has recently developed an online platform to deliver this training virtually. This allows participants who have already been through the training to revisit the information as needed when sitting on a new committee as a refresher. It also gives other individuals the opportunity to process the information at a pace that works for them. The course is followed by an assessment (which a participant has two chances to complete with a minimum score of 80%) in order to be certified for the training. A designated trainer follows-up with each participant of the online training to correct any questions answered incorrectly and clarify any parts of the training the participant needs. This online platform makes updating information easier and allowing employees to stay up to date on new laws/information, access the information when needed, and easily refresh every three years. [Section 53024.1(c)]

The district complies with the requirements of Government Code section 12950.1 (Stats. 2004, ch. 933 [AB1825]). These training requirements are documented in our database that catalogs those who have completed this training, are up for renewal, and those who need to take the training for the first time.

Attached Support Material(s):

- *2016 H.I.R.E. Training Slide Deck w/ Notes*