

## EEOC Training and Procedures

Currently, the orientation/training of screening committee members are contained in the following documents:

Administrative Recruitment and Employment Regulations, Administrative Regulations  
Classified Hiring Procedures, Full Time and Part Time  
Full Time Faculty Recruitment and Employment Administrative Regulations  
Supervisory/Confidential Staff Hiring Administrative Regulations

Example: In the Administrative Recruitment and Employment Regulations it is stated as follows:

### Orientation:

The Equal Employment Opportunity Officer or designee shall address each screening committee before they actually begin the screening process. The purpose of this orientation is to familiarize the members with:

- The role of the Human Resources Department in the recruitment, selection and placement process.
- resources available to the committee
- the role of the Equal Employment Opportunity Monitor
- the charge of the committee, as well as the legal obligations and liabilities
- any other items of interest to the membership.

The District Human Resources Committee is reviewing and revising the EEO Plan and will be submitted to the Board for approval, until then, we are using the above.

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