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## Roles and Responsibilities - Equal Opportunity Representative

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The *Equal Opportunity Representative* is a Foothill-De Anza employee who has been certified to serve as an advocate for fairness and diversity in the employment process.

The Equal Opportunity Representative is a regular participating "voting" member of the search and selection committee with a specific responsibility to:

### **Advocate**

The Equal Opportunity Representative is an advocate for fairness to all candidates in the search and selection process. The advocacy role includes the following responsibilities:

1. Assist in the development of a recruitment plan to ensure that a comprehensive search is implemented in consultation with the HR Specialist.
2. Persuade committee members that good hiring practice demands reaching and interviewing the broadest pool of potential candidates and hiring the candidate who will be the greatest asset to students and the campus community.
3. Ensure that sensitivity to, experience with, and knowledge of a diverse student population is included in the position announcement, screening criteria, and interview questions and is considered in the evaluation of all applicants.
4. Advocate for equal assessment and advancement of candidates at each level of the process.
5. Challenge the committee to evaluate candidates according to their demonstrated ability to respond effectively to such issues of diversity as academic preparation, culture, gender, race, ethnicity, sexual orientation, socioeconomic circumstances, and disability.

### **Monitor**

*Ensure that procedures, practices, and criteria are related to the position and are applied fairly and consistently to all applicants.*

1. Observe and evaluate the screening process to ensure that screening criteria are applied fairly to all applications.
2. Observe and monitor the interview process to ensure that all applicants are treated equally throughout the interview in terms of time allowed, questions asked, respect and responsiveness, etc.

3. Observe and monitor the discussion of applicants and interviewees to ensure that only job related criteria are considered in determining the selection of finalists.

### **Interview**

1. Participate in all interviews.
2. Advocate for advancing the broadest representation of candidates in the finalist pool.
3. Advise the committee of cultural differences and how they may affect the interview process.
4. Respond to questions regarding procedure or appropriateness of follow-up questions or responses provided by applicants.
5. Intervene or halt the process to correct or prevent potential violations of the District Equal Opportunity and Diversity Plan.

### **Review/Report**

Review the applicant pool, interview pool, and finalists to ensure that no criteria, procedure, or activity in the process has had an adverse effect on the candidates. Recommend to continue the process, to add applicants to the pool, or to re-open the position.