

**From:** Huff, Eugene  
**Sent:** Thursday, February 06, 2014 4:14 PM  
**To:** Huff, Eugene  
**Cc:** Gonzalez-Lewis, Andrea  
**Subject:** Training Opportunity - Hiring the Best While Developing Diversity in the Workforce: Legal Requirements and Best Practices for Screening Committees

**All District Employees:**

The District is offering a unique workshop specifically for hiring committees and those involved in the hiring process. All employees are invited to participate. If you are on a hiring committee this spring, you are strongly encouraged to attend. The facilitator, Laura Schulkind, was the lead attorney in the most recent Title 5 rewrites of the Equal Employment Opportunity (EEO) regulations. She brings a wealth of insight and practical knowledge in this presentation.

***Hiring the Best While Developing Diversity in the Workforce: Legal Requirements and Best Practices for Screening Committees***

Facilitated by Laura Schulkind, Attorney at Liebert, Cassidy and Whitmore

**This interactive session will cover a number of topics and fulfills the current Title 5 Regulations requiring all members of district screening and/or selection committees to receive training in Title 5 equal employment opportunity requirements. Come learn more about:**

- State and federal discrimination and Title 5 requirements.
- Why diversity in employment serves the mission of the community colleges
- Overview of the hiring process and the role of screening and hiring committees in that process
- Best practices for hiring and screening committees

**Who Should Attend?**

Screening and Selection Committee Members, Managers, Recruitment Personnel and Human Resources Professionals

**Dates training workshops offered:**

- Wednesday, February 12, District Office Board Room, 10:00am – 12:00noon
- Thursday, February 13, Contra Costa College LA-101, 12:30p – 2:30p
- Tuesday, February 18, Los Medanos College L109, 10:00am – 12:00 noon
- Wednesday, February 26, Diablo Valley College Trophy Room, 10:00am – 12:00 noon
- Friday, March 28, Diablo Valley College, Make-up Session, Community Conference Center, 11:00am – 1:00pm

**To enroll in a workshop at your location (or another location of your choice) please click on the following link and choose a location from the pull-down menu:**

<https://insite.4cd.edu/orgs/dwco/dst/staffdev/default.aspx>

Thank you,

*Gene Huff*

Executive Vice Chancellor, Administrative Services