

## Lizette Perez

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**From:** Lizette Perez  
**Sent:** Tuesday, November 24, 2020 4:53 PM  
**Cc:** Cynthia Nunez  
**Subject:** SAVE THE DATE 12/4/2020 - TRAINING: Eliminating Implicit Bias and Supporting an Inclusive Hiring Process  
  
**Importance:** High

- Sent on behalf of Cynthia Nuñez -



## OFFICE OF HUMAN RESOURCES

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In an effort to increase training for selection committee members and to support a culture of inclusion at Rio Hondo College, the District will be hosting a Zoom training focused on eliminating implicit bias and supporting an inclusive hiring process. The training will be presented by Meredith Brown, Attorney/Partner, from Atkinson, Andelson, Loya, Ruud & Romo (AALRR). Participation is highly encouraged.

The training will include a discussion on the topics of cultural competency, implicit bias, how to avoid bias in the hiring process, and how to recognize and address micro-aggressions. The training includes research materials from studies on biases and micro-aggressions to help participants understand the nature and impact of these factors and how they affect the hiring process. The training also includes an overview of the Equal Employment Opportunity guidelines and how they support an inclusive hiring process.

### Save the Date – Friday, December 4, 2020

**Date:** Friday, December 4, 2020  
**Time:** 9:00 – 10:00 am (one hour)  
**Zoom Information to Follow**

Best regards,

Lizette V. Perez 

*Sr. Administrative Assistant, Human Resources*



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## Lizette Perez

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**From:** Lizette Perez  
**Sent:** Tuesday, February 11, 2020 5:05 PM  
**To:** Shawn Smith; Arturo Reyes  
**Cc:** Cynthia Nunez; Renee Gallegos  
**Subject:** Center for Urban Education (CUE) Training Memo  
**Attachments:** HR Memo\_02.11.2020.pdf

This memo is being sent on behalf of Shawn Smith:



# OFFICE OF HUMAN RESOURCES

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**Date:** February 11, 2020  
**To:** Academic, Classified, Confidential and Management Employees  
Members of Search Committees  
**From:** Shawn Smith, MBA, Executive Director, Human Resources  
**Subject:** Center for Urban Education (CUE) Training

Rio Hondo College District has registered for USC's Center for Urban Education and Race & Equity Center "Hiring a Diverse Faculty" Spring 2020 Webinar Series. This is an exciting and new training opportunity for ALL employees. The training is a four-part webinar series that can be accessed LIVE at the time and dates listed below. By registering, you can access one or more sessions.

Members of search committees are required to complete *Session #3: Implicit & Explicit Bias* by either registering for the LIVE webinar or signing up for a later screening once the schedule is announced. If you are currently a member of a search committee and will not be able to join the LIVE viewing of *Session #3: Implicit & Explicit Bias* on the date listed below, please contact our office to sign up for a screening at a later date.

Below you will find a link to register for the LIVE webinar. Upon registering, you will receive a confirmation email with the webinar link, materials, and reminders about the dates and times for each part of the series. Register by 12:00 p.m. on February 14, 2020 to ensure timely receipt of webinar access.

Registration link: <https://usccue.wufoo.com/forms/zvjmzrf15prtkm/>

## TIME

All sessions will air on each date below from 9:00 am – 10:30 am PST

## WHEN

Session #1 February 18, 2020 – Innovative Recruitment Method  
Session #2 February 20, 2020 – Job Announcements  
Session #3 February 26, 2020 – Implicit & Explicit Bias  
Session #4 February 27, 2020 – Job Interviews

## WHERE

Web based training. Access the training sessions from your computer/workstation.

## Lizette V. Perez

*Sr. Administrative Assistant, Human Resources*



### Rio Hondo College

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