

The Fair Employment Orientation Program

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Employees hired after July 1, 2007 are required to complete the Fair Employment Orientation program described below. Completion of this orientation program is separate from, and in addition to the Diversity Education program required of ALL employees.



Completing the Fair Employment Orientation Program

The Fair Employment Orientation program consists of six topical units. This is a self-directed program which is to be completed by the end of the sixth quarter of employment.

Employees may choose to advance completion of the requirements at their discretion. It is not necessary to complete the units in the sequence shown but it is necessary to complete all six units.

If you have any questions about any of the units contact Susie Dunn at sdunn@southeast.edu, 323-3413 or Jose Soto, jsoto@southeast.edu, 323-3412.

Program Goals

The goal of the Fair Employment orientation program at Southeast Community College is to provide new employees with an introduction to issues of significance in today's work place. Today there is more geographic, cultural and generational diversity in the workforce than ever before. An increasingly diverse mix of employees is being asked to work together collaboratively, respectfully and professionally and to adapt quickly and efficiently to changes in the workplace, all with minimal disruptions to productivity.

Federal and state laws addressing discrimination, harassment and disability also have a major impact on the workplace and on individual employees.

for New Employees at Southeast Community

Unit	As each unit is completed, e-mail the requested certificate or comments to Susie Dunn, sdunn@southeast.edu . Your e-mail will be used as documentation.
Unit 1 Preventing Sexual Harassment	http://training.newmedialearning.com/psh/southeastcc/ Copy and paste this link into your favorite browser. Select the "first time" user option and complete the course. E-mail a copy of the certificate of completion. Print a copy for your records.
Unit 2 Preventing Employment Discrimination	http://training.newmedialearning.com/ped/southeastcc/ Copy and paste this link into your favorite browser. Select the "first time" user option and complete the course. E-mail a copy of the certificate of completion. Print a copy for your records.
Unit 3 Disability Law Overview & Introduction to Disability Etiquette	ADA Overview – (Show #07) http://dll.ada-podcasts.com/pods/DLLPod07.mp3 PLUS Disability Etiquette (Show #10) http://dll.ada-podcasts.com/pods/DLLPod10.mp3 To complete this unit, please listen to BOTH podcasts. Copy and paste <u>each</u> link into your favorite browser.
Unit 4 Cultural Competency	http://anthro.palomar.edu/culture/DEFAULT.HTM . The site has three component lessons: (1) "What is Culture?" (2) "Characteristics of Culture" and (3) "Methods for Learning about Culture" There is a short quiz at the end of each topic. When you select an answer, it tells you immediately whether the answer is correct or not. There are also links to some "flashcards" and a glossary of terms. Please go through the three topics and the quizzes. Also skim the glossary. Look at one or two of the flashcards. Comment on the three topics and the glossary (or the flashcards) with these questions in mind: Is the content reasonably interesting? Is the site reasonably easy to navigate? Did you read/learn anything that surprised or interested you? Your general impression/opinion
Unit 5 Issues of Race, Ethnicity & Culture	http://www.understandingrace.org/home.html This site has three "lenses." "History," "Human Variation," and "Lived Experience." Browse through each one and anything else at the site that interest you. Comment on the site with these questions in mind. Is the content reasonably interesting? Is the site reasonably easy to navigate? Did you read/learn anything that surprised or interested you? Your general impression/opinion
Unit 6 Serving on Interview Teams	The Perfect Hire Read and comment on this document.