

Chico State Enterprises Announcements
Friday, April 30, 2021

Required Training for all CSE Hiring Managers and Employees

As previously announced, beginning January 2021, all CSE employees and managers who are involved in search committees are required to complete training on the topic of *[Avoiding Bias in Hiring](#)* before conducting any employment search or application review process. May 4, 2021 is the last date the course will be offered this school year and we encourage everyone who has not completed the training, to take this course.

Please sign up for the upcoming workshop:

- Tuesday, May 4, 2021, 2-4 p.m. ([registration now open](#))
- Summer 2021 – dates TBA
- Fall 2021 – dates TBA

CSU (campus) Professional Development's *[Avoiding Bias in Hiring](#)* page provides details about the training, registration, sessions, and how to view your certificate of completion, as well as a completion report link. The course is valid for four years and you can check on your status by clicking under the "Who has completed this course?" section of the web page. During the training, participants will learn when and how unconscious biases can enter the recruitment process. They will also be provided with tools and strategies that can be used to mitigate its affects. Time for discussion and opportunities to practice implementing the strategies are included in the workshop.

Questions about the training sessions may be directed to Professional Development at pdev@csuchico.edu. As always, feel free to reach out to your HR team at csehr@csuchico.edu for any questions as well.

Thank you everyone for your attention and support in this important work!