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**FAIR Employment Practices
Are
GOOD Employment Practices**

**Guidelines for Testing and Selecting
Minority Job Applicants**

Conference — Workshop

Del Webb's Townhouse

San Francisco

May 24, 1966

***Technical Advisory Committee on Testing to the
California Fair Employment Practice Commission.**

A G E N D A

General Session — 9 A.M. to NOON

OPENING REMARKS

Howard C. Lockwood



Chairman
Technical Advisory
Committee
on Testing

Corporate Manpower and Management Development Specialist
Lockheed Aircraft

WELCOME

C. L. Dellums



Chairman
Fair Employment
Practice
Commission

KEYNOTE

Wayne L. Horvitz



Vice President
Industrial Relations
Matson
Navigation
Company

GUIDELINES

"Accurately Define Job Duties and Requirements"

Peter D. Van Der Meulen



Manager
Salary Adm. &
Org. Planning
Fibreboard
Paper Products

"Screen Applicants Only on Factors Related to Job Requirements"

William Redmond



Chief of
Employment
Service
State Dept.
of Employment

"Use Tests Appropriately and Only When They Relate to Performance"

William C. Burns



Personnel
Research
Specialist
Pacific
Gas & Electric
Company

"Consider All Relevant Factors in Final Selection"

Vern F. Peak



Director of
Personnel
Recruitment
& Development
Kaiser
Industries

"Recognize the Special Problems of Minority Applicants"

Marie Fielder Ph.D.



Supervisor
Graduate
Internship
Program
University
of
California
Berkeley

Luncheon Session — 12:15 P.M. to 2 P.M.

INTRODUCTION

Dwight R. Zook



Commissioner
Fair Employment
Practice
Commission

Corporate Director, Personnel Services
North American Aviation

PRINCIPAL ADDRESS

Aileen C. Hernandez



Commissioner
Equal Employment
Opportunity
Commission

Workshops — 2:15 P.M. to 3:45 P.M.

Purpose of the workshops is to discuss in detail the implementation of the five guidelines. Assignment of each participant is indicated on the name tag.

General Session — 4:15 P.M. to 4:45 P.M.

PANEL REVIEW OF WORKSHOP SESSIONS



Jack W. Sindall
Employee
Relations
Division Manager
Standard Oil
of California



Robert Brauer
Skills Bank
Director
Bay Area
Urban League



Jack Regal
Ph.D.
Director of
Research
Oakland Dept. of
Human Resources

CONFERENCE SUMMARY

Howard C. Lockwood

STATE OF CALIFORNIA
Edmund G. Brown, Governor

DEPARTMENT OF INDUSTRIAL RELATIONS
Ernest B. Webb, Director

FAIR EMPLOYMENT PRACTICE COMMISSION

C. L. Dellums, Chairman
Elton Brombacher
John Anson Ford
Louis Garcia
Clive Graham
Mrs. Audrey M. Sterling
Dwight R. Zook

DIVISION OF FAIR EMPLOYMENT PRACTICES

Edward Howden, Chief
455 Golden Gate Avenue
San Francisco, California

**TECHNICAL ADVISORY
COMMITTEE ON TESTING**

OFFICERS

Chairman

Howard C. Lockwood
Lockheed Aircraft

Vice-Chairman

Marie Fielder, Ph.D.
University of California, Berkeley

**Information and Education
Subcommittee**

Chairman: J. W. Sindall
Standard Oil Co.

Vice-Chairman: William Redmond
State Dept. of Employment

Vice-Chairman: Philip Earl
Merchants and Mfrs. Assn.

Research Subcommittee

Chairman: Jay T. Rusmore, Ph.D.
San Jose State College

Vice-Chairman: William C. Burns
Pacific Gas and Electric Co.

Vice-Chairman: Mary Tenoppyr, Ph.D.
North American Aviation

Technical Subcommittee

Chairman: Victor Howard, Ph.D.
System Development Corporation

Vice-Chairman: Jack Regal, Ph.D.
Oakland Dept. of Human Resources

**TECHNICAL ADVISORY
COMMITTEE ON TESTING**

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Elliott G. Bates
Wells Fargo Bank
Robert Brauer
Urban League of the Bay Area
Harry Brown
Bechtel Corporation
Fred Castro
Capwell's Department Store
Norman Cliff
University of Southern California
Martin Collor
U. S. Civil Service Commission
Winston Crouch, Ph.D.
University of California, L.A.
William Danielson
City of Berkeley
Norman Ecklund
City and County of San Francisco
Thomas L. Fike
East Bay Conf. on Religion and Race
Manuel H. Guerra, Ph.D.
University of Southern California
Edna Haynes
U. S. Civil Service Commission
Frank Herbert
Pacific Telephone and Telegraph Co.
Sy C. Herstein
State Dept. of Rehabilitation
Wayne Higbee
City of Fresno
Eleanor Hitchings
Liberty Mutual Insurance Co.
Ollie Jensen
State Personnel Board
Irene Jones
General Telephone Co.
Vincent Kennedy
California Retailers Association
Barbara A. Kirk
University of California, Berkeley
Warren Kirsten
State Department of Employment
Stuart Loomis, Ph. D.
San Francisco State College
Ruth Love
State Department of Education
Joseph Miller
Liberty Mutual Insurance Co.
Philip Montez
Assn. of Mexican-American Educators
Liton Industries, Inc.
Vern F. Peak
Kaiser Industries
Jane Rubey
San Francisco Placement Bureau
Floyd Ruch, Ph.D.
Psychological Services, Inc.
Joseph M. Socks, Ph.D.
Veterans Administration
Walter Scott
S. F. Human Rights Commission
William Smith
Federated Employers of Bay Area
Vernon Taylor
State Personnel Board
P. D. Van Der Meulen
Fibreboard Paper Products
Rick Wall
Bechtel Corp.
Neil D. Warren, Ph.D.
University of Southern California
Harold Wilson
Alameda Co. Central Labor Council
K. A. Wood
Southern Pacific Co.