

## Sam Houston State University Human Resources

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### Equal Employment Opportunity Required Training for State Employees

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Texas wants its employees and customers to feel comfortable working in an environment free of harassment and other forms of discrimination. The Human Resources Department has placed an on-line Revised **Equal Employment Opportunity training** course on Talent Management, our learning management system. To access Talent Management, please go to the My Sam portal by going to the Sam Houston State University main website at <http://www.shsu.edu/> and locating the Campus Tools dropdown box. Click on the link for My Sam, then the Employees tab. From there locate the Human Resources channel, and click on Talent Management. This will take you to the welcome page.

You will be assigned the Revised Equal Employment Opportunity Compliance training as part of your new hire training within 1 day after your effective start date in your new position. You will see it listed on the Active tab of your Talent Management transcript under **Learning>View Your Transcript**. To access the training, on the Active tab of your transcript locate the name of the training and to the right of it, click on Launch. Be sure to click on each slide as you proceed through the course; using the slider bar at the bottom of the training will not register you as having completed the course. You must either use the Internet Explorer browser for PCs or the Safari browser for Macs to complete the training. Other browsers may yield unexpected results, such as not scoring your answers to the assessments.

If you have not yet been assigned the training within three days of your new hire date, (i.e., it is not listed on the Active tab of your transcript), you may request it by going to the welcome page and from there locating **Learning>Browse for Training** and clicking on the subject "EEO training" to request the course. This will place the training on your transcript, from which you can follow the instructions above to access the training.

All of the Human Resources policies, including policies relating to Employee Complaints, Sexual Harassment, and Americans with Disabilities Act are available on the Human Resources web page under Policies.

The course is designed to introduce you to the State's Equal Employment Opportunity policies. These policies define your rights and duties as an employee. It also covers the state and federal laws that support them. **State Law (Chapter 21, Section 21 Texas Labor Code) requires you to take this course within 30 days of your hire date, and to follow it with a refresher course every two years.** So taking this course not only gives you some idea of the State's work environment, it also fulfills your legal requirement for this training. During the course you will be asked to respond to questions covering the material presented in the course. Please read the questions carefully and respond by clicking with your mouse on what you think is the appropriate answer.

**You must read all slides in the training, complete all learning checks, and complete the final test before the system will mark your training complete.** If you need to exit the training before completing it, when you return the training will pick up at the place you left off.

Once you have completed the training, you may print out the certificate of completion as verification that you have completed your training requirement for your records. The system will automatically record your completion date in your transcript.

If you have any training-related questions, please contact Human Resources at 936-294-1070 or [hrtraining@shsu.edu](mailto:hrtraining@shsu.edu). Thank you for your cooperation

HRD 04/2014