



**SCREENING/INTERVIEW COMMITTEE MEMBER
CONFIDENTIALITY AGREEMENT FORM**

NAME: _____

POSITION # _____ LOCATION: _____

POSITION TITLE: _____

I have read and understood the major responsibilities and role of each Screening and Interviewing Committee Member as outlined below. I understand that any breach of confidentiality, violation of these guidelines or hiring process is a severe offense and renders me subject to appropriate disciplinary action.

Such confidential information includes, but is not limited to the following:

- Names of applicants.
- Background information of applicants.
- Information regarding applicant scores, ranking, or interview performance.
- Statements made by screening committee members within or outside the confines of a screening committee meeting; including but not limited to, conversations, e-mails, faxes or written correspondence.
- Any information regarding interview questions (unless pre-approved by the screening committee for release to applicants).
- Personal, unsubstantiated statements cannot be disclosed.
- Post-interview or committee screening summary information cannot be discussed or provided to applicants, former members of the screening committee, peers, or workers (i.e., professional improvement “tips”, reasons for not qualifying, or any other suggestions for improvement).
- Breach of confidentiality is a severe offense and renders me subject to appropriate disciplinary action, up to and including termination. Breaches of confidentiality can also result in disbanding the committee and canceling the hiring process.

Roles and Responsibilities of a Screening Committee Member:

- Assess the strengths and weaknesses - analysis of the applicants; feedback to the hiring supervisor as instructed.
- Attend 100% of the interviews. If a committee member fails to attend 100 percent of the interviews, he/she must excuse him/herself from deliberations and from the committee.
- Rate each applicant interviewed using the *Interview Check Sheet and Civil Rights form*.
- Sign *Screening Committee Member Confidentiality Agreement form*.

SIGNATURE

DATE

The College District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law.