



## STATEMENT OF CONFIDENTIALITY FOR SEARCH COMMITTEES

It is the responsibility of each search committee member to maintain confidentiality throughout the hiring process. **ALL INFORMATION** regarding screening and interviewing is **CONFIDENTIAL INFORMATION**. Do not discuss outside the committee sessions the number of applicants, the number to be interviewed, the names of the applicants, the quality and abilities of candidates, any information regarding deliberations of the committee, statements made by any participants, or any other matter.

If, for any reason, you feel you cannot treat any of the applicants in an unbiased manner, you must disqualify yourself from the committee.

Your observance of absolute confidentiality is a professional responsibility, which you agree to respect by accepting an assignment on such a committee. **BREACHING CONFIDENTIALITY MAY CREATE LIABILITY FOR THE INSTITUTION AND SUBJECT YOU TO DISCIPLINARY MEASURES AS WELL AS PREVENT YOU FROM FUTURE COMMITTEE PARTICIPATION.** We appreciate your willingness to adhere to this ethical standard. Such conduct helps to ensure the integrity of the screening and interviewing process.

**ALL SALARY questions should be referred to Human Resources. Salary placement is determined according to the Board approved Pay Plan.**

Do not tell **ANYONE** the name of the **SELECTED CANDIDATE**. Please do not tell anyone that any applicant is **NOT** the one whose name is to be submitted for approval.

**By my signature below, I acknowledge receipt of this notice and hereby agree to abide by this rule of confidentiality. I also agree that I have reviewed or will review applications submitted for the position listed below.**

Position \_\_\_\_\_ Posting Number(s) \_\_\_\_\_

### COMMITTEE MEMBERS' SIGNATURES:

	Printed Name	Signature	Date
Chairperson	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information or veteran status.