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 applicants, the quality and abilities of candidates, any information regarding deliberations of the committee, statements made by any participants, or any other matter.

If you have written a letter of recommendation or are listed as a reference for any of the candidates, you must disqualify yourself from the committee. If you have been named as a reference for an applicant, the applicant may change your name of reference to another name of reference or you must disqualify yourself from the committee.

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 COLLEGE AND YOU AND SUBJECT YOU TO COLLEGE DISCIPLINARY MEASURES AS WELL AS PREVENT YOU FROM FUTURE COMMITTEE PARTICIPATION. We appreciate your willingness to adhere to these ethical standards. 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 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.

COMMITTEE MEMBER’S SIGNATURES:

Chairperson  Print name: ___________________________  Signature: ___________________________  Date____________________

Member  Print name: ___________________________  Signature: ___________________________  Date____________________

Member  Print name: ___________________________  Signature: ___________________________  Date____________________

Member  Print name: ___________________________  Signature: ___________________________  Date____________________

Member  Print name: ___________________________  Signature: ___________________________  Date____________________

Member  Print name: ___________________________  Signature: ___________________________  Date____________________

Member  Print name: ___________________________  Signature: ___________________________  Date____________________

By my signature below, I acknowledge receipt of this notice and hereby agree to abide by this rule of confidentiality.

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, sex, age, veteran status, or disability.

Effective date: 8/16/99  Form Updated: 05/08/2003  Revised: 02/27/2014 ss
SEARCH COMMITTEE SIGNATURE FORM

The following search committee members have reviewed the applications submitted for the position of __________________________ in the Department of __________________________.

*Each committee member shall sign acknowledgement of participation in the entire search and hiring process. Any exceptions shall be noted in the comment section.

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Comments: __________________________________________________________
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PLEASE SUBMIT THIS FORM TO THE OFFICE OF HUMAN RESOURCES WHEN SUBMITTING THE COMPLETE RECOMMENDATION PACKET AND REMAINING APPLICANT PACKETS NOT SELECTED FOR HIRE.

CHAIRPERSON (Please Print)                     CHAIRPERSON (Signature)

DATE

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