



Department of Human Resources
Search Committee Member Confidentiality Agreement

As a member of the _____ Search Committee for the department of _____, I understand that the ultimate success of this search, and the integrity of the University, depends on this search being conducted in an impartial, ethical and respectful manner. I hereby agree to:

1. Respect the absolute confidentiality of all applicants for the position and those persons who might inquire about the position. I will not reveal the name(s), or any information about such persons.
2. Keep the deliberations of the Search Committee and any and all information, whether verbal or in the form of papers, books, files, documents, electronic communications, or in any other form or format, which comes into my possession or knowledge in my capacity as a Search Committee member and relates to the Search Committee, confidential.
3. Not divulge, disclose, or communicate, in any form or manner, directly or indirectly, such confidential information to any person, firm, corporation, or other entity, other than a Search Committee member or a person otherwise designated by the Chair of the Search Committee to receive such confidential information.
4. Maintain the obligation to keep confidentiality described in the above paragraphs both during the period that the Search Committee is active and at any and all times thereafter.
5. Understand that the ***Interview Guide: A Resource for Supervisors and Others Involved in the Selection Process, 6th Edition (Electronic)*** shall not be duplicated or distributed to any other individual other than those on this Search Committee.

I understand that this Committee serves in an advisory capacity and that the Hiring Authority will make the final decision in offering a candidate(s) a position.

I have read, understand, and agree to abide by the terms of this Agreement as a condition of my service as a Search Committee member.

Name (please print): _____

Signature: _____

Date: _____