



Confidentiality and Ethics

The issues of confidentiality and ethics are extremely important, as the hiring process is a *legal obligation* for the district, when taking part in selection of new staff. Each member of the selection team must make the commitment to have the process remain strictly confidential. The following information is not for public dissemination:

- Documents developed
- Statements made by the team or applicant
- Deliberations
- Impressions
- Opinions
- Ranking

It is our obligation to protect the rights and preserve the self-respect of the candidate.

The only people authorized to give information are the administrator and team member(s) chosen to give feedback during the post interview conference upon the request of the candidate. Only certain data will be shared and then only to the specific candidate. You may be pressured by co-workers or community members to share information about finalists, the process, etc. You may not respond to these questions, other than to affirm that we are proceeding as planned and hope to be finished soon. If someone is insistent, refer him/her to the respective administrator.

All materials will be collected and filed. Remember this is a professional process.

Confidentiality is the obligation of the team, not the candidate.

Position: _____ Date: _____

My participation in the process included:

- Screening
- Interviewing
- Reference Checking

I agree to observe the confidentiality and ethics statement above.

Signature

Date