



# SEARCH COMMITTEE – CONFIDENTIALITY STATEMENT

As a member of a Yosemite Community College District (District) search committee, I am acting as an agent of the District and I understand that I am participating in a confidential search process. All of my actions, documentation and conversations related to this process are subject to the laws and regulations relating to equal and fair employment practices. Failure to maintain confidentiality could result in violation of federal or state regulations and could incur liability on behalf of the District.

As a search committee member, I acknowledge that I have participated in the Equal Employment Opportunity (EEO) training within a year of this search committee. \_\_\_\_\_ (Initial)

As a search committee member, I agree not to release any information, including but not limited to the item noted below, to any person outside of the search committee/Human Resources:

1. PeopleAdmin user name or password,
2. Materials submitted by an applicant,
3. Evaluations and notes made by the committee members about the applicants,
4. Interview questions, interview exercises, presentation requests or presentation documents,
5. Oral discussions by or about applicants of committee members during or following the interview process, and
6. Any other information that relates to the screening process.

I further agree not to discuss any information regarding the applicants or the screening process outside of convened search committee meetings. I also agree to refrain from saving on a computer/smart device, printing (see noted exception) or emailing applicant information or materials. If I print applications/materials as part of my review, I agree to shred the application/materials upon completion my review.

I understand that I may be held personally responsible for my unauthorized disclosure of information. If I am asked questions about the process, I will refer the persons and/or questions to Human Resources Office.

I guarantee that I will be fair and objective throughout all phases of the hiring process. Should I learn that a spouse, relative, business partner or close personal friend is part of the applicant pool after signing this agreement, I will disclose the nature of my relationship with the applicant to the Human Resources and/or remove myself from the screening committee.

I agree to comply with all state and federal regulations assuring compliance with the screening process. I understand that Human Resources may suspend the online screening, screening processes or interviews if there are allegations of discrimination. The screening process will not resume until Human Resources reviews the allegations and recommends appropriate remedies.

---

**By serving on a screening committee, I acknowledge and understand my role, and responsibilities and the requirements as described above.**

**Any breach of confidentiality will result in the removal of a committee member and abeyance of the recruitment process in order to address appropriate action. Any unauthorized disclosure of confidential information may result in immediate removal from the screening committee.**

\_\_\_\_\_  
Committee Member/Date

\_\_\_\_\_  
Committee Member Signature/Date

\_\_\_\_\_  
Search Committee

---

### For HR Use Only

Committee Member EEO training date: \_\_\_\_\_

Within One Year of Hiring Committee:      Yes              No              If no, new EEO training date: \_\_\_\_\_