

**CONFIDENTIALITY AGREEMENT TO SERVE ON AN INTERVIEW COMMITTEE**

**POSITION:** \_\_\_\_\_

**INTERVIEW DATE:** \_\_\_\_\_

As a member of an interview committee for the above vacant position in the recruitment and selection process, I understand that I will be in possession of confidential personnel information. The issues of confidentiality and ethics are extremely important when taking part in selection of new staff. Each member of the selection committee must make a commitment to have the process remain strictly confidential.

All information, including but not limited to, information derived from applications, documents, correspondence, e-mail and electronic communication, telephone communications, video conferencing communication and oral conversation, whether in or outside the interview committee meetings, shall be restricted to those members of the interview committee who are directly involved with the selection of a candidate for the position in recruitment.

Such confidential information includes, but is not limited to the following:

- Names of applicants
- Background information of applicants
- Information regarding applicant scores ranking, or interview performance
- Statements made by interview committee members within or outside the confines of a interview committee meeting; including but not limited to conversations, emails, faxes or written correspondence
- Any information regarding interview questions (unless pre-approved by the interview committee for release to applicants)
- Personal, unsubstantiated statements cannot be disclosed
- Post-interview or interview committee summary information cannot be discussed or provided to applicants, former members of the interview committee, peers, or workers (i.e. professional improvement "tips", reasons for not qualifying, or any other suggestions for improvement)
- Breach of confidentiality is a severe offense and, if I am an Ann Arbor Public Schools employee, renders me subject to appropriate disciplinary action, up to and including termination, or immediate dismissal from the interview team. Breaches of confidentiality can also result in disbanding the committee and canceling the hiring process.

In addition, I acknowledge and understand that the disclosure of confidential personnel information can be considered a violation of the law.

I acknowledge and understand that the information distributed and obtained by me during this interview process belongs to the Ann Arbor Public Schools at the conclusion of the interview process. I agree to deliver all written confidential personnel information back to the interview committee chair. I understand and accept this promise of confidentiality as a condition of my appointment to and service on the interview committee.

Upon reading this confidentiality agreement, my signature affirms I understand this agreement and agree to accept a position on the interview committee.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_