



Search Committee Member Confidentiality Agreement

Purpose:

The purpose of this agreement is to protect the candidate details, and other confidential information disclosed during the application, interview, and hiring process conducted by the University of Wyoming. It is critical that strict confidentiality be maintained before, during and after all phases of the interview process. By signing this you are also agreeing that you can be a fair and impartial member without bias to any interviewee.

Confidential Information:

Confidential information includes, but is not limited to, all information related to the screening process, candidate's resume and application materials, interview process, evaluations, assessments, interview questions, discussions, deliberations, and any other information deemed confidential by the University of Wyoming.

Obligations:

1. The Search Committee Member agrees to maintain confidentiality of all information disclosed during the screening, interviewing, and hiring process.
2. The Search Committee Member agrees to not make unauthorized recordings of the screening, interviewing, or hiring deliberations or discussions, and understands that cell phone use during these meetings and interviews is strictly prohibited.
3. The Search Committee Member agrees not to disclose, divulge, or communicate any information to any party outside of the search committee or Human Resources without consent from the AVP of HR. Human Resources is responsible for providing information to applicants regarding their status in the search and reason for non-selection.
4. The Search Committee Member shall use the information received during the search, interview, and hiring process solely for the purpose of evaluating candidates and justifying a recommendation made to the Hiring Manager and/or Search Committee Chairperson.

5. The Search Committee Member shall take all reasonable precautions to prevent unauthorized disclosure or use of any information obtained during the search, interview, and hiring process.
6. Upon completion of the hiring process, the Search Committee Member shall promptly return all materials containing notes or information related to the search, interview, and hiring process to the Hiring Manager and/or Search Committee Chairperson to retain of and dispose of following the University of Wyoming's retention schedule (3 years and 1 day).

My name and signature below signify that I understand and will uphold the confidentiality of the search, interview and hiring process. I also understand that failure to comply with these expectations may cause irreparable harm to the candidate(s), the search, and/or the University of Wyoming, resulting in disciplinary actions up to termination of my employment.

Requisition Number: _____

Title/Department: _____

Hiring Manager/Search Chair: _____

Printed Name	Signature	Date

Please return to Human Resources at recruit@uwyo.edu