

Office of Human Resources

APPALACHIAN STATE UNIVERSITY

Thank you for your willingness to serve as a member of the search committee for the **Position #:** _____, **Working Title:** _____. This process is important for Appalachian State University, our students, faculty and staff, and your involvement is appreciated. One of the critical aspects of the search process is ensuring **confidentiality of applicants**. This outline is intended to assist you in understanding your **responsibility in maintaining confidentiality**. Any questions about this issue should be directed to the Office of Human Resources at ASU.

1. Complete confidentiality in the search process is essential in order to attract qualified candidates who trust that their information will not be prematurely disclosed, and to ensure compliance with university regulations and applicable laws.
2. Search committee members (both on and off campus) will have access to private personnel data, and each search committee member must take all necessary precautions to safeguard the information received.
3. Private data on applicants must not be **discussed or shared** with **anyone** outside the screening committee except as specifically authorized by the search chair.
4. Identity of applicants is protected, except for those that become finalists as determined by the search chair. **Names of applicants should never be released or shared with others, even after the search process is complete.**
5. Any search committee member **who violates the provisions** of this or any rules adopted in connection with confidentiality and records protection could subject themselves to investigation and possible legal ramifications. Violation of these confidentiality provisions by any ASU employee constitutes just cause for disciplinary action and or sanctions.
6. Additional considerations in the search process:
 - a. Be sure to **protect data** so that others cannot gain access. For example, take care if making photocopies of search data, safeguard information that you have in your files (including notes, etc.), and **avoid discussing information where others might overhear it**, such as in hallways, elevators, or open offices.
 - b. You may be given permission to log-in to the ASU online employment system that will allow you to view the applications for this position only. Under no

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circumstances should you share the guest-user log-in with any one who is not on the search committee.

- c. If you are contacted by someone who wishes to discuss a candidate, refer the caller to the search chair. **Do not acknowledge whether the person is an applicant**, since that would give information that is private.
- d. The search committee chair will approve any information about the search that search committee members are permitted to share with others. It's best to avoid statements about precise numbers of candidates or the exact timetable, since those may change.
- e. Make sure you have an **applicant's permission before contacting his/her current or former employer**. Be careful when taking notes in interviews, filling out evaluation forms, etc. For example, any notes made in reference to age, race, or gender, or other discriminatory related notes such as physical appearance, etc., would be legitimate concerns and possible grounds for discrimination legal action. Please remember to consider only information that is **relevant to the process**— for example, whether the candidate has the necessary experience, education and skills for the position, or where there appears to be gaps in the needed qualifications. Candidates generally have the right to see and obtain copies of data about themselves – including notes of reviewers, along with their identities. **All application materials printed out must be returned to Human Resources upon completion of the search.**

Remember, communication about the search and selection process in general is an important aspect of your role, even though you are limited in providing data about specific applicants.

Please do not hesitate to consult with the search committee chair and/or Human Resources if any questions arise concerning privacy and confidentiality.

Please sign the attached Search Committee Confidentiality Agreement and return to Hiring Manager/Search Committee Chair. Hiring Manager is responsible for submitting forms along with all search materials and notes to Human Resources once the position is filled.

Thank you.

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Please sign and return to Human Resources

Position #: _____, **Working Title:** _____

I have read, understand, and agree to abide by all of the terms of this Search Committee Confidentiality Agreement as a condition of service as a Search & Selection Committee member, as an employee supporting the Search Committee, or as individual (or an individual on behalf of an entity) engaged by the University to assist the Search Committee.

Printed Name: _____

Signature: _____ Date: _____