



## CONFIDENTIALITY STATEMENT

As a member of a Glendale Community College District (District) hiring committee, I am acting as an agent of the District and I understand that I am participating in a confidential hiring 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 hiring committee member, I agree not to release any information to any person outside of the search committee/Office of Human Resources, including but not limited to the items noted below:

1. NEOGOV 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 (i.e. writing, teaching demonstration, presentation topics and materials.)
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 recruitment process.

I further agree not to discuss any information regarding the applicants or the recruitment process outside of convened hiring committee meetings.

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 Office of Human Resources.

If I am asked questions about the process, I will refer the persons and/or questions to the Office of Human Resources.

**By serving on the \_\_\_\_\_ hiring committee, I acknowledge and understand my role, responsibilities and the requirements described above.**

\_\_\_\_\_  
Committee Member Name

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date