



**Thank you for your willingness to serve as a member of the talent selection committee.**

**Talent Selection Committee Members will certify:**

- To protect the privacy of candidates and to preserve the integrity of the recruitment process.
- 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 applicable laws.
- Private data on applicants must not be **discussed or shared** with **anyone** outside the screening committee except as specifically authorized by the search chair.<sup>2</sup>
- Identity of applicants is protected, except for those that become finalist as determined by the search chair. **Names of applicants should never be released or shared with others, even after the search process is complete.**
- Any search committee member **who willfully violates the provisions** of this or any rules adopted in connection with confidentiality and records protection will be immediately removed from the committee.

**Additional considerations in the search process:**

- 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 on 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. **All application materials printed out must be returned to University Personnel upon completion of the search.**
- Per the Nepotism Policy – **No CSU employee shall vote, make recommendations or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, evaluation, retention, tenure, compensation, promotion, termination, other employment status or interest of an immediate family member.** My signature below certifies that as a committee member, I am neither the spouse nor relative of any candidate in the applicant pool of this recruitment and selection process.

Please do not hesitate to consult with the search committee chair and/or University Personnel at 582-3389 if any questions arise concerning privacy and confidentiality.

**Please sign this Talent Selection Committee Confidentiality Agreement and return to University Personnel**

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

Printed Name: \_\_\_\_\_

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

Talent Selection Committee member for which position: