

Confidentiality and Ethics

The issues of confidentiality and ethics are extremely important when taking part in the selection of new staff. Each member of the selection team must make the commitment to have the process remain strictly confidential. The following issues are not for public dissemination.

- Documents developed
- Names of candidates and where they are in the process.
- Statements made by the team or applicant
- Deliberations
- Impressions
- Opinions
- Rankings

It is our obligation to protect the rights and preserve the self-respect of the candidates and to preserve the integrity of our organization.

The only people authorized to provide information are the lead supervisor(s), who upon the request of a candidate, may provide feedback after the interview. Only certain data will be shared and then only to the specific candidate. You may be pressured by co-workers or community members to share information about the finalists, the deliberations, etc. You may not respond to these questions – other than to affirm that we are proceeding as planned and hope to be finished soon. If someone is insistent, refer him/her to the supervisor in charge of the process.

All materials will be collected and filed.

Confidentiality is the obligation of the team, not the candidate.

Position to be hired: _____

Confidentiality Covenant for Hiring

At the foundation of teamwork is trust. Trust is developed through respect, cooperation, communication, and a sense of safety and security for everyone. Trust and confidentiality are essential elements of a successful hiring process.

I, the undersigned, commit to these principles to ensure the success of our hiring process, thereby safeguarding the success of all applicants considered.

1. I will communicate openly and directly, sharing any concerns with my fellow team members.
2. I will honor and respect points of view that may be different from my own.
3. I will agree to equally share the decision making process with my fellow team members.
4. I will express my feelings and thoughts in a constructive way to facilitate and validate the process.
5. I will work to make this a positive, warm, welcoming, and professional experience.
6. I have read the "Confidentiality and Ethics" statement and accept my obligation to support the selection process in a totally confidential and professional manner.

Signature

Date