



HUMAN RESOURCES DEPARTMENT

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CONFIDENTIALITY AGREEMENT For Employment Interview Committee Members

HR Representative:

Position for which interviews being conducted:

Interview Date:

The purpose of the interview committee is to provide a professional, equitable, and unbiased hiring and promotional process. The integrity of the committee is based on the highest ethical standards. Interview committee members shall not discuss or in any way share information regarding the candidates to anyone outside of the committee and the HR Department.

As an interview committee member, I agree to adhere to strict confidentiality with regard to the interview and selection process, which includes names of applicants, all application documents, interview questions, evaluations, and opinions.

Signature of Committee Members	Printed Name	Date

It is important to maintain confidentiality with these applications. To keep the application materials confidential, please make sure to delete any and all documents you might have downloaded to your computer. If you chose to print any documents, please shred those documents once you are done with them; in the meantime, please make sure to keep them in a secure location.