



CONFIDENTIALITY AGREEMENT INTERVIEW PANEL COMMITTEE



The purpose of this form is to inform all members of the Interview Panel Selection Committee that the Department of Administration (DOA) considers the entire interview process **confidential** in nature, including applications, resumes, educational documents, certificates, interview questions, comments, and other privileged employment information to include recommendations made in connection with the interview process.

All Interviews Panels shall consist of a **minimum of three (3)** members and a **maximum of five (5)** members. In addition to the panel members, all interviews **shall** include an Equal Employment Opportunity (EEO) Representative. The Interview Committee Panel should consist of individuals who are knowledgeable in the field and familiar with the requirements of the position's knowledge, skills and abilities. **The Interview Committee Panel member's pay grade shall be equal or higher than the pay grade of the position being interviewed.**

All information, including, but not limited to, information derived from applications, documents, correspondence, e-mail and electronic communications, telephone communications, video conferencing communications and oral conversations, whether in or outside the interview committee meetings, shall be restricted to those members of the interview committee who are directly involved with the recommendation of selecting a candidate for the position in recruitment. No information will be disclosed or discussed with any other individuals including those individuals employed within the department/agency or individual candidates for employment.

In order to uphold the merit systems principles and Equal Employment Opportunity (EEO) guidelines, all Eligibility Listings and Certification Listings are kept **confidential** as far as practicable and all authorized personnel within your respective departments/agencies are prohibited from engaging in the unauthorized release of recruitment listing information and any photocopying of employment applications and Certification List of Eligibles.

The Interview committee members will be asked to sign the "Confidentiality Agreement" as part of the interview process for making recommendations of selection of candidates to the appointing authority. All disclosures will become part of the interview process. To insure the integrity of the interview and selection process, interview committee members must disclose their professional and personal relationships with the candidates. If those relationships influence your objectivity in the process, we ask you to withdraw from the interview committee.

*As a member of this screening/interview committee and in accordance with the provisions of the Department of Administration's Personnel Rules and Regulations, Rule 3.000 Ethical Conduct and Responsibilities of Government Employees, I hereby agree and to keep confidential all matters relating to the screening/interviews, and I further agree not to discuss or disclose any information about the screening/interview process itself, the applicants, their ratings, or discussions and recommendations made during the screening/interview process with persons or parties who are not authorized be privy to such information. I acknowledge and understand that the information distributed and obtained by me during this interview process must remain strictly **CONFIDENTIAL**.*

Department/Agency: _____

Division/Section: _____

Position Title: _____

Position Number (FTE): _____

Certification Packet Number: _____



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INTERVIEW PANEL COMMITTEE**



I certify that I understand the requirements for protection of privileged and confidential information as an interview committee member. I understand that the failure of keeping protected, privileged and confidential information from being disclosed could subject me to disciplinary action up to and including dismissal. I understand that the Interview Committee recommends the highest rated candidate(s) to the appointing authority and that the appointing authority determines the final selection for a permanent appointment.

Interview Panel Member 1:

Print Name: _____ Signature: _____ Date: _____

Position title and Pay-Grade _____

Interview Panel Member 2:

Print Name: _____ Signature: _____ Date: _____

Position title and Pay-Grade _____

Interview Panel Member 3:

Print Name: _____ Signature: _____ Date: _____

Position title and Pay-Grade _____

Interview Panel Member 4:

Print Name: _____ Signature: _____ Date: _____

Position title and Pay-Grade _____

Interview Panel Member 5:

Print Name: _____ Signature: _____ Date: _____

Position title and Pay-Grade _____

Department Representative: Personnel Officer / Authorized Representatives

Department Point of Contact:

Print Name: _____ Signature: _____ Date: _____

Position Title: _____

Appointing Authority:

Print Name: _____ Signature: _____ Date: _____

****** Form must be attached and returned with the Certification List of Eligibles ******