



Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

GOVERNMENT OF GUÁHAN
(GUBETNAMENTON GUÁHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

DIRECTOR'S OFFICE
(Ufisinan Direktot)
Post Office Box 884 * Hagåtña, Guam 96932
TEL: (671) 475-1101/1250 * FAX: (671) 477-6788



Anthony C. Blaz
Director

OCT 09 2015

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2015-018

MEMORANDUM

To: All Line Department and Agency Heads
From: Director, Department of Administration
Subject: Transmittal of Recruitment Certification List of Eligibles
RE: Certification Packet

~~*Buenas yan Háfa Adail*~~ The Recruitment and Testing Branches, Human Resources Division, is responsible for generating listings of eligible candidates and for preparing recruitment certification list. 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. It is the Director of Administration's policy to ensure the confidentiality of recruitment eligibility list and certification lists at all times and that reasonable measures are taken to maintain confidentiality when recruitment documents are transmitted to and from the requesting departments and agencies.

Therefore, effective on October 1, 2015 all "Certification of Eligible" packets will include the Confidentiality Agreement to Serve on an Interview Committee and EEO Representative Confidentiality Agreement forms, which must be completed and returned with the certification packet. As a reminder, pursuant to Rule 4.410F, departments and agencies have thirty (30) days to return the Certification packet with their selections. If selections are not made within the allotted time, the department must request the Director of Administration for an extension of up to thirty (30) additional days and justify accordingly. All certification extension requests shall be requested at least seven (7) days prior to the expiration of the initial thirty (30) day timeline.

Failure to comply with the allotted timelines may result in declaring the certification "VOID" and the Request for Personnel Action (GG-1) will be returned without action if there is further non-compliance with this policy. In addition, the Recruitment Branch may cancel the job announcement and restart the recruitment.

Should you require additional information, please contact the Human Resources Division, Recruitment and Testing Branches at 475-1141/1120. *Dangkolo na Agradesimiento!*

ANTHONY C. BLAZ



CONFIDENTIALITY AGREEMENT TO SERVE ON AN INTERVIEW COMMITTEE



The purpose of this form is to inform all members of the Interview Panel Selection Committee that the Department of Administration 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 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.

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**.

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: _____

Interview Panel Member 2:

Print Name: _____ Signature: _____ Date: _____

Interview Panel Member 3:

Print Name: _____ Signature: _____ Date: _____

Interview Panel Member 4:

Print Name: _____ Signature: _____ Date: _____

Interview Panel Member 5:

Print Name: _____ Signature: _____ Date: _____



CONFIDENTIALITY AGREEMENT TO SERVE ON AN INTERVIEW COMMITTEE



Department Representatives (Personnel Officers/Administrative Services Officer/ Representative(s))

Department Point of Contact 1:

Print Name: _____ Signature: _____ Date: _____

Department Point of Contact 2:

Print Name: _____ Signature: _____ Date: _____

Department Point of Contact 3:

Print Name: _____ Signature: _____ Date: _____

Appointing Authority:

Print Name: _____ Signature: _____ Date: _____

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



**EQUAL EMPLOYMENT OPPORTUNITY (EEO)
REPRESENTATIVE
CONFIDENTIALITY AGREEMENT**



The purpose of this form is to provide guidance to the Equal Employment Opportunity (EEO) Representative a non-voting panel member and that their responsibility is to validate the process was fair and equitable and ensure the interview panel processed are based upon merit principles without regards to non-merit factors such as race, color, national origin, religion, sex, age, or non-disqualifying physical or mental disability(ies). The roles of the EEO Representative are as follows:

- Ensure to explain your role as the EEO Representative is a non-voting panel member to the interview panel and applicants.
- Review interview questions, have an understanding of the rating process, and ensure interview questions do not violate Title VI and Title VII of the Civil Rights Act, as amended are relevant to the position and are applied consistently and uniformly.
- Ensure all information considered during the interview is based only on evidence provided by the employee during the interview and/or documented in the employee's application package.
- ~~Ensure the interview process is applied consistently and fairly, and those non-merit factors are *not* considered, (e.g., personal friendship/relatives). In addition, interview questions may not be asked regarding political or religious affiliation, marital status, race, color, national origin, sex, age, or non-disqualifying physical or mental disability(ies), sexual orientation or gender identity.~~
- Remain with the interview panel for the entire interview process to ensure fairness and consistency
- Advises panel members immediately of any action(s) he/she believes results in unequal treatment of candidates. As the EEO Representative, you may stop the interview process and request that the interviewee leave the room temporarily. Observations should be discussed with the interview panel members. Once the issue has been addressed and the issues are resolved, the interviewee can return to the room to continue the interview.
- If unable to resolve the issue, immediately stop interview process and consult with the Department of Administration's, Human Resources Division (Recruitment Branch and the Equal Employment Opportunity Specialist).

The Department of Administration 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 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. I understand that I may stop the interview process at any time based on alleged discrimination against one or more candidates, or if any deviation from the Department of Administration's Interview Selection Handbook procedures has occurred. The Interview Panel Selection Committee process will not resume until the Department of Administration's, Human Resources Division reviews the allegations and recommendations appropriate with the Personnel Rules and Regulations.



**EQUAL EMPLOYMENT OPPORTUNITY (EEO)
REPRESENTATIVE
CONFIDENTIALITY AGREEMENT**



As the EEO Representative, a non-voting 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, 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.

EEO Representative:

Print Name: _____ Signature: _____ Date: _____

Position Title : _____

Department Representatives (Personnel Officers/Administrative Services Officer/ Representative(s))

Department Point of Contact 1:

Print Name: _____ Signature: _____ Date: _____

Position Title : _____

Department Point of Contact 2:

Appointing Authority:

Print Name: _____ Signature: _____ Date: _____

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