



**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.



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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.

Department/Agency: _____

Division/Section: _____

Position Title: _____

Position Number (FTE): _____

Certification Packet Number: _____

EEO Representative:

Print Name: _____ Signature: _____ Date: _____

Position Title: _____

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 ******