



**San Jose/Evergreen
Community College District**

**CONFIDENTIALITY STATEMENT
Recruitment / Interview / Selection / Process
HUMAN RESOURCES SERVICE GROUP**

Employment Services ▪ Forty Seven Fifty San Felipe Rd ▪ San José, CA 95135

408-270-6406 ▪ 408-223-6341 (fax)

Instructions for the Chairperson of the Screening Committee: *It is the responsibility of the Chairperson of the Screening Committee (“Committee”) to read this admonition to the entire Committee at the beginning of the screening process before the Committee begins any work, including but not limited to discussing criteria, drafting interview questions, reviewing applications and/or resumes. The failure of not having this statement read to the Committee may result in the cancellation of the recruitment. A completed original of this document shall be returned to Employment Services at the conclusion of the Committee’s first meeting.*

STATEMENT

All information learned from any recruitment document or during the Committee process is Confidential Information and should be disclosed only to members of the Committee and authorized individuals including the Chancellor, Vice Chancellor of Human Resources, or Diversity Director. A Screening Committee member who engages in an unauthorized disclosure exposes the District and the member to potential liability. In such case, the District reserves its right not to defend or indemnify the member if legal action is taken against the member by an applicant for allegedly disclosing Confidential Information. Such member may be subject to discipline for the unauthorized disclosure, and the District may disqualify him/her from serving on any subsequent Committee.

In the event that a Committee member believes in good faith that the Committee is engaged in any improper activity, that member should immediately report the improper activity to the Chancellor, the Vice Chancellor of Human Resources, or the Diversity Director, and may disclose Confidential Information if it is necessary to present the report. This reporting shall be received by the District in the same manner as a complaint against a District employee.

If any Committee member receives questions about the selection process from an unauthorized person, the appropriate responses to such inquiries are: (a) “Selection is a confidential process and therefore I am unable to respond to your questions,” or (b) “The recruitment process is treated with confidentiality, so it would be inappropriate for me to answer your questions.” If the person inquiring is not satisfied with your response, please refer them to Vice Chancellor of Human Resources.

COMMITTEE MEMBER SIGNATURES

I confirm that this Confidentiality Statement has been read to me. I understand it, and agree to abide by its provisions and requirements. **POSITION TITLE:** _____ **POSITION #:** _____

_____ Signature	_____ Print Name	_____ Date
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“SJECCD is an Equal Employment Opportunity employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran’s status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.”