



APSU STAFF SEARCH COMMITTEE CONFIDENTIALITY AGREEMENT

As a member of an Austin Peay State University Search Committee, I am acting as an agent of the University and I understand that I am participating in a confidential search process. All of my actions, documentation, and conversations related to this process are subject to the laws and regulations relating to equal and fair employment practices. Failure to maintain confidentiality could result in a violation of federal or state regulations and could incur liability on behalf of Austin Peay State University.

As a search committee member, I acknowledge that I have reviewed the training PDF **The Staff Hiring Process: The Search Committee** within a year of this search. _____ (Initial)

As a search committee member, I agree not to release any information, including but not limited to the items noted below, to any person outside of the search committee/department as applicable/Human Resources/ or Office of Institutional Culture:

1. Oracle user name or password;
2. Materials submitted by an applicant;
3. Evaluations and notes made by the committee members about the applicants;
4. Interview questions, interview exercises, presentation requests, or presentation documents;
5. Oral discussions by or about applicants of committee members during or following the interview process; and
6. Any other information that relates to the screening process.

I further agree not to discuss any information regarding the applicants or the screening process outside of convened search committee meetings. I also agree to refrain from saving on a computer/smart device or printing applicant information or materials. I agree to shred and delete all search committee materials printed or saved on a computer or smart device upon completion of my review and the search process.

I understand that I may be held personally responsible for my unauthorized disclosure of information. If I am asked questions about the process, I will refer the persons and/or questions to Human Resources or the Office of Institutional Culture (OIC).

I guarantee that I will be fair and objective throughout all phases of the hiring process. Should I learn that a spouse, relative, business partner, or close personal friend is part of the applicant pool after signing this agreement, I will disclose the nature of my relationship with the applicant to Human Resources and/or remove myself from the screening process.

I agree to comply with all state and federal regulations assuring compliance with the screening/search process. I understand that the Office of Institutional Culture may suspend the search process if there are allegations of discrimination. The search process will not resume until OIC reviews the allegations and recommends appropriate remedies.

By serving on a search committee, I acknowledge and understand my role, responsibilities, and requirements as described above.

Any breach of confidentiality will result in the removal of my feedback and abeyance of the recruitment process in order to address appropriate action. Any unauthorized disclosure of confidential information may result in immediate removal from the search process. A letter to this effect will be placed in my Human Resources file.

Committee Member's Signature: _____ Date _____

Printed Name _____ Are you the Search Chairperson? YES ___ NO ___