



Confidentiality Statement

Statement for Employees Invited to View Future Application Materials for Employment

STATEMENT

In the course of your employment, you may have access to recruitment and application materials of potential faculty and/or staff during a search process. All information learned from any recruitment document or during interviews is privileged. The information is not for public disclosure. In the eyes of the law, each employee with access to hiring documents is viewed as an agent of the university. During the selection process, it is important that we do not create a liability for the university or for ourselves as individuals. Employees who disclose privileged information run the risk of involving themselves and/or the university in a lawsuit involving a tort action. Examples are the tort of defamation, which is committed when an individual communicates false, injurious information about another; and tortious invasion of privacy, which includes placing another in a false light in the public eye or public disclosure of private facts. In any lawsuit it is possible for an individual to be named as a defendant as well as the university.

An appropriate response to questions from individual applicants, colleagues or the public about any aspect of the selection process should be:

Selection is a confidential process and therefore I am unable to respond to your question.

The recruitment process is treated with confidentiality, so it would be inappropriate for me to answer your question or that of any other applicant.

If the person inquiring is not satisfied with your response, please ask them to refer to Employment Services in Human Resources.

EMPLOYEE SIGNATURE

I confirm that I have read and understood the Confidentiality Statement and that I understand it and agree to abide by the provisions and requirements of the statement.

Employee Signature

Date