

Michigan Technological University Confidentiality Statement
for Recruitment/Interview/Selection Process

Instructions for the Chairperson of the Committee: It is the responsibility of the Chairperson of the Recruitment/Hiring Committee to reiterate this guidance to the entire committee at the beginning of the process before the committee begins any work such as discussing job criteria, drafting interview questions, reviewing applications, and/or resumes. Failure to share this statement may result in the cancellation of the recruitment.

To protect the privacy of all applicants and the integrity of the search, search committee members, including students, are required to maintain 100% confidentiality during and after the search. This includes but not limited to;

- Applicant names
- How many applicants have applied
- Information learned about an applicant during the search
- All discussions among committee members
- And any recommendations for hiring or not hiring of applicants.

When a committee member has participated in a previous search, applicant information cannot be shared between searches. Information learned from the search must not be discussed with anyone outside of the search committee during the search process and after the search process.

All information learned from any recruitment document or during interviews is privileged and is not for public disclosure. In the eyes of the law, each committee member 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. Members 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, non-departmental 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 or the recruitment process is treated with confidentiality, so it would be inappropriate for me to answer your question.*

Any breach in confidentiality must be reported to Human Resources.

Applicants may inquire about the status of their application packet. If this occurs, refer them to Human Resources.

Search Committee members, including if applicable students, Equity Advisor, department coordinator, and anyone else that has access to PageUp, must sign the statement and the Search Chair must return it to Human Resources prior to interviewing.

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

Signature/Name	Print Name and Date (if not digital)	Department/College	E-Mail Address

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.