

County of Glenn

Confidentiality Statement: Recruitment/Interview/Selection Process

To Members involved in the Recruitment/Interview/Selection Process:

As a member of the screening/interview process for vacant positions, you will have access to confidential information. The County of Glenn considers the entire screening/interview process to be confidential in nature, including any materials, ratings, questions/responses, comments and discussions, and recommendations made in connection with the screening/interviews. All of your actions related to this process are subject to the laws and regulations relating to equal and fair employment practices.

Due to the confidentiality and sensitivity of the screening/interview process, you have an affirmative responsibility not to discuss or disclose any information relating to the screening/interviews. Each Member is viewed as an agent of the County of Glenn. During this process, it is important that we do not create a liability for the County of Glenn or for ourselves as individuals.

An appropriate response to questions from individual applicants 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 advise them to refer their question to the Personnel Department.

Specifically, you agree not to release information to any non-authorized person regarding:

- Number of applicants who applied.
- Number of applicants who have been selected for an interview
- Names of applicants who have applied or are interviewing.
- Criteria/scoring and Interview questions/scoring.
- Information concerning applicant qualifications and ratings.
- Any information obtained from candidates' application materials.
- Interview ratings.
- Conversations that take place during panel meetings and interviews.

Recruitment//Interview/Selection Member Signature

I have read the Confidentiality Statement and agree to abide by the requirements of the statement. Further, I understand that I may be held personally responsible for any unauthorized disclosure of information.

Signature

Print Name

Date

Department

This form will be maintained in the Personnel Department and will need to be signed on an annual basis.