

TO: Search Committee Members  
FROM: Human Resources  
SUBJECT: Confidentiality of Search Process

The purpose of this memorandum is to provide a legal context and some practical tips for ensuring the confidentiality and integrity of the search process.

Individual members of search committees should treat all candidate information with strict confidentiality throughout the search process. The fact that an individual has applied for the position should be treated as confidential. Irregularities in the search process, including improper disclosure of candidates' identities or other information, can be the basis for a discrimination lawsuit by an unsuccessful applicant. Even after the search is completed, discussions regarding what occurred during a search process can violate confidentiality and create legal issues.

Requests for information from someone outside the search committee, and any announcement of finalists, should be handled by a designated person, typically the chair of the search committee, who will work with the Human Resources to ensure that any disclosure is within the parameters of the law and does not create liability for the College.

By signing below, you acknowledge your responsibility and agree to keep the information obtained during the search process confidential, not just during the search, but thereafter.

Search Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_