



**CAMPUS SELECTION COMMITTEE  
CONFIDENTIALITY AGREEMENT**

**Responsibilities of Selection Committee Members:**

- 1. Read verbatim assigned questions from the list provided. Only ask follow-up questions as necessary to clarify previous responses. Coaching questions are not permitted.**
- 2. Do not talk to others about the applicants or contents of any interviews until the designated discussion time. Even minimal comments made may sway interviewers as they make preliminary rankings.**
- 3. Record the content of the responses as candidates answer each question. Oral communication skills will affect the rating. Collected data must support the decisions made by Selection Committee members.**
- 4. Refer to data collected and discuss each candidate's response to questions. The Chairperson will record group information as necessary during the decision making process.**
- 5. Assist in the development of a group consensus based on the applicable focus areas as predetermined by the Selection Committee.**
- 6. All discussion must remain confidential and must not leave the interview room EVER. This rule applies also to conversation with others who may ask who applied/interviewed for the position.**

**Please check the following items and sign where indicated, as appropriate.**

\_\_\_\_\_ **I have read and been trained in the Interview Procedures.**

\_\_\_\_\_ **I understand and agree to follow MISD Policy and Procedures.**

\_\_\_\_\_ **I will maintain the confidentiality of all information I receive in connection with my work on the Selection Committee.**

\_\_\_\_\_  
**Signature of Selection Committee Member**

\_\_\_\_\_  
**Date of Signature**

\_\_\_\_\_  
**Printed Name of Selection Committee Member**

\_\_\_\_\_  
**Position**