



NORTH KITSAP SCHOOL DISTRICT
A Great Place to Live and Learn!

**SELECTION COMMITTEE
CONFIDENTIALITY AND ETHICS**

The issues of confidentiality and ethics are extremely important when participating in the selection of new staff. Each member of the selection team must commit to maintain complete confidentiality with regard to the process and the participants. The following are not for public dissemination:

- Names or number of applicants
- Documents developed by the committee or submitted by applicants
- Statements made by the team members or applicants
- Deliberations of the selection team
- References given for applicants
- Ranking of the applicants

It is our obligation to protect the rights and preserve the dignity of the candidate.

The only individuals authorized to give information are the administrator(s) officially appointed to announce the hiring decision and those officially appointed to give feedback during the post-interview conference, if requested by the candidate.

YOU MAY BE ASKED by co-workers or community members to share information about finalists, the process, etc. You MAY NOT RESPOND to these questions, other than to affirm that we are proceeding and hope to be finished soon. If someone is insistent, refer him/her to the accountable administrator.

All materials will be collected and filed. Remember this is a professional process.

Confidentiality is the obligation of the team, not the candidate.

_____ Signature of Chairperson	_____ Print Name	_____ Date
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