Park City School District

Interview Team Confidentiality Agreement

Hiring Manager: _____

Position to Hire: _____

Interview Date(s): _____

Signature/Date: _____

I have read, understand, and agree to the following Interview Team Confidentiality Agreement:

The purpose of the committee search and interview process is to provide a professional, equitable, and unbiased hiring for a position with Park City School District. The integrity of the search and interview process must be based on the highest ethical standards.

If a member of the interview team knows any of the applicants being interviewed outside of the work environment they must disclose the relationship to the hiring supervisor. The hiring supervisor and/or the Human Resources Director will determine if the team member can be unbiased and allowed to continue to participate in the interview process.

Members of the search committee/interview team must abide by strict confidentiality with regard to the search/interview process, which includes, but is not limited to, names of applicants, resumes or applications, letters of reference, interview questions, evaluations, or impressions. Search committee/interview team members may not contact references of candidates nor discuss candidates with others outside of those serving on the committee/team.

Park City School District is an equal opportunity employer. All applicants must be asked the same questions; clarification of answers is permissible. Interview team members may not ask questions, solicit responses, or hire based upon race, color, national origin, religion, age, sex/gender, sexual orientation, disabilities, family/pregnancy/marital status, childcare arrangements, residence proximity, or personal/private matters.

Violation of this agreement by an employee will subject the employee to disciplinary actions up to and including termination.

Signature of Search Committee/Interview Team Members	Date