Park City School District

Interview Team Confidentiality Agreement

Committee Participant Name: _____

Position Being Hired: _____

Interview Date(s): _____

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 search committee/interview team knows or has a personal relationship with 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. During any interview process 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.

I have read, understand, and agree to this Search Committee/Interview Team Confidentiality Agreement:

Signature/Date: _____/ _____