

South San Antonio Independent School District Confidentiality Statement

Name (Printed) _____ Title: _____

Interview Panel for: _____ Date of Interview _____

I reviewed this memorandum on the date above and agree to abide by the conditions stated herein.

As a requirement of my job duties as a member of an employment interview panel, I will participate fully and objectively in the process. I understand that all information to which I am exposed and have access, including but not limited to applicant information, reference information, interview reports, other written documents and oral discussions are to be **maintained in the strictest confidence** and should not be disclosed nor discussed with anyone outside the interview process other than Human Resources Administrators.

If I am serving on this employment interview panel in my official capacity as a department head or official designee of the department head for this purpose, then I understand that I may be required by Human Resources to help secure employment reference and work history information for candidates. If I am required to secure this information then I understand that I may only disclose this information to the Superintendent, designated Human Resources Administrators Executive Director, and/or Director that is responsible for staffing the designated position.

Signed: _____

Date: _____