

**Lane Community College
Search Committee Confidentiality Statement**

Name _____

Your Job Title _____

Security and Confidentiality of Recruitment (Hiring) Records and Information

It is the policy of Lane Community College to meet its workforce needs through selection procedures designed to identify, attract, select, employ, and develop the human resources necessary for present and future work requirements and within full compliance of Affirmative Action regulations.

Records and files, including those stored electronically, are property of Lane Community College. In order to meet and exceed hiring standards, all college hiring process information, regulations and responsibility for safeguarding, recording or accessing these records are governed by policies, procedures, rules and statutes of Lane Community College, State of Oregon, and the United States Government. By law (including but not limited to EEOC, OFCCP, FERPA, HIPAA, and Social Security regulations), all recruitment data is confidential.

- ✓ Each employee is responsible for understanding the confidentiality requirements of the data to which he/she has access.
- ✓ Recruitment security and confidentiality form must be completed for each search in which a person participates; regardless of status or job assignment and survive the employee's work relationship with Lane Community College or any other agency.

Hiring process confidential information includes but is not limited to:

- Electronic Data
- Search committee evaluative discussions
- Internal Candidate information
- Reference Check Responses
- Applicant files, names, information
- Scoring Computations and Reporting Documents
- Individual access passwords or guest user ID's
- New Hire information, pay
- Revealing content of any confidential record or report to anyone, except in the conduct of that person's work assignments and in accordance with college policies and procedures
- Knowingly include any false, inaccurate or misleading entry in any report or record
- Seeking personal benefit or allowing others to benefit personally from knowledge of candidate or process
- Knowingly expunge or modify any data entry from any record, report, or file except as officially authorized; make or allow any unauthorized use of information

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- ✓ In compliance with EEOC and OFCCP regulations and stated confidentiality guidelines, any discussions about personalities, habits, faults, compatibility and productiveness which suggest importunity, interference and/or biased judgment of candidates, committee members or hiring process, are not to be held unless the Division Chair / Manager **and** a Human Resources Representative are present. To do otherwise may impede recruitment process and/or constitute removal from the hiring process.

Employee signature

Date