

Interview Committee For: \_\_\_\_\_

Position Title

Position Number

## **MAINTAINING CONFIDENTIALITY OF SCREENING/INTERVIEW PROCESS**

To Screening/Interview Committee Members:

As a member of the screening/interview committee for applicants for vacant positions, you will have access to confidential information. The University of Hawaii at Hilo considers the entire screening/interview process to be confidential in nature, including any materials, ratings, questions/responses, comments and discussions, and recommendations made in connection with the screening/interviews.

Because of the confidentiality and sensitivity of the screening/interview process, you have an affirmative responsibility not to discuss or disclose any information relating to the screening/interviews to persons or parties who are not authorized to be privy to such information.

Accordingly, your full cooperation in this matter will be appreciated. Please sign the statement below indicating your agreement to keep all matters relating to the screening/interviews confidential.

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## **CONFIDENTIALITY AGREEMENT**

As a member of this screening/interview committee and in accordance with the provisions of the Uniform Information Practices Act (Modified), Chapter 92F, Hawaii Revised Statutes<sup>1</sup>, I agree to keep confidential all matters relating to the screening/interviews, and I further agree not to discuss or disclose any information about the screening/interview process itself, the applicants, their ratings, or discussions and recommendations made during the screening/interview process with persons or parties who are not authorized to be privy to such information.

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Signature of Screener/Interviewer

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Date

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Signature of Screener/Interviewer

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<sup>1</sup> [www.state.hi.us/oip/uipa.html](http://www.state.hi.us/oip/uipa.html)