2C logo.eps Office of Human Resources

**Confidentiality Statement**

Tacoma Community College appreciates your service on this Screening Committee. We know our employees exhibit professionalism in their positions, but need to clarify expectations regarding your role in the screening and interviewing process.

The college requires that every member of a screening committee keep all information associated with this process confidential. Candidates expect our confidential handling of their names, qualifications or other identifying information because it may compromise their current or future employment situations. This information cannot be shared with anyone outside the committee or Human Resources. Discussions that occur among committee members as part of this process must also be kept confidential. This expectation continues even after the committee disbands and the process ends.

With our online application system, additional care must be taken with respect to passwords and documents related to the screening and hiring process. Any documents printed out or used by screening committee members must be returned to the **Hiring Committee Chair within 24 hours of the completion of the hiring process**. Passwords must be kept confidential and must not be shared.

Please contact **Frank Cervantes** or **Claire Jordan** in Human Resources- Employment and Recruitment- if you have any questions about this process.

Your signature below indicates you agree to abide by the above expectations regarding confidentiality.

PLEASE PRINT YOUR NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_