Western Oregon UNIVERSITY

Secure Document Sharing System/Confidentiality Agreement

The Secure Document Sharing System (SDSS) will allow users to access and review a collection of application files through the WOU Portal. To maintain a secure viewing environment, the Office of Human Resources will issue a secured link and password to the search committee chair. It is the responsibility of the committee chair to distribute the link and password to each committee member.

Instructions for the Search Committee Chair: *It is the responsibility of the Search Committee Chair to ensure each committee member reads and understands this admonition at the beginning of the process before the committee discusses criteria, drafts interview questions, reviews applications and/or resumes or begins any work.*

All members of the search committee must agree to and sign the following:

- All information learned from any recruitment document or during interviews is privileged. The information is not for public disclosure. In the eyes of the law, each committee member is viewed as an agent of the university. During the selection process, it is important that we do not create a liability for the university or for ourselves as individuals. Members who disclose privileged information run the risk of involving themselves and/or the university in a lawsuit involving a tort action.

  An appropriate response to questions from individual applicants or the public about any aspect of the selection process should be:
  - *Selection is a confidential process and therefore I am unable to respond to your question.*
  - *The recruitment process is treated with confidentiality, so it would be inappropriate for me to answer your question or that of any other applicant.*

  If the person inquiring is not satisfied with your response, please ask them to refer the question to the Recruitment Manager in the Office of Human Resources.

- The SDSS link and password assigned for the recruitment will not be shared with anyone other than search committee members of the named search.

- I have completed the Search Committee Orientation and understand Affirmative Action, Equal Opportunity Employment, bias, and will refrain from discrimination throughout the search process.

- Once the search has been completed, all documentation utilized in the search (i.e. ranking notes, interview notes, printed copies of application files, etc.) will be submitted to the Search Committee Chair for further distribution to the Office of Human Resources for archiving. Search documents should not be shredded.

User Certification:

I certify that I have read the above statements and that I understand and agree to abide by the guidelines as outlined by the Office of Human Resources.

Recruitment Position Name and Recruitment #: _____

Committee Chair: _____ _____ _____

Name (please print) Extension Signature / Date

Name(s) and Signature of Committee Members: (additional names may be added to the back if needed.)

Name (please print)	Signature	Date