



CONFIDENTIALITY

Instructions for the Chairperson of the Committee: It is the responsibility of the Chairperson of the Recruitment/Hiring Committee to read this admonition to the entire committee at the beginning of the process before the committee discusses criteria, drafts interview questions, reviews applications and/or resumes or begins any work. Failure to read this statement may result in cancellation of the recruitment.

STATEMENT
<p>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. Examples are the tort of defamation, which is committed when an individual communicates false, injurious information about another; and tortious invasion of privacy, which includes placing another in a false light in the public eye or public disclosure of private facts. In any lawsuit it is possible for an individual to be named as a defendant as well as the university.</p> <p>An appropriate response to questions from individual applicants or the public about any aspect of the selection process should be:</p> <ul style="list-style-type: none"> • 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. <p>If the person inquiring is not satisfied with your response, please ask them to refer the question to Equal Opportunity and Workforce Planning in the Human Resources.</p>

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of San José State University to treat all staff and applicants for employment in a fair and equitable manner in all its relations without regard to age, color, disability, gender, marital status, medical condition, national origin, pregnancy, race, religion, sex, sexual orientation, veteran's status, and any other area protected or which may become protected under state or federal law, or campus policy.

San José State University is committed to the concept of equal employment opportunity as a basic principle to ensure that all persons are afforded equal access to positions, with access limited only by their ability to do the job. Equal opportunity can best be affected through a definitive programmed effort. Progress toward achieving equal employment opportunity depends upon all members of the campus community. The commitment to remove inequalities cannot be passive. Positive steps must be taken to remove conditions that could result in unlawful employment discrimination.

The university endeavors to remove artificial barriers to equal employment opportunity for all members of our campus community. The institutional commitment to promoting equity and diversity in access, recruitment, retention, and opportunities for advancement is a fundamental value at San José State University. The university commits, through its divisions, to a personnel program aimed at ensuring equal employment opportunity at all levels.

General Equal Employment Opportunity Objectives

To ensure that all administrative, managerial, and supervisory staff have a clear understanding of relevant state and federal laws, CSU policies, and university guidelines and, within their areas of responsibility, commit to their consistent implementation.

To prevent arbitrary, unnecessary and artificial practices affecting protected group members by examining personnel transactions and enforcing the use of validated employment practices.

To assign responsibility and accountability for progress to each employee. The most crucial part for policy implementation is accountability of supervisory level staff where decisions affecting hiring, assignment, training, promotion, compensation, and disciplinary action are made.

To promote harmonious employee relations by providing training regarding personnel and fair employment practices to management and supervisory staff.

To focus training on increasing staff awareness and acceptance of disabilities, race, culture, and gender differences and methods of prohibiting unlawful discrimination and harassment of employees in the workplace.

COMMITTEE MEMBER SIGNATURES			
I confirm that the Confidentiality & Equal Employment Opportunity Statements have been read to me and that I understand them and agree to abide by the provisions and requirements of the statements.			
Signature:	Print Legal Name (First, Last):	Employee ID # :	Date:
Signature:	Print Legal Name (First, Last):	Employee ID # :	Date:
Signature:	Print Legal Name (First, Last):	Employee ID # :	Date:
Signature:	Print Legal Name (First, Last):	Employee ID # :	Date:
Signature:	Print Legal Name (First, Last):	Employee ID # :	Date:

RECRUITMENT INFORMATION	
Job ID:	Working Title:
Department:	

WORKFORCE PLANNING USE ONLY
Date Entered: _____ By: _____
Comments:

"SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose."