



**CONFIDENTIALITY STATEMENT  
RECRUITMENT / INTERVIEW / SELECTION  
PROCESS  
HUMAN RESOURCES**

Workforce Development | One Washington Square | San José, CA 95192-0046

408-924-2250 | 408-924-1784 (fax)

**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**

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.

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 Workforce Planning in the Human Resources.

**COMMITTEE MEMBER SIGNATURES**

I confirm that the Confidentiality Statement has been read to me and that I understand it and agree to abide by the provisions and requirements of the statement.

Signature	Print Name	Employee ID #	Date
Signature	Print Name	Employee ID #	Date
Signature	Print Name	Employee ID #	Date
Signature	Print Name	Employee ID #	Date
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"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."