

Procedure 6.0104

HR Selection Committee Confidentiality Procedure

Employees selected to serve on selection committees for open positions are required to maintain strict confidentiality. Employees are required to sign a confidentiality agreement each time they serve on a selection committee. Information regarding applicants, interviews, and committee discussions must not be shared with anyone other than the selection committee for the specified position, the Human Resources Office and the President. Employees' failure to maintain confidentiality may result in disciplinary action.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- [Confidentiality Policy](#)
- [Confidentiality Procedure](#)
- [Emergency Grant Committee Confidentiality Procedure](#)
- [Scholarship Committee Confidentiality Procedure](#)

History

Leadership Council Review/Approval Dates: *12/8/2017, 01/12/2018*

Senior Staff Review/Approval Dates: *Enter date(s) here*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*