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## University Of Northern Iowa Confidentiality Agreement For Search Committee Member/Hiring Official

As a search committee member or hiring official at the University of Northern Iowa (UNI), I understand the success of our search process depends on searches being conducted in an impartial, ethical and professional manner. I agree to abide by the following:

- I acknowledge that all information concerning the applicant pool is confidential and agree to not disclose the identity of individuals who have applied for this position, and application materials, unless expressly directed otherwise by the applicant, search committee chair, HRS, OCEM, or as compelled by law.
- I agree to maintain absolute confidentiality about all discussions of the search committee, both during the search process and after its completion. I understand that any breach of confidentiality could result in considerable damage to the reputations and/or livelihoods of the applicants or the search committee members.
- I agree that all information in the form of papers, books, files, documents, electronic communications, or any other form or format, which comes into my possession and relates to the work of the search committee, is confidential other than information that is or becomes publicly known other than through applicant disclosure. I will record and consider only information that is job related including experience, education and skills for the position and I agree to return all search records at the conclusion of the search to the search committee chair.
- I acknowledge that only the search committee chair or their designee is authorized to speak on behalf of the search committee and I will not contact applicants without approval of the search committee chair. If I am contacted by someone who wishes to discuss any confidential aspect of the search, I will refer them to the search committee chair.
- I agree that any real or potential conflicts of interest between myself and any applicant must be disclosed promptly to the search committee chair or hiring official and may preclude me from continuing on the search committee.
- I agree to protect search information so that others cannot gain access, to not share my log-in information with anyone, to secure printed search materials, and I will not discuss confidential search information with search committee members where others might overhear.
- I understand that I may be removed from the search committee if I breach any of these confidentiality obligations. I also understand that should I be removed from the search committee, all terms of this agreement are still applicable and binding.

I have read, understand and agree to abide by all terms of this Confidentiality Agreement, as a condition of my service as a search committee member or hiring official.

Print Name: \_\_\_\_\_

University ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Search Chair/Hiring Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_