CANYONS
SCHOOL DISTRICT

Interview Team Confidentiality Agreement

Site or Department: _____

Position: _____

Interview Date: _____

Supervisor: _____

I have read, understand, and agree to the following Interview Team Confidentiality Agreement:

The purpose of the interview is to provide a professional, equitable, and unbiased hiring and promotional process. The integrity of the interview team must be based on the highest ethical standards.

If a member of the interview team knows any of the applicants being interviewed they must disclose the relationship to the hiring supervisor immediately. The hiring supervisor and/or a Human Resources Administrator will determine if the team member can be unbiased and allowed to continue to participate in the interview process.

Members of the interview team must abide by strict confidentiality with regard to the interview process which includes, but is not limited to, names of applicants, resumes or applications, letters of reference, interview questions, evaluations, or impressions. Interview team members may not contact references of candidates nor discuss candidates with others outside of the interview team. Interview team members may not record any part of the interviews or deliberations.

Canyons School District is an equal opportunity employer. All applicants must be asked the same questions; clarification of answers are permissible. Interview team members may not ask questions, solicit responses, or hire based upon the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, sexual orientation, or veteran status.
Violation of this agreement by an employee will subject the employee to disciplinary actions up to and including termination.

Signature of Interview Team Members	Date