



**Jefferson County Public Schools**

**Confidentiality Statement: Recruitment/Interview/Selection Process**

**To Screening/Interview Committee Members:**

As a member of the screening/interview committee for applicants for vacant positions, you will have access to confidential information. Jefferson County Public Schools consider the entire screening/interview process to be confidential in nature, including any materials, ratings, questions/responses, comments and discussions, and recommendations made in connection with the screening/interviews.

Because of the confidentiality and sensitivity of the screening/interview process, you have an affirmative responsibility not to discuss or disclose any information relating to the screening/interviews. Each committee member is viewed as an agent of the school system. During the selection process, it is important that we do not create a liability for Jefferson County Public Schools or for ourselves as individuals.

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 Jefferson County Public Schools Recruitment & Development Office.

**Committee Member Signature**

I have read the Confidentiality Statement and agree to abide by the requirements of the statement.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date