**COLUMBIA
GORGE
COMMUNITY
COLLEGE**

SECURITY AND CONFIDENTIALITY OF
RECRUITMENT/HIRING RECORDS AND INFORMATION

Thank you for your interest in the screening/interviewing process for selection of a new CGCC employee for the position of _____.

Records and files, including those stored electronically, are property of Columbia Gorge Community College. In order to meet and exceed hiring standards, all college hiring process information and regulations and responsibility for safeguarding, recording or accessing these records are governed by policies, procedures, rules, and statures of Columbia Gorge Community College, the State of Oregon, and the United States Government. By law (including but not limited to EEOC, OFCCP, FERPA, HIPAA, and Social Security regulations), all recruitment/interviewing data is confidential.

Each employee is responsible for understanding the confidentiality requirements of the data to which he/she has access. A Security and Confidentiality of Recruitment/Hiring Records and Information form must be completed for each search in which a person participates; regardless of status or job assignment.

Hiring process confidential information includes but is not limited to:

- Electronic data
- Search committee evaluative discussions
- Internal candidate information
- New hire information, pay

- Applicant files, names, information
- Scoring computations and reporting documents
- Interview responses
- Reference check responses

Only the President, Chief Operating Officer, or a designated spokesperson is authorized to release information about the applicants or the screening committee deliberations.

No employee should enter into the recruitment/hiring process seeking personal benefit or allowing others to benefit personally from knowledge of a candidate or process. It is a violation of procedure to knowingly expunge or modify any data entry from any record, report, or file except as officially authorized.

Please also be aware of the extent of the commitment you are making to this process.
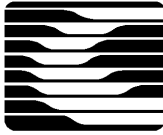
- The Screening Committee time commitment may involve attending the screening committee meetings as scheduled by the screening committee chair. It will include review of the screening committee guidelines, review of each application file, participation in the interview process, and recommendation of finalists to the Chief Officer or designee.
- Each committee member is expected to read and evaluate all candidates' application files in their entirety.
- Each committee member is expected to adopt a professional and objective approach to the evaluation of candidates' credentials. Only the criteria established by the screening committee for the evaluation of applicants should be considered in the review of applicant files.
- Each committee member should be prepared to participate in all the activities of the screening committee (except in the case of personal illness, scheduled classes, or other emergency) once the process has begun.

If you are willing to maintain the levels of confidentiality and make the commitment described here, please sign and date this form and return it to your supervisor or the Department of Human Resources.

_____   _____

Signature   Date

_____   _____

Printed Name   Phone Extension