

**Linn-Benton Community College
Recruitment and Selection Security and Confidentiality Statement**

It is the policy of Linn-Benton Community College (LBCC) to grow, develop and diversify its workforce through selection procedures designed to identify, attract, select, employ and develop the people necessary for present and future work requirements. Such selection processes must be conducted in full compliance with Equal Employment Opportunity (EEO) regulations and principles.

Recruitment and selection records and files, including those stored electronically, are property of LBCC. College information and data that are stored at an alternative worksite should always be kept in a secure area. All recruitment and selection data is considered strictly confidential.

Each search committee member is responsible for understanding the confidentiality requirements of the data to which she/he has access. This security and confidentiality form must be completed for each search in which a person participates.

Hiring process confidential information includes but is not limited to:

- Search committee evaluative discussions
- Internal candidate information
- Reference check responses
- Applicant files, names, information
- Candidate assessment and reporting documents
- Individual access passwords or guest user ID's

Committee members will not:

- Reveal content of any confidential search/selection record, discussion or report to anyone, except with other team members within this specific selection process.
- Knowingly include any false, inaccurate or misleading entry in any recruitment report or record.
- Seek personal benefit or allow others to benefit personally from knowledge of candidate or process.
- Knowingly expunge or modify any data entry from any record, report, or file except as officially authorized; make or allow any unauthorized use of hiring information.

In compliance with EEOC and LBCC's stated equal employment opportunity guidelines, any discussions about personalities, habits, faults, compatibility and productiveness which may suggest importunity, interference and/or biased judgment of candidates or committee members, are not to be held unless the Committee Chair and/or Manager are present. To do otherwise may impede recruitment process and/or constitute removal from the hiring process and for LBCC employees, may result in disciplinary action for those involved.

Name

Position Title

Signature

Date

Recruitment Position Title