

**EVERETT PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT**

**CONFIDENTIALITY AND ETHICS**

The issues of confidentiality and ethics are extremely important when taking part in selection of new staff. Each member of the team must make the commitment to have the process remain strictly confidential. The following issues are NOT for public dissemination.

- Documents developed
- Statements made by the team or applicant
- Deliberations
- Impressions
- Opinions
- Ranking
- Evaluations
- Candidate's material

It is our obligation to protect the rights and preserve the self-respect of the candidate.

The only people authorized to give information are the administrator and team member(s) chosen to give feedback during the post interview conference upon the request of the candidate. Only certain data will be shared and then only to the specific candidate. You may be pressured by coworkers or community members to share information about finalists, the process, etc. You may not respond to these questions, other than to affirm that we are proceeding as planned and hope to be finished soon. If someone is insistent, refer him/her to the accountable administrator.

All materials will be collected and filed. Remember this is a professional process.

CONFIDENTIALITY IS THE OBLIGATION OF THE TEAM,  
NOT THE CANDIDATE.

Position / Location Hired:

Date:

Paper Screening

XX Interviewing

Reference Checking

I agree to observe the confidentiality and ethics statement above.

\_\_\_\_\_  
Signature

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