

Confidentiality Agreement

MINNESOTA STATE COLLEGES & UNIVERSITIES



ST. CLOUD STATE UNIVERSITY

I understand that as an employee of Minnesota State and/or as a member of the search advisory/screening committee, I will receive information on applicants and employees that are classified as private data under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Therefore, I agree to keep such information confidential and not to disclose the names of applicants or any other information about an applicant or employee unless authorized to do so.

Conflicts of Interest: I understand it is important to avoid potential conflicts of interest when serving on the search committee. I will promptly disclose to the search committee chair any real or potential conflict of interest between myself and any applicant. This includes any professional or personal relationship that I may have with an applicant or the applicant's immediate family. I understand search committee members should not be related to, or be engaged in business ventures with persons who are applicants of the vacant position.

A search committee member having a relationship with an applicant that creates a conflict of interest, or creates the appearance of a conflict of interest, must recuse themselves from the committee and notify the Affirmative Action Officer, Office for Institutional Equity and Access.

I acknowledge that failure to comply with this agreement could subject me to discipline and/or the institution to legal claims under applicable privacy laws.

Search/Interview Committee Member Signature Date

Print Name

If a candidate makes a request for a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process and that request is related to a medical/mental health condition (or if you aren't sure if the request is related to a medical/mental health condition) contact HR right away for ADA guidance.

Note: This confidentiality agreement is active after all training requirements have been completed. You will need to sign a confidentiality agreement for each new search committee you serve on.

For unclassified positions, signed forms shall be returned via email to searches@stcloudstate.edu or Office for Institutional Equity & Access, AS121. For classified positions, please return to humanresources@stcloudstate.edu or Human Resources, AS204.