



Hiring Search Confidentiality Agreement

Potter College, WKU

Thank you for agreeing to serve on this search committee. We appreciate your willingness to take on this important role. Please review the information below and sign and return prior to any review of applicants.

It is understood that the hiring process requires the revealing of, and discussion of, confidential personal information, including but not limited to salary, performance, reasons for leaving past or current job, and opinions and evaluations of a candidate by members of the search committee, or by referees. It is crucial that all information gathered during a hiring search, including ALL discussions of candidates, be kept strictly confidential, and shared only with members of the hiring committee and persons involved in hiring as signatories in the process. Furthermore, information about whether an individual is a candidate, or about the status of their application is also confidential, and should not be divulged.

To ensure the protection of such information, and to preserve applicant and committee confidentiality, it is agreed by the signing of this document that all information learned during the search, including but not limited to discussions with the hiring committee and external references, is to be kept in the strictest confidence, and not shared with colleagues or candidates.

Search Committee Member Signatures (please sign and date)

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