



CONFIDENTIALITY AGREEMENT FOR SEARCH COMMITTEE MEMBERS

As a member of the Search Committee for the position of _____ at Sweet Briar College, I understand that it is imperative the search being conducted occurs in an impartial, ethical and professional manner. In consideration of my designation as a member of this Search Committee, I hereby agree to the following:

1. I understand that this Search Committee's role is determined by the hiring manager, who has the ultimate authority to recommend the final candidate.
2. As a member of the Search Committee, I accept the responsibility of conducting myself in a professional manner as a representative of my department and Sweet Briar College.
3. I acknowledge that all information concerning the candidate pool is confidential and agree to permanently protect the identity of individuals who have expressed interest in exploring this opportunity, including individual qualifications and merits and personal information provided.
4. I agree to maintain absolute confidentiality about all discussions of the Search Committee, both during the search process and after its completion. I understand that any breach in confidentiality could result in considerable damage to the reputations and/or livelihoods of the candidates, the members of the Search Committee and the College.
5. I agree that any and all information in the form of papers, books, files, documents, electronic communications, or in any other form or format, which comes into my possession and relates to the work of the Search Committee, is confidential other than information that is or becomes publicly known other than through my disclosure.
6. I acknowledge that only the hiring manager or HR Partner from the Search Committee or designee is authorized to speak on behalf of the Search Committee.
7. Upon the request of the HR Partner, I agree that I will return all materials which I have received and submit any notes taken during the hiring process.
8. I understand that I may be removed from the Search Committee if I breach any of these confidentiality obligations or fail to act in a professional manner. I also understand that should I be removed all the terms of this agreement are still applicable and binding upon the termination of the committee.
9. I understand that disciplinary action, up to and including termination, may be taken for any breach of confidentiality related to information related to this job search.

I have read, understand and agree to abide by all of the terms of this Confidentiality Agreement, as a condition of my service as a member of the Search Committee.

Signed _____

Date _____

Print Name _____