



Northwest Regional Education Service District

Bias Awareness Training and Confidentiality Agreement for Interviewers

Screener's Name (Print):

Candidate Review for (position):

When participating in a selection/hiring process for Northwest Regional Education Service District, you may have access to confidential and private information about the individual candidates and the search process. It is important that you:

- 1) Read the Bias Awareness training material in entirety
- 2) Maintain the strict confidentiality of all selection materials. These materials include any portions of current, future, and/or previously administered examinations, interview questions, answer keys, and other confidential materials. The disclosure of these materials could compromise the selection/hiring process.

By signing this form you acknowledge your understanding of the following:

1. All information received about individual candidates is strictly confidential, and the screening of selection materials will be conducted in a confidential setting. Disclosure of any information received about individual candidates may be damaging to the individual candidates, NWRESD, and the search process and is therefore prohibited.
2. You will not discuss any aspect of the selection/hiring process with anyone who is directly involved in the development and/or administrations of the selection hiring process. This includes, but is not limited to, interview questions and answers, scoring standards, identity of candidates, performance of candidates, identity of raters, and results of any test, interview, or other selection/hiring process.
3. You are responsible for all selection materials in your possession and -
 - a. You are not to retain any copies or make personal or file copies of materials that you review, revise, construct, or administer.
 - b. You will return all materials and notes to the Hiring Manager or Human Resources.
 - c. You will secure all materials when you are not directly working with them.
 - d. You will not permit others to have access to the selection/hiring process materials.
4. You have read the Bias Awareness Training guide.
5. You will immediately disclose to the Hiring Manager or HR representative if a friend, family/household member, or any person with whom you have a personal relationship is a candidate for this position.
6. You do not have authority to comment on the quality or characteristics of individual candidates based on information received during the screening process even after the screening process is concluded. 7. You will not disclose any information learned about individual applicants or the group of applicants as a whole to anyone who is not involved in the screening process. This agreement not to disclose means all forms of communication, including, but not limited to: verbal, written, and electronic.
8. You will not conduct any investigation, review or inquiry about an individual candidate based on information obtained during the screening or interview process unless explicitly authorized by the Chief Human Resources Officer.
9. You will notify the Hiring Manager (or Human Resources, in his/her absence) immediately of any circumstance that causes you to believe the confidential nature of the selection process or materials has been compromised.
10. Violation of this agreement will mean immediate withdrawal of invitation to participate in the screening process and denial of further access to candidate information.
11. Northwest Regional ESD has the authority to compel your adherence to the terms of this Confidentiality Agreement by legal action, if necessary.

Screener's Signature and Date: