**Clackamas Community College**

**Talent Acquisition Confidentiality Form**

Vacant Position Title:

**Search and Confidentiality of Recruitment Records and Information**

It is the policy of Clackamas Community College to meet its workforce needs through selection procedures designed to identify, attract, select and employ the human resources necessary for present and future work requirements and within full compliance of Equal Employment/Affirmative Action regulations.

Records and files, including those stored electronically, are property of Clackamas Community College. All college hiring process information and responsibility of safeguarding or accessing these records are governed by policies, procedures, rules and statutes of Clackamas Community College, the State of Oregon, and the United States Government. By law (including but not limited to [EEOC](https://www.eeoc.gov/), [OFCCP](https://www.dol.gov/compliance/guide/index.htm), [FERPA](https://ed.gov/policy/gen/guid/fpco/ferpa/index.html), [HIPAA](https://www.hhs.gov/hipaa/for-professionals/privacy/) and [Social Security regulations](https://www.ssa.gov/OP_Home/cfr20/cfrdoc.htm)), all recruitment data is confidential.

* Each employee participating in a talent acquisition process is responsible for understanding the confidentiality requirements of the data to which he/she has access.
* The Talent Acquisition Confidentiality Form must be completed for each search in which a person participates, regardless of status or job assignment.
* Responsibility for maintaining the security of search and selection data extends for the duration of employment with Clackamas Community College and beyond.

**Talent Acquisition confidential information includes but is not limited to:**

Electronic Data

Search Committee evaluative discussions

Internal Candidate information

Reference Check Responses

Applicant files, names, information

Scoring computations and reporting documents

Individual access passwords or guest user ID’s

New Hire information, salary

**Employees may not:**

* Reveal the content of any confidential record or report to anyone, except in the conduct of that person’s work assignments and in accordance with College policies and procedures.
* Knowingly include any false, inaccurate or misleading entry in any report or record.
* Seek personal benefit or allow others to benefit personally from knowledge of candidate or process.
* Knowingly expunge or modify any data entry from any record, report, or file except as officially authorized; make or allow any unauthorized use of information.

In compliance with EEOC and OFCCP regulations and stated confidentiality guidelines, any discussions about personalities, habits, faults, compatibility and productiveness which could reasonably interfere with the hiring process are not to be held unless the hiring committee chair/hiring manager and a Human Resources representative are present. To do otherwise may impede the talent acquisition process and/or constitute a committee member’s removal from the talent acquisition process.

Talent Acquisition Committee Member Name:

Signature: Date: