

Oregon Coast Community College

Recruitment Confidentiality and Conflict of Interest Acknowledgement

CONFIDENTIALITY

The issues of confidentiality and ethics are extremely pertinent when taking part in the search process for new positions. Oregon Coast Community College (OCCC) is committed to a confidential search process. As a result, every participant in the search process must be fully committed to doing their part to ensure the process remains strictly confidential.

The following must not be disclosed or disseminated:

- Candidate names
- Candidate's current position, state
- Candidate's professional and personal background
- Candidate materials
- Interview questions
- Interviewer/Screening notes
- Statements made by a team member or applicant
- Deliberations
- Impressions
- Number of Candidates Interviewed

Individuals involved in the search and/or hiring process may not discuss any aspect of the process with anyone outside of the committee/panel. You may be pressured by co-workers, family, or community members to share information about the finalists, the deliberations, etc. You may not respond to these questions – other than to affirm that we are proceeding as planned. If someone is insistent, refer them to the Director of Human Resources.

All materials will be collected and filed to maintain the security of all documentation of the process, materials will be returned to the Hiring Manager.

CONFLICT OF INTEREST

Each applicant for employment at OCCC is evaluated, appointed or promoted on the basis of their individual qualifications. In accordance with ORS Chapter 244 and OCCC ethics requirements, OCCC employees may not engage in nepotism or conflicts of interest, including potential conflicts of interest, in conjunction with their OCCC employment. To prevent nepotism and conflicts of interest, the following requirements will apply:

- No OCCC employee will participate in a decision to appoint, employ or promote a relative or household member¹ ;
- No individual shall be appointed, employed or promoted to a OCCC position in which he/she will be under the direct supervision of a relative or household member; and
- Individuals involved in screening and/or the hiring process will disclose any past or present involvement with an applicant in any way.

PROCEDURE

Individuals involved in the screening and/or hiring process who learn that a relative or household member is or will be an applicant for a position, shall immediately remove him/herself from the remainder of the screening/hiring process.

Individuals involved in the screening and/or hiring process who learn that an individual has past or present involvement with the employee will be an applicant for a position, have the duty to notify the screening chair or hiring manager.

In consultation with HR, the situation will be reviewed, to determine whether participation of the employee in the screening and hiring process would present a conflict of interest. HR will inform the employee of the appropriate course of action.

CONFIDENTIALITY IS THE OBLIGATION OF THE TEAM & EACH TEAM MEMBER, NOT THE CANDIDATE

By my signature, I acknowledge that I have read the above information and understand OCCC's expectations regarding employment conflicts of interest and maintaining confidentiality of all information related to screening and hiring process.

Failure to make a timely disclosure of a known relationship with an applicant, or breaking confidentiality, may result in discipline, up to and including dismissal.

Please submit this form to Human Resources.

Printed Name: _____

Signature: _____ **Date:** _____

¹A relative of a OCCC employee means the employee's spouse, child (or spouse's child), sibling, any individual for whom the employee has a legal support obligation, any individual for whom the OCCC employee provides benefits arising from his/her employment with OCCC, or any individual from whom the OCCC employee receives benefits arising from that individual's employment. A household member means any person who has resided with the OCCC employee.