



Training and Professional Development
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Milledgeville, Georgia 31061-0490
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ACKNOWLEDGEMENT OF TRAINING

I acknowledge that I have received training on conducting legal searches and understand the following:

Georgia College is legally obligated to prohibit discrimination on the basis of any protected class.

The search committee is responsible for maintaining the required records and returning them to the Office of Human Resources at the end of the search.

All job advertisements must include the EEO/AA statement.

All evaluation of candidates must be based on pre-established, job related criteria.

Should I have any questions, I can contact the Office of Human Resources, Employment Services for assistance or clarification.

CONFIDENTIALITY AGREEMENT

As a member of this search committee, I understand the need to conduct committee work in a confidential, ethical, and respectful manner. By agreeing to serve as a member of a search committee, I agree to the following terms:

I will take all necessary precautions to safeguard private personnel data received during the search process. Such precautions include, but are not limited to, avoiding discussing confidential information in public places where others might overhear; referring questions regarding confidential information to the Committee Chair; asking for an applicant's permission before contacting current or former employers; etc.

I will maintain strict confidentiality regarding all aspects of the search, unless expressly directed otherwise by the Committee Chair or compelled by law.

I will maintain the privacy of all applicants' information, even after the search process is complete. While the identities of final applicants may become public, the information I obtain during the search process is still considered confidential, and remains so even after the search is completed.

I will not discuss private applicant data with anyone, unless expressly authorized to do so by the Committee Chair.

I understand that the protection of this information is important. Breaking confidentiality could lead to legal action against the University and me personally. As such, I understand that if I violate this agreement, I may be disciplined in accordance with applicable disciplinary procedures.

I understand that if I have questions about the confidentiality of certain information during the search process, I may contact the Committee Chair or the Office Human Resources for guidance.

I have read, understood, and agree to abide by all the terms of this Confidentiality Agreement.

Print Name ADP ID

Signature Date

Trainer Date

Milledgeville • Macon • Warner Robins

Georgia College, the state's designated public liberal arts university, combines the educational experience expected at esteemed private liberal arts colleges with the affordability of public higher education