

CONFIDENTIALITY IN THE HIRING PROCESS

Maine state law strictly requires that all information relating to applicants for employment remain confidential. This applies to Board members, administrators and secretarial staff by virtue of their positions. It also applies to other staff and members of the public whenever they are involved in an interviewing committee assisting in the selection process.

Therefore, the following three components shall be included in procedures used to fill all positions:

- A. Potential candidates shall be notified on the application form that the materials submitted may be disclosed to an interviewing committee which may include Board members, administrators, staff and members of the community.
- B. Any interviewing committee is to receive a thorough orientation on the strict responsibility to maintain confidentiality pursuant to state law.
- C. Each individual, prior to serving as an interviewing committee member, shall sign a standard form acknowledging the he/she understands and intends to honor the strict requirement to maintain confidentiality regarding applicant information. Such forms shall be retained on file in the Superintendent's Office for at least 3 years.

Cross Reference: GBJC Retention of Application Materials

Adopted: May 2, 2002

Reviewed: October 19, 2016

