

MERCED COMMUNITY COLLEGE DISTRICT Hiring Committee Member Agreement

I, _____, by signing below, agree to abide by the District's Board Policies, Administrative Procedures, and the instructions given to me by the Committee Chairperson regarding my service as a Hiring Committee Member. Policies 3420, 7100, 7120/7214 and Administrative Procedures 3410 and 3420 are available online or in the Office of Human Resources.

I further agree to the following ethical obligations:

1. The official spokesperson for the search will be the Committee Chairperson. Committee Members shall not discuss the search with anyone outside the Hiring Committee.
2. All candidate files are confidential and must be maintained and accessed with all due care in order that candidates' identities are not divulged to any person, other than those who are authorized as part of the official hiring process.
3. Information regarding a candidate, including his or her identity as a candidate, the candidate's status at each stage of the search, the candidate's scores or ratings, comments about the candidate made by Committee Members, and all other information gained about the candidate during the hiring process is to be kept strictly confidential and shall not be disclosed to any individual other than those who are authorized as part of the official hiring process.
4. Notify the EEO Monitor if:
You cannot fairly and objectively evaluate all candidates; are related by blood, marriage, or adoption to any candidate; have provided a letter of recommendation for any candidate; or despite the belief that you can be objective, your involvement will be perceived as biased and call the committee's recommendation into question.
5. Deliberations of the Hiring Committee and any and all information, whether oral, documentary, or electronic, which comes into the possession or knowledge of a Committee Member in his or her capacity as a Committee Member shall remain strictly confidential.
6. To maintain a fair and equitable process, Committee Members shall not coach, instruct, or provide assistance to individual candidates in order to assist them with an examination, presentation or interview that occurs during the hiring process for this position.
7. All documents, whether in hard-copy or electronic format, regarding individual candidates and the business of the Hiring Committee must be returned to the District at the completion of service as a Committee Member. Committee Members may not retain originals or copies of confidential documents.
8. Committee Members shall not rate, review, or score any candidate in whole or in part based upon the candidate's race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex, age, sexual orientation, or status as a current or former member of the United States military (except where credit based on veteran status is permitted by law).
9. Voting committee members, in order to preserve the integrity of the selection and interview process please do not access any electronic devices, including cell phones at any time.

I have read and understand the obligations as a condition of my service as a Hiring Committee Member.

Signature

Date