

SCARBOROUGH PUBLIC SCHOOLS
Confidentiality Form

Scarborough Public Schools appreciates your willingness to assist in the process of screening applicants for the position of Superintendent of Schools. We are confident that your participation will contribute to our selection of the best possible candidate.

Understanding the intent and seriousness of the legal requirements to maintain strict confidentiality is most important. In this regard, 20A 6101.2-B of the Maine Statutes reads in part:

...information in any form relating to an employee or applicant for employment, or to the employee's immediate family, shall be kept confidential if it relates to the following:

(1) All information, working papers and examinations used in the examination or evaluation of all applicants for employment;

At least one test case has substantiated that even the name of an applicant is protected (including the fact that a person has applied.) Moreover, the prohibition from discussing these confidential matters does not end with the selection and appointment of the successful candidate. It is permanent and applies to all unsuccessful candidates as well.

Therefore, in agreeing to participate in this important undertaking, we ask you to acknowledge having been provided with an orientation on the requirements for confidentiality, and that you are accepting this responsibility.

Again, thank you for your assistance.

I understand and pledge to honor the strict requirement to maintain confidentiality regarding applicant information.

Signature: _____ Date: _____

Signature: _____ Date: _____

(Board/Search Committee Chair)



SCARBOROUGH PUBLIC SCHOOLS

CONFIDENTIALITY AGREEMENT AND INTERVIEW PROTOCOL

To Screening/Interview Committee Members:

As a member of the screening and/or interview committee for applicants for vacant positions, you will have access to confidential information. Scarborough Public Schools considers the entire screening/interview process to be confidential in nature, including any materials, ratings, questions/responses, comments and discussions, and recommendations made in connection with the screening/interviews.

Because of the confidentiality and sensitivity of the screening and interview process, you have an affirmative responsibility not to discuss or disclose any information relating to the screening/interviews outside of the interview process. Confidentiality also restricts discussion between interview team members outside of the interview committee meetings.

Interview Expectations:

- Use a professional-like manner.
- The same individual in the same order must ask the same questions of each candidate.
- We cannot ask any questions that could violate civil or personal rights.
- Follow up questions need to be for clarification only" Please elaborate on...." "Please tell me more about...")
- Expect the candidates to do the talking.
- Listen for as much factual information as you can.
- Take personal notes on a separate sheet of paper.
- At the end of the interview, we will ask if the candidate has any questions.
- Rate the candidates independently on the provided form. Please remember that this form is a public document. The candidate may request a copy.
- Hand in rating sheets after completion of the interviews to the committee chair.
- Please do not discuss candidates until the completion of all interviews.
- Hand in all questions.

Accordingly, your full cooperation in this matter will be appreciated. Please sign the statement below indicating your agreement to keep all matters relating to the screening/interviews confidential.

Position:

Date:

Candidates:

As a member of this screening and/or interview committee. I agree to keep confidential all matters relating to the screening/interviews, and I further agree not to discuss or disclose any information about the screening/interview process itself, the applicants, or their ratings outside of the interview process.

Signature of Screener/Interviewer

Printed Name

Date
