

Bias Awareness Training and Confidentiality Instructions for Subject Matter Experts/Evaluators/Interviewers

Type the Job Class Name and Number of the position you are helping to select/hire for:

Job Class Name: _____

Job Class Number: _____

When participating in a bureau selection/hiring process, it is important that you (1) Read the Bias Awareness Training pamphlet and (2) maintain the strict confidentiality of all selection materials. These materials include any portions of current, future, and/or previously administered examinations, interview questions, answer keys, and other confidential materials, the disclosure of which could compromise the selection/hiring process. By signing this form, you are acknowledging the following:

1. **You are responsible** for all selection materials in your possession.
2. **You are not to retain any copies or make personal or file copies** of materials that you review, revise, construct, or administer.
3. **You will return all materials and notes** to the Bureau Hiring Manager. If the Hiring Manager is not available, then give these materials to the Bureau's Human Resources Business Partner (HRBP).
4. **You will lock up or secure all materials** when you are not directly working with them.
5. **You will not permit others to have access to selection/hiring process materials** without prior approval from the Bureau Hiring Manager.
6. **You will not discuss any aspect of the selection/hiring process with anyone** who is not a member of BHR staff, or who is not directly involved in the development and/or administration of the selection/hiring process. This includes, but is not limited to, interview questions and answers, scoring standards, identity of candidates, performance of candidates, identity of raters, and results of any test, assessment center, interview, or other selection/hiring process.
7. **You have read the Bias Awareness Training Pamphlet provided by BHR.**
8. **You have disclosed or will disclose immediately**, to the Bureau Hiring Manager, if a friend, family/household member, or any person with whom you have a personal or business relationship is a candidate for this position.

Please notify the Bureau Hiring Manager immediately of ANY circumstances that cause you to believe the confidential nature of the selection materials has been compromised. If the Bureau Hiring Manager is not available, then please contact the Bureau's HRBP.

Print Name

Signature

Date

I discussed the instructions and procedures with the above person:

Bureau Hiring Manager
(Print Name)

Signature

Date