

## 40.4 Confidentiality for Human Resources Recruitment

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**1. Purpose.** This section defines the responsibility of Eastern New Mexico University-Roswell (ENMU-Roswell) with respect to the confidentiality of applicants seeking employment at the institution and the public's need to know based on court decisions.

### **2. Definitions.**

A. ENMU-Roswell denotes the institution as it is administered through its campus and off- campus centers and includes its associated activities.

B. Outside inquiry denotes any contact made about an applicant to any individuals other than the applicant, a member of the search committee, the hiring administrator, the Director of Human Resources, or any other individuals designated by the ENMU-Roswell President as having a need to know.

C. Director of Human Resources denotes the Director of Human Resources for ENMU-Roswell or his/her authorized representative.

D. Director of College Development denotes the Director of College Development for ENMU-Roswell or his/her authorized representative.

E. Hiring Administrator denotes the President of the System or the ENMU-Roswell President approving the search to fill the position vacancy or his/her authorized representative(s).

F. Director of Affirmative Action denotes the Director of Human Resources for ENMU-Roswell or his/her authorized representative.

**3. Policy.** All those involved in the personnel recruitment process at ENMU-Roswell shall keep confidential the identity of applicants and the deliberations of those responsible for screening applicants except where law or specific institutional policies provide otherwise. This policy covers not only those with a designated role but also any other employee of ENMU-Roswell who may become aware of the identity of applicants or details of the deliberations.

Only the identities of applicants for whom outside inquiries have been made or for whom on- campus interviews are scheduled will be revealed to the public.

All applicants for ENMU-Roswell positions will be informed, in writing, of this confidentiality policy. Those who apply in person to the Office of Human Resources shall be given a policy notice at the time of application. Those who apply in some other official manner shall be notified, in writing, by the Director of Human Resources and the chair of the search committee at the time their applications are acknowledged. Applicants who withdraw from the search before outside inquiries are made about them may, upon request, have their application material removed from search files and either returned or destroyed.

All applicants shall be asked for permission for their name to be made public if outside inquiries are to be made or if on- campus interviews are to be scheduled. If applicants so informed fail or refuse to grant timely permission, they may be disqualified from further consideration by the search committee chair, the Director of Human Resources, and the hiring administrator.

All requests that applicants' identities be made public shall be referred to the Director of Human Resources. The chair and members of the search committee and all others associated with the search shall direct all inquiries about the progress of the search and the identities of applicants to the Director of Human Resources, who shall confer with the appropriate administrators before deciding whether a release will be permitted. Normally, names will only be released upon request, unless the hiring administrator determines in consultation with the Director of Human Resources that a press release is appropriate. Interviews involving the community may also be announced.

Minutes of search and screening committees will identify, by name only, those applicants whose names have been made public. Once an applicant has given permission for his/her name to be disclosed to the public and has become the focus of outside contacts or an interview, only certain information about the applicant's candidacy, including directory information and a resume, shall be made public. Items such as letters of recommendation, transcripts, notes by committee members, administrators, or those commenting on the candidate shall remain confidential. The Director of Human Resources shall determine what information shall be made public.

Once a search has been completed, the members of the search committee and the secretary to the search shall destroy all confidential documents, except the official files of the search. The official files shall be purged of notes and comments. The files of those applicants whose identities were not made public shall be sealed and labeled to identify the position and search. The identity of applicants whose materials are contained therein; such as transcripts, letters of recommendation, or references, shall remain confidential.

**4. Collection of Confidential Data Survey.** The following procedure is to be used in the collection of Voluntary Information Survey data.

A. When an application or nomination is received, a unique identifier is to be assigned to it. An acknowledgment of the application or nomination is to be sent to each candidate. A "Confidential Data Survey" form is to be included in the mailing to the candidate. Both the survey form and the candidate's credentials should be marked with the identifier. The candidate should be instructed to complete the survey form and to mail it directly to the Office of Human Resources.

B. Coordination efforts should be made with the Office of Human Resources prior to the initial mailing of the survey forms to be certain that preparation for the collection of the survey data has been made.

C. When the tabulations required in Sections B and C of the Assurance form are made by the Office of Human Resources, the collected survey data can be matched to the applicants by Human Resources independent of the selection process.

If applicants are local and are directed by on-campus and local vacancy announcements to the Office of Human Resources, the Confidential Data Survey forms are to be collected by the Office of Human Resources at the time the application form is filled out by the applicant. The application will be marked with an identifier and forwarded to the hiring organizational unit. The Confidential Data Survey form will be retained by the Office of Human Resources for subsequent reporting requirements.