



**HUMAN RESOURCES
SELECTION PANEL
STATEMENT OF CONFIDENTIALITY**

All members of the selection panel **must** sign this document on or before the date they receive any documentation pertaining to applicants.

(NOTE: Chairs of panels are required to have undertaken Selection Skills training.)

SECTION 1 - STATEMENT OF APPROVAL

Position Reference number

We the undersigned agree that the proceedings of the selection panel are for the information of members only and must be regarded as confidential.

In practice, this means that accesses to all papers, including applications, are to be limited to members of the selection panel. Deliberations and recommendations are not to be discussed with persons outside the panel without specific authority of the Chairperson.

Decisions reached by the panel are also confidential until announced formally through appropriate channels.

SECTION 2 - CHAIR SIGNATURE

Name Title

School/Admin dept.

Signature

Completed Staff Selection training for Chairs of panels Yes No

SECTION 3 - PANEL MEMBERS' SIGNATURES

NAME	TITLE	SCHOOL/ADMIN DEPT	SIGNATURE

Date (dd/mm/yy)