



## Confidentiality and Access to Application Materials

Maintaining confidentiality is a fundamental responsibility of all faculty and staff involved in the search process. Understanding the legal and practical reasons and effects of confidentiality are critical.

1. [Minnesota Statute 13.43, Subd.3](#), provides statutory authority for confidentiality of applicant data. Honoring the confidentiality of applicant information is a legal mandate.
2. Access to application materials and other information about screening is limited to Search Committee members and hiring officials. Search Committee members are those designated specifically as such and do not include other members of the department/college/unit who were not so designated. Hiring officials include the president, vice presidents, dean or administrative unit head, Director of Human Resources/Affirmative Action. Others may review applicant materials only with express authorization by the chief administrator of the hiring process, e.g., dean for a faculty position, vice president for a dean's position or a staff position in a service unit, president for a vice president's position.
3. In addition, maintaining confidentiality is a professional courtesy; releasing information to others not involved in the search process may result in the loss of high quality applicants.
4. The identity of ALL applicants is private except for those who become finalists as defined by law. Only the Search Chair or Dean should communicate with candidates or anyone else not named as a reference. This is particularly true when the selection has been made as to who will be offered the position.
5. Once a candidate becomes a finalist certain information is public about them including: name, veteran status, relevant test scores, rank on eligible list, job history, education and training and work availability. Not all information on a finalist is public. *When releasing information on finalists be sure to redact from resumes information that is not public including: home address, birth date/age information, any ethnicity/race information, and the like.*
6. If a candidate requests to see his/her search documents, refer the individual to Human Resources/Affirmative Action. Human Resources/Affirmative Action will respond to the request.
7. The Search Advisory Chair may require that all Search Advisory Committee members sign a confidentiality statement (see [form](#)) and return it to the Search Chair for inclusion with other search documents.
8. More information regarding confidentiality in the search process can be obtained from watching a short video on this topic. To view the video, go to: <http://www.hr.mnscu.edu/video/confidentiaalsearchprocess/confidentiality.html>.