

**CONFIDENTIALITY IN THE HIRING PROCESS
ADMINISTRATIVE PROCEDURE**

Maine state law strictly requires that all information relating to applicants for employment remain confidential. This applies to school board members, administrators and secretarial staff by virtue of their positions. It also applies to other staff and members of the public whenever they are involved in a screening and/or interviewing committee assisting in the selection process.

Therefore, the following applies during the hiring process for all positions.

- A. Potential candidates shall be notified on the application form that the materials submitted may be disclosed to a screening and/or interviewing committee which may include board members, administrators, staff and members of the community. An individual must sign the consent form in order to be considered an applicant.
- B. Any screening and/or interviewing committee is to receive a thorough orientation on the strict responsibility to maintain confidentiality pursuant to state law.
- C. Each individual, prior to serving as a screening and/or interviewing committee member, shall sign a standard form acknowledging that he/she understands and intends to honor the strict requirement to maintain confidentiality regarding applicant information. Such forms shall be retained on file in the Superintendent's Office.

Legal Reference: 20-A MRSA § 6101.2.B

Adopted: February 25, 1997

Revised: _____

SCREENING PROCESS FOR PRINCIPAL POSITION APPLICANTS

The Saco School Board appreciates your willingness to assist in the process of screening applicants for the position of Principal. We are confident that your participation will contribute to our selection of the best possible candidate.

Understanding the intent and seriousness of the legal requirement to maintain strict confidentiality is most important. In this regard, Title 20-A MRSA § 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 expect you to acknowledge having been provided with an orientation on the requirement for confidentiality and that you are accepting this responsibility.

Again, thank you very much 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)

