

COVENTRY PUBLIC SCHOOLS

INTERVIEWER IMPARTIALITY AND CONFIDENTIALITY FORM

The screening and interview process is a confidential process. It includes a review of a person’s professional experience. Some applicants may request that their interest in a position not be disclosed until such time as they are a finalist and a check of references is required. As such, members of a screening and interview committee must keep all information related to the screening and interviewing process confidential.

Additionally, it is important that if any member of a screening committee has a personal or professional relationship with an applicant that could represent a conflict of interest or compromise the committee member’s ability to review the applicant, the member must sign a statement of impartiality or withdraw from the screening committee.

Position: _____ Closing Date: _____

I _____ acknowledge that I have prior knowledge of the following applicants for the reason stated.

_____	___ Professional	___ Personal	___ Other
_____	___ Professional	___ Personal	___ Other
_____	___ Professional	___ Personal	___ Other
_____	___ Professional	___ Personal	___ Other
_____	___ Professional	___ Personal	___ Other
_____	___ Professional	___ Personal	___ Other
_____	___ Professional	___ Personal	___ Other
_____	___ Professional	___ Personal	___ Other
_____	___ Professional	___ Personal	___ Other

_____ I do not believe that my knowledge of the above individuals would affect my ability to act with impartiality during the screening and interview process.

_____ Due to my knowledge of one or more of the individuals above, I withdraw from the screening committee.

Signature

Date