

CONFIDENTIALITY STATEMENT

CONFIDENTIALITY REGARDING EMPLOYMENT SEARCH COMMITTEES

Resumes are submitted to Vancouver Island University in strict confidence, and the University assumes responsibility for ensuring adequate safeguards are observed to maintain confidentiality.

In accepting membership on a Search Committee, each member assumes responsibility to not discuss any candidate's name, the content of any committee conversation, or the status of the candidate within the competition, to any non-committee person. The relevant Dean, Campus or Academic Administrator, Principal, Director, Vice-President as well as Human Resources and the President are excepted.

Committee members are asked to refrain from searching online for information regarding candidates – this includes all forms of social media. Should Search Committee members become aware of information about a candidate that the candidate does not disclose themselves, and should that information inform a decision of the Search Committee, that information must then be disclosed to the candidate.

All public representations or statements about the search are to be made by the Dean, Director, Campus or Academic Administrator, Principal, Vice-President or President through the Communications Office.

All candidates, internal and external, can expect that information regarding receipt of their resumes or any of the specific details contained therein, as well as any information shared during the interview, including the reference gathering process, will be accessible on a need-to-know basis only, or as mandated consistent with the Freedom of Information and Protection of Privacy Act provisions.