



Interview Panel Disclaimer Form

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Instructions

Interview Panel Members:

Please complete the un-shaded portions of **Table 1** and **Table 2**.

Recruitment & Staffing to complete the chart below:

Job Title:

Department:

Vacancy Name/ IRC#

Confidentiality

I understand that all candidate information is **confidential**. I will not discuss any candidate's name, rating category, or any other information pertaining to the candidate and/or the candidate's rating with anyone who is not **directly** involved in the process. I will refer questions from individuals and candidates not directly involved in the rating process to the Recruitment and Selection Specialist who conducted the recruitment.

Acknowledgement

Upon review of the candidates, I have determined that:

Table 1

INSTRUCTIONS: Interview Panel Member: Complete the un-shaded portions of this table.

STATEMENT	Enter X if statement applies
I have reviewed all the names of the candidates scheduled to compete in the interview process for the above-mentioned position in which I will, serve as an Interview Panel Member.	
I have no knowledge of – or personal affiliation with – any individual scheduled to be interviewed.	
Although I have knowledge of – or personal affiliation with – one or more candidates scheduled to be interviewed by me, I maintain that this knowledge or affiliation will in no way interfere with my objectivity and fairness as an interview panel member.	

Please list the names of all candidates you know below for whom you have an affiliation and the nature of the affiliation.

Table 2

INSTRUCTIONS: Interview Panel Member: Complete the un-shaded portions of this table.

#	APPLICANT NAME	NATURE OF AFFILIATION
1.		
2.		
3.		
4.		

Panel Member Name: _____

Signature: _____

Date: _____

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