

# STATEMENT TO THE SELECTION COMMITTEE MEMBERS ON THE CONFIDENTIALITY OF THE SELECTION PROCESS



Human Resources Services  
CRICOS PROVIDER NUMBER 00025B

- The selection process is confidential and Committee members should respect the confidentiality of all documents and discussions relating to individual candidates.
- Committee deliberations should not be discussed with applicants (potential or actual), except where the Committee gives a member delegated authority to do so.
- Such delegation would normally only be given to the Chairperson or head of the organisational unit. It is unethical to discuss an applicant's prospects with them or offer to support their candidacy in the Committee.
- The identity of applicants should not be disclosed outside the Committee, unless candidates have agreed to do so.
- The identity of the successful candidate should not be revealed until the candidate has accepted an offer of appointment in writing. The identity of unsuccessful candidates remains confidential.
- The Committee's deliberations should not be discussed with anyone outside the Committee, even at a high level of abstraction ("Was there much disagreement within the Committee?"). In particular, there should be no discussion of who was for or against a particular candidate.
- Remuneration is confidential between the University and the individual staff member. The details of remuneration paid to existing members of staff in similar appointments should not be discussed with candidates.
- Any concerns about confidentiality, equity or lack of due process should be discussed with the Chairperson in the first instance.
- When referees are requested to provide reports on candidates, they are asked to indicate their willingness to release their reports to the candidate on request.
- Notwithstanding a referee's willingness to release his or her report to the candidate, selection committees should be aware that there are approved procedures by which individuals can obtain access on their own personal files.
- To ensure confidentiality after the selection committee has reported, non-original documentation copied for selection committee members should be shredded.
- Candidates have a right to receive feedback on their applications on request and will be advised to direct their requests to the Chair of the selection committee.
- Chairpersons may provide verbal feedback and/or access to that part of the selection committee report, which relates to the candidates own application. To assist in providing this feedback, reports should be structured so that comments on each individual candidate are contained in separate paragraphs.