



HIRING MANAGER ATTESTATION

Hiring Manager: _____

Department: _____

Job Title of Vacant Position: _____

As the hiring manager responsible for this position, I affirm that I will abide by the established procedures and guidelines set forth by Human Resource Services for the recruitment and selection of new employees.

Specifically, once the Search Committee has completed its evaluation and selection process, and has chosen the individuals they wish to interview, I will be given access to ApplicantPro by the Search Committee Chair to review the application materials of all applicants who applied for the position. I understand that applications are confidential and no materials or information will be shared with any other party.

Once I am given access to the application materials in ApplicantPro, I will not conduct inquiries on **any** applicant. This includes asking others who may know an applicant for information or opinions about the applicant. I will work with the Search Committee Chair if there is an applicant that I would strongly encourage the committee to add to the initial screening interview.

I understand I will be included in the interview process when the successful applicants are selected for on-campus interviews and will not let any information I am privy to before this time influence the search.

I understand and acknowledge the importance of a fair and impartial recruitment process that ensures equal opportunities for all applicants. This commitment reflects my dedication to upholding fairness and consistency in our hiring practices as well as my recognition of the laws and regulations governing the hiring of new employees at LC State. By adhering to this commitment, I will help maintain the integrity of our organization's recruitment process and uphold our reputation for professionalism.

I understand that any breach of this commitment may result in my access to review applications in current and future searches may be revoked.

Hiring Manager Signature: _____

Date: _____

cc: Dean / Vice President / President