

SUNY ESF Search Committee Member Acknowledgment

As a Search Committee Member for the position of _____, in the Department/Unit of _____, I acknowledge the following:

- The Search Chair is solely authorized to speak on behalf of the committee to the candidates unless otherwise designated.
- I confirm that I am not a candidate for this position.
- I will advise Human Resources if any appearance of potential conflict of interest exists between me and a candidate; and subsequently advise the committee if deemed necessary by Human Resources.
- I will keep confidential any information about candidates and prospects, both during and after the conclusion of the search process (i.e. into the future).
- I have received and will review the following documents:
 - Summary of information for Search Committee Members
 - ESF Interview Questions – Sample and Unlawful
 - Reference Check
 - Timeline And Checklist
- The following statement will apply to all candidates throughout the entire search process:
 - All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

Agreed: _____
Print Name Signature Date