

# WESTERN OREGON UNIVERSITY

## Secure Document Sharing System

The Secure Document Sharing System (SDSS) will allow users to access and review a collection of application files through the WOU Portal. To maintain a secure viewing environment, the Office of Human Resources will issue an access code to the search committee chair. It is the responsibility of the committee chair to distribute the password to the committee members.

All members of the search committee must agree to and sign the following policy:

- The SDSS password assigned for the recruitment will not be shared with anyone other than search committee members of the named search.
- All information regarding the candidates will remain confidential during the review process and will not be shared with anyone other than search committee members of the named search until finalists have accepted invitations to campus.
- Once the search has been completed, all documentation utilized in the search (i.e. ranking notes, interview notes, printed copies of application files, etc.) will be submitted to the Human Resources office for archiving. Documents should not be shredded.

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### User Certification:

I certify that I have read the Secure Document Sharing System user policy and agree to abide by the guidelines as outlined by the Office of Human Resources.

Recruitment Name: \_\_\_\_\_

Committee Chair: \_\_\_\_\_  
Name (please print) Signature Date

Name(s) and Signature of Committee Members: (additional names may be added to the back if needed.)

\_\_\_\_\_  
Name (please print) Signature Date

\_\_\_\_\_  
Name (please print) Signature Date

\_\_\_\_\_  
Name (please print) Signature Date

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Name (please print) Signature Date

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Name (please print) Signature Date

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Name (please print) Signature Date

### Office of Human Resources