

## WRITTEN ASSESSMENT

### HIRING MANAGER AND/OR SUBJECT MATTER EXPERTS STATEMENT OF UNDERSTANDING AND AGREEMENT

#### Announcement Position Title, Series and Grade:

The Interior Business Center requests your cooperation in preserving the confidential nature of all examination materials and maintaining integrity in the evaluation of applicants. This entire form must be read by each panel member and subject matter expert before the evaluation process is started. Each panel member must sign the form prior to initiation of the evaluation process. When completed this form will be filed with the recruitment records for the position shown above.

#### Instructions and Requirements

1. Panel members and experts must respect the personal and confidential nature of the evaluation procedures, the panel discussions, the individual opinions and evaluations of other panel members. In short, the discussions and documentation accomplished by the panel and expert are NOT to be discussed with anyone outside the panel room.
2. It is important that a panel member and expert be objective during the evaluation process. Evaluation will be made of experience, education, training, self-development, awards, and supervisory appraisal as they relate to the competencies of the position. Panel members and experts will have access to all materials needed to accomplish the evaluation process. This information will be considered collectively as it directly relates to the position applied for in evaluation of each candidate.
3. Failure on your part to protect the personal and confidential nature of the information you have worked with could result in complaints or grievances.
4. Avoid creating hard copies of the items; if hard copies are required, keep them secured when they are not in actual use and destroy them as soon as possible.
5. Keep all electronic files related to the examination secure at all times, including ensuring these files are closed before you step away from your computer.
6. Permit no other person to have access to examination materials.
7. Upon completion of your work on this Written Assessment and confirmation from Human Resources (HR) that all materials have been received, delete all electronic copies of materials related to this assessment.

8. When discussing the Matrix benchmarks with other panel members, be sure it's privately and others are not able to overhear your conversation.
9. Avoid disclosure of the fact that you have access to the assessment materials.
10. Signature below is Panel Member's and Experts Agreement to fulfill the above requirement.

You are required to sign this SOU and submit to your HR Specialist for case file retention as part of a complete recruitment package. **Thank you for your assistance!**

SME Name & Title:

SME Organization:

SME Signature: