

**Purpose**

The purpose of this advice is to establish the best practices and

### Limitations

- A. The Employment Coordinator shall not search for and, if discovered, shall not communicate to those involved in the hiring decision any information regarding a candidate's protected statuses - race, creed, color, religion, gender, age, national or ethnic origin, physical or mental disability, veteran status, marital status, sexual orientation, gender identity or expression, or any other category protected by applicable federal, state, or local laws.
- B. The Employment Coordinator shall not search for and, if discovered, shall not communicate to those involved in the hiring decision the following information regarding certain protected activities; unless such activity creates a material conflict of interest related to the College's business interest:
- a candidate's political affiliation or engagement in political activities;
  - a candidate's legal use of consumable products outside of work hours, off an employer's premises and without use of an employer's equipment or other property;
  - a candidate's legal recreational activities outside work hours, off of the College's premises and without use of an employer's equipment or other property; or
  - a candidate's membership in a union, or engagement in any concerted activities for the purpose of collective bargaining or other mutual aid or protection.

### Documentation

After completing his/her search, the Employment Coordinator will prepare a report of the social media check, documenting the social media sites searched and the specific job-related information requested and obtained. This report will also include "hard copy" print outs of web pages relative to the information contained in the report. The report shall be provided to the ADEWD who will then provide appropriate information to the hiring manager for consideration in the evaluation and selection of qualified personnel. No information concerning a candidate's Protected Status will be shared with the hiring manager(s).