****

**UNIVERSITY OF MINNESOTA**

**WHAT'S PUBLIC? WHAT'S NOT?**

**Public Information:**

* Position description/announcement/advertisements
* Essential and preferred qualifications
* Names of search committee members
* Search plan/process
* Veteran status, job history, education-training background, work availability to the extent the information does not identify non-finalist applicants
* Names of finalists (finalists are those applicants selected to be interviewed by the appointing authority; prior to the appointing authority’s deciding to interview them, applicants may be consulted as to whether they wish to proceed to that stage)

**Private Information:**

* Names of applicants and nominees (before they are identified as finalists by the appointing authority)
* Information in search committee files about applicants, including search committee member notes, references, and other information collected during the process
* Information about finalists, except items listed above as public
* Demographic information

Requests for information and questions about the search should be referred to the search committee chair or staff. Requests for information and questions about finalists should be referred to the appointing authority.

Search chair, committee members, and appointing authorities should contact the Office of the General Counsel if they have any questions about the public versus private status of information requested.

Each applicant has the right to inspect his or her own file, including evaluations of the application, letters of reference (and reference checks), and reasons for non-selection. An applicant does not have the right to information about other applicants.