

Assessor Agreement

**Confidentiality**

**Purpose.** The purpose of this Confidentiality Agreement is to protect the identity, confidentiality and privacy of our applicants, as well as the assessment materials. Assessors may encounter personal and sensitive information about applicants. This data should remain strictly confidential, used only for the purpose of assessing applicants onto this cohort of the High Potential Scheme and not shared with third parties.

**Confidential Information.** Confidential applicant information should never be discussed in the presence of third parties. Any files and/or documents containing confidential information should never be retained, shared or released to third parties.

Confidential information includes, but is not limited to, the following:

1. Identifying information about the applicants, including name, address or phone number
2. Information relating to the applicant’s job title, organisation or pay grade
3. Information relating to the applicant’s gender, sexual orientation, disability, ethnicity.
4. Information relating to the applicant’s results, responses.

**Terms**. By signing this Confidentiality Agreement, you agree to abide by the following provisions:

1. I understand that as an assessor, I have a duty to keep applicant information strictly confidential at all times.
2. All communications between assessors and applicants are strictly confidential.
3. As an assessor, I agree to not disclose any information relating to the assessment or candidates to third parties.
4. I will not retain any notes/files/information relating to candidate assessment, outcomes, responses, nor download or print any candidate data (this includes anonymised/pseudonymised data).
5. I will not discuss or disclose the assessment materials, approach or details with any third party.

**Diversity, Equality and Inclusion**

A key aim of the NHS High Potential Scheme is to recruit and develop cohorts of high potential leaders that are diverse and inclusive, and ensuring the scheme itself models inclusive leadership in its content, design, process and operations. As an assessor on the scheme, your role in understanding your own biases and keeping those in check will have a significant influence on meeting our collective goal of creating a more diverse and inclusive pipeline of senior leaders for [insert test site name] and the wider NHS.

All assessors are encouraged to challenge instances of non-inclusive behaviours, as well as helping the scheme build more inclusive practices by feeding back improvements.

All stages of the assessment process and assessment decisions are being monitored and assessed for adverse impact.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name),

* Have read the above Assessor Agreement, understand its terms and will abide by its terms at all times.
* Have attended and completed the assessor training (not applicable for ‘sifters’).
* Have completed the Conscious Decision Making for Assessment webinar.

Signature of assessor: