

Protecting Applicants Personal Information:

Provide a courtesy notice to applicants if their materials will be posted on a public site. It is important to redact personal contact information such as phone, email and physical addresses from application materials when posting any applicant documents. An alternative to sharing application materials, is to ask applicants for a short bio that may be shared on a WSU hosted website. Please be sure to remove all applicant information once the finalist has been selected and the recruitment is complete.