



Q: Can we tell the number of people that applied?

A: Yes.

Q: Can we tell the names of those who applied?

A: Yes. You can give a list of the names of applicants but are not required to indicate which ones do and do not qualify.

Q: Can we give out other info about the applicants (like where they work now, what experience they have)?

A: You should not discuss the qualifications/experience of one applicant with another. A public records request may be made to look at the applications of those who have applied for a vacancy. You may allow them to view copies of the applications with personal information blacked out (e.g., address, phone #, email address, SSN, etc). You may charge for the cost of creating such copies or for computer time if reports must be run to provide information.

Q: Does any of this depend on if the posting was Internal vs. External?

A: No.

Q: Does any of this require a public records request?

A: All should be done as a public records request. Information may be found in the HR Handbook – Documentation and Reporting Requirements – Section VII which deals with confidential and public records. The link for Public vs. Private Information in that section would be good information to review. We also suggest that you consult your agency's written policy regarding its response to requests for public documents and with your agency's legal section to determine how you will respond to such requests.

Q: What if the person asking did not apply?

A: Anyone may make a public records request. You should consult your agency's policy regarding public records requests and your legal department to determine how to respond.

Civil Service will monitor agency hiring practices and review patterns of hiring to ensure merit principles are being followed.