Securing Personal Information during the Hiring Process

**Topic/Function:** Securing Personal Information during the Hiring Process

**Audience:**
- Administrative Assistants
- Managers

**Description:** As part of the hiring process, managers and/or Administrative Assistants must collect and input personal information for new hires. Managers and Administrative Assistants are responsible for safeguarding that information. Below are guidelines for collecting and inputting personal information.

- Never request or send personal information via email
- Verbally collect sensitive information and enter it directly in Workday
- Request personal information at the appropriate time during the Change Personal Information step
- Avoid writing down Social Security Number, birth date and other sensitive information. If necessary to write down, be sure to shred immediately.
- Never leave Workday open on an unattended computer

For more information on the fundamentals of how to keep sensitive data secure and how to securely use University technology, register for the OIT Information Security Users training. You can register using the IT learning management system (LMS) with their NetID and Password.

If you have any questions, submit a [Workday Help Desk Ticket](#) or contact the Workday Help Desk at 775-784-6086.