



## Non-Disclosure Guidelines

To: Google Candidates  
From: Google Staffing

Now that you've been scheduled for interviews at Google, we need to take a moment to remind you of a few things before you come in. This is particularly important if you are currently an employee of another company.

First and foremost, we don't want you to share any information in your interviews about your current employer that is confidential or trade secret information. We mean it.

- This means anything – whether or not it was formally marked as confidential or trade secret, or whether or not you signed an NDA for it.
- This means information in any form – verbal, electronic or paper.
- This means information about your current co-workers, good, bad or indifferent.

If you are asked any question during your interviews with Google that you believe would lead you to divulge confidential or trade secret information in your answer, just tell your interviewer that it's not appropriate for you to discuss this topic. This won't be a problem – your interviewer will present another question, and the interview will continue.

If you continue in the interview process with us, please take reasonable steps to ensure that you are not continuing to be exposed to confidential or trade secret information at your current employer. We don't want you to put yourself in a position where your company might wonder whether you were viewing or hearing information with the thought of what you might want to share with Google. This is critical if you decide to accept an offer, even if you haven't formally accepted or shared your decision with your employer.

Lastly, think about whether you are subject to any obligations in addition to confidential information obligations that may restrict or impact your ability to accept a job at Google or perform certain roles here. This may take the form of a non-competition clause in an NDA or other employment document you signed at your current company. You are responsible for understanding what any prohibitions may include and how they impact you. You may want to talk to an attorney of your own choosing about this, if you decide to move forward in this process.

Have questions on any of this? Please let your recruiter know, and he or she will pass along your questions to the proper person within Google for a response.

This may sound like a lot to keep in mind, but it's extremely important to us that people who interview with Google keep their commitments to their current employers. As you probably know, we believe it's possible to run a successful business without doing evil, and that's how we intend to operate.

Again, thanks for your interest in Google. We look forward to meeting you.

Google Staffing

## Google Application Tips and Electronic Signature Instructions

### APPLICATION TIPS

- Complete the Application using Adobe Reader (available for free from [Adobe's](#) website)
  - If you are using a Mac, **do not** open the document in Preview - use Adobe Reader.
- Please only sign the form after you have completed ALL fields. You will not be able to make any changes to the document after checking the option to lock the doc after e-signing. If you need to make changes, please contact your recruiting coordinator for a new form.
- Be sure to check both e-signature consent boxes at the bottom of pages 2 & 3 prior to signing. Make sure to sign using your first and last name.

Save an electronically signed version of the form for your records **using the original file name** and email the completed application form to me **prior** to your interview. Maintaining the original file name will ensure effective administrative processing of this form.

### Troubleshooting E-Signature Issues on Adobe Reader XI

1. Click on "Fill & Sign" in the top right-hand corner.
2. Expand the "Work with Certificates" menu and select "Sign with Certificate."
3. Follow the instructions on the dialog box to create a new digital ID and sign the document with a certificate.

### Troubleshooting E-Signature Issues on Adobe Acrobat Reader DC

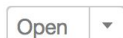
1. Click on "Tools" in the upper left-hand corner.
2. Select "Certificates."



Stamp



Certificates



Measure



3. Click on "Digitally Sign" in the top center.
4. Follow the instructions on the dialog box to create a new digital ID and sign the document with a certificate.

**Whether you are using Adobe Reader or Acrobat Reader, your signature should look like this:**

Interviewee - I consent to the use of electronic signature. ☒ Yes ☐ No

If no, please contact your recruiter to submit a hardcopy application. Please note, processing delays are possible in the event you do not use e-signature.

Electronic signature date (MM/DD/YY): 05/31/13

Electronic signature: **John Smith**  
Digitally signed by John Smith  
DN: cn=John Smith, o, ou,  
email=johnsmith@gmail.com, c=US  
Date: 2013.05.31 06:42:15 -0700'

## PC Users

After you click on the e-signature box to add your signature, please follow the steps below if you have never used Adobe Reader to sign an electronic document.

1. In the **"Add Digital ID"** Window, select **"A new digital ID I want to create now"** and click Next.
2. Select to store your digital ID in a **"New PKCS#12 digital ID file."** Click Next.
3. In the next screen fill out your full name, email address, and country. You don't need to change or add anything else (i.e. there is no need to allow for encryption).
4. Create a file location and password for your digital ID file (if you are unable to see the confirm password box, it could be because your Windows display font size is set to something larger than the default. Press tab and then blindly type in your password to confirm). Click Finish.
5. Adobe will then display a "Sign Document" window with e-signature certification – the default should now be the digital ID file you just created. Enter your password, check the box to "lock the doc," and press the Sign button.

## Mac Users

After you've filled out the document, please follow the steps below to electronically sign it in Adobe Reader (stepbystep guide with screenshots below):


1. Click into the signature box to open the **"Sign Document"** window.
2. In the **"Sign As"** field, click the arrows to look at the drop-down menu. Select **"New ID."**
3. Choose **"A new ID I want to create now."**
4. Enter your name and email. Click Next.
5. You'll be prompted to create a password. Create one and click Finish.
6. You'll be taken back to the original "Sign Document" window. Click the arrows on the "Sign As" field again. You should now be able to see the signature you just created. Select it.
7. When prompted, submit your password. Then check the box to "lock" the document after signing, and click "sign" to finish.

Step 1: Click into the signature box to open the **"Sign Document"** window.

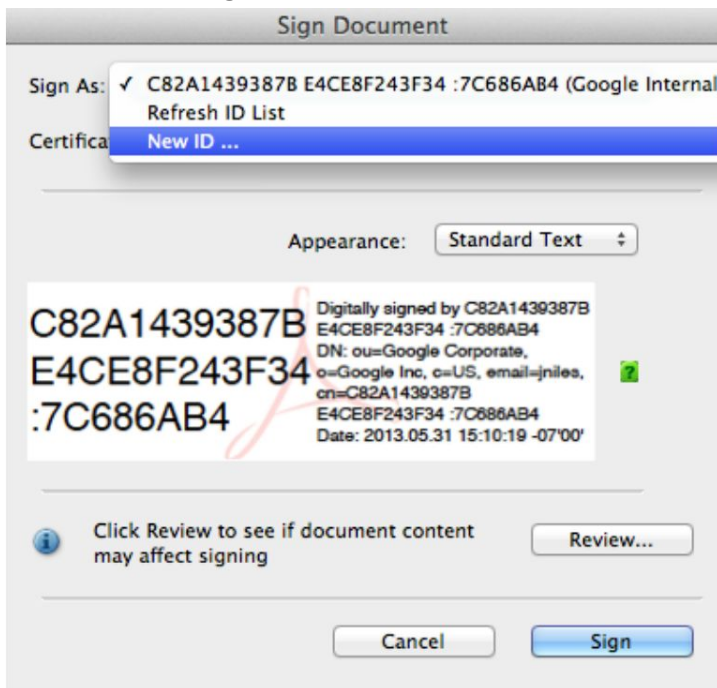
**Interviewee** - I consent to the use of electronic signature. ☒ Yes ☐ No

If no, please contact your recruiter to submit a hardcopy application. Please note, processing delays are possible in the event you do not use e-signature.

Electronic signature date (MM/DD/YY): 8/26/15

Electronic signature: 

Step 2: In the “**Sign As**” field, click the arrows to look at the drop-down menu. Select “**New ID.**”



Step 3: Choose “**A new ID I want to create now.**”



Step 4: Enter your name and email. Click Next.

The screenshot shows a dialog box titled "Add Digital ID". Below the title bar, it says "Enter your identity information to be used when generating the self-signed certificate." There are several input fields: "Name (e.g. John Smith):" with the text "John Smith", "Organizational Unit:" (empty), "Organization Name:" (empty), "Email Address:" with the text "johnsmith@gmail.com", "Country/Region:" with a dropdown menu showing "US - UNITED STATES", "Key Algorithm:" with a dropdown menu showing "1024-bit RSA", and "Use digital ID for:" with a dropdown menu showing "Digital Signatures and Data Encryption". At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

Step 5: You'll be prompted to create a password. Create one and click Finish.

The screenshot shows the same "Add Digital ID" dialog box, but now it's at Step 5. The title bar still says "Add Digital ID". The text below the title bar says "Enter a file location and password for your new digital ID file. You will need the password when you use the digital ID to sign or decrypt documents. You should make a note of the file location so that you can copy this file for backup or other purposes. You can later change options for this file using the Security Settings dialog." There are three input fields: "File Name:" with the text "/Users/jniles/Library/Application Support/Adobe/Acrobat/11.0/Security/Joh" and a "Browse..." button, "Password:" with a masked password field (dots), and "Confirm Password:" with a masked password field (dots). Below the password fields, there are four colored squares (green, green, green, grey) and the word "Strong". At the bottom, there are three buttons: "Cancel", "< Back", and "Finish".

Step 6: You'll be taken back to the original "Sign Document" window. Click the arrows on the "Sign As" field again. You should now be able to see the signature you just created. Select it.



The screenshot shows the "Sign Document" window. At the top, the title bar says "Sign Document". Below it, the "Sign As:" dropdown menu is set to "John Smith (John Smith) 2018.05.31". There is a "Password:" field and a "Certificate Issuer: John Smith" label with an "Info..." button. The "Appearance:" dropdown is set to "Standard Text". The main preview area shows a signature of "John Smith" with the text "Digitally signed by John Smith" and the following details: "DN: cn=John Smith, o, ou, email=johnsmith@gmail.com, c=US", "Date: 2013.05.31 15:12:59 -07'00'". At the bottom, there is a "Review..." button with the text "Click Review to see if document content may affect signing", and "Cancel" and "Sign" buttons.

Step 7: When prompted, submit your password. Then check the box to "lock" the document after signing, and click "sign" to finish.



The screenshot shows the "Sign Document" window. The "Sign As:" dropdown menu is now set to "John Smith (John Smith) 2019.06.03". The "Password:" field is empty. The "Certificate Issuer: John Smith" label and "Info..." button are still present. The "Appearance:" dropdown is set to "Standard Text". The main preview area shows a signature of "John Smith" with the text "Digitally signed by John Smith" and the following details: "DN: cn=John Smith, o, ou, email=johnsmith@google.com, c=US", "Date: 2014.06.03 10:53:46 -07'00'". A red box highlights the "Lock Document After Signing" checkbox, which is checked. A red arrow points to the checkbox with the text "← Check the box". At the bottom, there is a "Review..." button with the text "Click Review to see if document content may affect signing", and "Cancel" and "Sign" buttons.