



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