SAMPLE RECRUITMENT FILE CHECKLIST

Human Resources, in collaboration with hiring supervisors and search committees, must document searches to ensure compliance with federal and state records retention requirements. Information documenting recruitment and selection procedures must be retained for **all** hires. Records must be maintained for a period of **three (3) years** from the date the position is filled. Additionally, if an international candidate is selected, records must be maintained for a period of **ten (10) years** from the date the position is filled.

As the Hiring Supervisor or Search Committee Chair, recordkeeping is part of your responsibilities. Thankfully, our talent management system is programmed to do most of the recordkeeping for us. However, if anything is printed out of the system and marks (writing, symbols, etc.) are made on that printed document, it too must be collected and retained. Once a search is closed, all records must be maintained in a central recruitment file.

The records **(electronic or printed)** that must be retained are the following:

- ☐ Names of all members of the search committee and who served as chair
- ☐ Copy of the position description
- ☐ Copy of the Recruitment Plan, advertisements, press releases, and other publicity materials and outreach activities
- ☐ Assessment and screening criteria
- ☐ List of applicants with copy of dated email sent to Affirmative Action Specialist
- ☐ Candidate materials (i.e. cover letters, work history, resumes/curriculum vitae, transcripts, recommendation letters, reference list, reference check materials, and copies of correspondence with individual applicants and nominees)
- ☐ Sample correspondence (emails/letters) sent to applicants
- ☐ List of interviewees and interview questions
- ☐ Evaluations of candidates at each step, evaluations of candidates who are interviewed (including all interview notes), reasons why candidates were not referred for selection, reason for selecting the finalist
- ☐ Documentation of any communication regarding affirmative action goals for this position, (if any)

SOURCE: BALL STATE UNIVERSITY