**Document Retention Checklist**

All faculty search related documents **must be** uploaded onto the application tracking system (Hirezon). The applicant tracking system will keep the documents retained in conjuction with state and federal records retention guidelines for a period of **3 years**. The below listing can be used as a guide of what search related documents must be retained.

As you go through the list, check off each item you have uploaded.

# Search Initiation Information

[ ]  Employment Requisition form

[ ]  Updated Faculty Recruitment Plan form

# Advertising/Networking Efforts

[ ]  Copies of ads placed for the position

[ ]  Documentation of networking (i.e. list of candidates who were contacted about applying for the position, conferences attended, list of colleges and universities the position announcement was sent to)

# Selection Criteria

[ ]  Qualification Matrix

[ ]  Notes or materials utilized to screen/evaluate applicants

# Telephone Interview

[ ]  Interview questions

[ ]  Notes or materials utilized to evaluate candidates

# Campus Interview

[ ]  Interview itineraries

[ ]  Interview questions

[ ]  Notes from the interview

[ ]  Colloquium Evaluations

# Reference Checks

[ ]  Notes from conversation with references

# Recommendation for hire

[ ]  Documentation related to candidate being recommended for hire (i.e. matrix, notes, and memos)

# Regret Letters

[ ]  Communication sent advising candidates of the status of their application and the search (if completed outside the applicant tracking system)