**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)