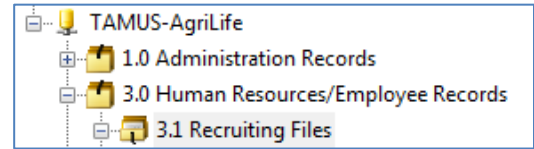


Recruiting File Checklist

Revised 8/30/13



To comply with the TAMU System Records Retention Schedule as of Dec. 12, 2011, recruiting files should be separated into two parts to address different retention periods for various documents produced during the recruiting process. Any written documentation relevant to the hiring decision must be kept.



1) Not Hired Applicants – recommended to be attached to NOV in GreatJobs on the Hiring Documents tab.
(Can be filed in Laserfiche or paper file.)

2) Hired Applicant – retain in Laserfiche

NOT HIRED Applicants

Documents:	GreatJobs (preferred):
<p>Required Documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Position Announcement/Notice of Vacancy (NOV) <input type="checkbox"/> Applications and associated documents, such as cover letter, resume/CV, letters of reference, transcripts. <p>Optional documents include any written documentation relevant to the hiring decision. Examples include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written communication with applicants not hired. <input type="checkbox"/> Hiring matrix or similar ranking or rating form. <input type="checkbox"/> Interview Q&A and any notes for applicants not hired. <input type="checkbox"/> Reference check Q&A and any notes for applicants not hired. 	<p>Hiring Documents Tab on the Notice of Vacancy (NOV)</p>

HIRED Applicant

Documents:	Laserfiche:
<p>Required documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Position Announcement/Notice of Vacancy (NOV) <p>Optional documents include any written documentation relevant to the hiring decision. Examples include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written communication with applicant hired. <input type="checkbox"/> Hiring matrix or similar ranking or rating form. <input type="checkbox"/> Interview Q&A and any notes for applicant hired. <input type="checkbox"/> Reference check Q&A and any notes for applicant hired. 	<p>3.1 Recruiting Files</p>

NOTE: Application and associated documents, such as cover letter, resume/CV, letters of reference, and transcript for HIRED applicant are filed in the employee's personnel file.

Files are to be destroyed upon expiration of the required retention period and must be disposed of in a manner that ensures protection of sensitive or confidential information. Final disposition of records must be documented. Files in use prior to the expiration of the retention period due to litigation, claim negotiation, audit, public information request or administrative review must be retained until completion of the action. Records Management website: <http://agrilifeas.tamu.edu/risk-compliance/records-mgmt/index.php>