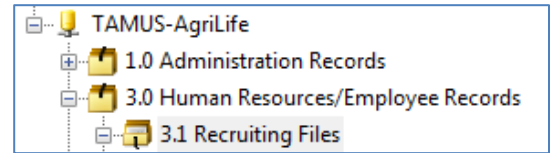


# Recruiting File Checklist

Revised 05/2021



To comply with the TAMU System Records Retention Schedule 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.



## NOT HIRED Applicants

Documents:	Filed:
<p><b>Required Documents:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job requisition</li> <li><input type="checkbox"/> Applications and associated documents, such as cover letter, resume/CV, letters of reference, transcripts.</li> </ul>	Retained in Workday
<p><b>Optional documents</b> include any written documentation relevant to the hiring decision not available in Workday. Examples include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Written communication with applicants not hired.</li> <li><input type="checkbox"/> Interview Q&amp;A and any notes for applicants not hired.</li> <li><input type="checkbox"/> Documentation of References. (Contacts can be entered in Workday)</li> <li><input type="checkbox"/> Hiring Matrix.</li> </ul>	
	Filed in Laserfiche 3.1 Recruiting File NOT Hired

## HIRED Applicant

Documents:	Filed:
<p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Job Requisition</li> <li><input type="checkbox"/> Applications and associate documents, such as cover letter, resume/CV, letters of reference, transcripts.</li> <li><input type="checkbox"/> Reference contacts.</li> </ul>	Retained in Workday
<p><input type="checkbox"/> Documentation of additional advertisements (if done)</p> <p><b>Optional documents</b> include any written documentation relevant to the hiring decision and not available in Workday. Examples include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Written communication with applicant hired.</li> <li><input type="checkbox"/> Interview Q&amp;A and any notes for applicant hired.</li> <li><input type="checkbox"/> Hiring Matrix.</li> </ul>	
	Filed in Laserfiche 3.1 Recruiting Files HIRED

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://agrifileas.tamu.edu/risk-compliance/records-mgmt/index.php>