

Search Committee Materials Retention Checklist

Position Title:

Posting Number:

Name of Committee Chair:

Names of Committee Members:

Date:

Search Committee Notes

Evaluation Matrices

Committee Correspondence

Copies of Advertisements and Publications

Correspondence with candidates

Interview Questionnaires / Interview Packets

Other (describe)

These are a few examples of documents that must be kept. All members of the search committee must be prepared to retain all search-related documents. If a hiring decision or hiring process is challenged under one of the hiring requirements, such as a discrimination allegation, this documentation is key for the University to successfully defend its process.

Please send all the documentation to the PLS Business Office (Forbes 303), attention: Erin. The department must retain the compiled search file for three years after the calendar year in which the records are created, after which all materials will be destroyed (Policy Number: HR-401).