**Recruitment File Checklist**

Division Human Resources, in collaboration with hiring administrators and search committees, must document searches to ensure compliance with UW-Madison and U.S. Department of Labor records retention requirements. Information documenting recruitment and selection procedures must be retained for all hires.

School, colleges and divisions must maintain records documenting the below information for a period of six years from the date the position is filled.

Recruitment Files can be stored electronically or as hard copies, so long as documents can be retrieved when requested. If used accordingly, the Talent Recruitment & Engagement Management System (TREMS) captures and stores many of the required items, which are indicated with an \* below. Documents not automatically stored in TREMS (un-asterisked items) can be uploaded to the job posting or applicant card if the school/college/division chooses to use TREMS to house the recruitment file.

Among the records that must be retained are the following:

[ ] Names of all members of the search committee and who served as chair

[ ] Copies of the position description and announcement from the UW-Madison employment website

[ ] Documentation of blue-collar multi-shift process (if applicable)

[ ] Copies of the Recruitment Efforts Plan (can be stored in JEMS), advertisements, press releases, and other publicity materials and outreach activities

[ ] Assessment and screening criteria

[ ] List of applicants\*

[ ] Candidate materials for example cover letters, work history, resumes/curriculum vitae, transcripts, recommendation letters, reference list, reference check materials, and copies of correspondence with individual applicants\*

[ ] Sample correspondence or templates of emails/letters sent to applicants (primarily needed if not communicating through TREMS)

[ ] List of interviewees\* and interview questions

[ ] Evaluations of candidates as applicable:

[ ]  copies of applied assessment or screening tools,

[ ]  movement of candidates at each step\* (status changes)

[ ]  evaluations of candidates who are interviewed (individual interview notes are not to be shared nor kept in

 the recruitment file, but the file should contain a summary of the interviews),

[ ]  reasons why candidates were not referred for selection\*,

[ ]  reason for selecting the finalist

[ ] Copy of offer letter\*

[ ] Documentation of declined offers\*

While search committees are not required to retain minutes of their meetings, these may prove valuable in reconstructing the search process in case information on the recruitment is requested. The minutes should include the dates the committee met and the dates when contacts were made with applicants.