**CALS 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.

Note: If used accordingly, the Talent Recruitment & Engagement Management System (TREMS) captures and stores many of the required items, which are indicated with an \* below (page 3). Documents not automatically stored in TREMS can be uploaded to the job posting or applicant card or submitted to CALS HR.

|  |  |
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| **Selected Candidate Name:** | Click here to enter text. |
| **Position Title:** | Click here to enter text. | **JEMS Transaction ID:**  | Click here to enter text. |
| **Division:** | Click here to enter text. | **Department:** | Click here to enter text. |
| **Hiring Administrator:**  | Click here to enter text. | **Date:** | Click or tap to enter a date. |

Among the records that must be retained are the following:

1. **Copies of the Recruitment Efforts Plan (attach copies to this form or upload to TREMS), advertisements, press releases, and other publicity materials and outreach activities**
* *Required Advertisement Verbiage for postings outside the UW:*
	+ *Short version: UW-Madison is an AA/EEO employer, including protected veterans and qualified individuals with a disability.*
	+ *Full version: UW-Madison is an AA/EEO employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, and status as a qualified individual with a disability.*
1. **Hiring Committee/Screening Information**

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| --- | --- |
| Hiring supervisor/manager responsible for primary screening and secondary screening/interview process: | Click here to enter text. |
|  |
| Please list all who will be part of team that will screen/assess all applications and decide who will be interviewed:  |
| Click here to enter text. |
|  |
| Please list all who will be part of interview team; if different rounds of interviews (e.g. phone interview, 1st round in-person, 2nd round in-person, etc.), list who will participate in each round.  |
| Click here to enter text. |

How will you screen to ensure that candidates meet minimum requirements? (e.g. application review, interview, etc.)

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| Click here to enter text. |

Please attach evaluations of candidates as applicable:

[ ]  copies of applied assessment or screening tools

[ ]  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

1. **Interview Documentation** *-* Please attach a list of the interview questions used in each round and additional documentation if necessary

Please describe the interview process (include number of rounds, interview format (phone interview, in-person, etc.).

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| Click here to enter text. |

What non-discriminatory job-related criteria will be utilized in the interview? To explain this, a list of the interview questions for each round of interviews may be attached.

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| Click here to enter text. |

1. **Reference Check materials** – Please attach a list of the questions asked of references (responses are not to be submitted) and a list of the references contacted for each candidate (if not captured in TREMS)
2. **Sample correspondence or templates of emails/letters sent to applicants (primarily needed if not communicating through TREMS)** *-* Please attach documentation of communications if applicable
3. **Hiring Justification:**

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| --- |
| Selection Summary: Check **one** box below which describes the most significant reason for selecting the successful candidate over the other candidates. |
|[ ]  Selected candidate served in similar position previously. |
|[ ]  Selected candidate has more suitable education and/or training for this position.  |
|[ ]  Selected candidate has broader or more relevant experience performing the duties of this position. |
|[ ]  Selected candidate demonstrates greater knowledge of the key tasks required in this position.  |
| Written Hiring Justification: Provide a detailed job-related justification below for hiring the selected candidate over other applicants, e.g., number of years in profession, years of experience, past relevant experience, etc.  |
| Click here to enter text. |

**\* Other required items that are captured by CALS HR or TREMS during the process:**

* Copies of the position description and announcement from the UW-Madison employment website
* List of applicants
* Candidate materials: for example, cover letters, work history, resumes/curriculum vitae, transcripts,

recommendation letters, reference list, and copies of correspondence with individual applicants

* List of interviewees
* Copy of offer letter
* Documentation of declined offers
* **If any of the above are captured outside of TREMS, copies of the documentation are to be kept for the recruitment file**