**Recruitment File Checklist**

CALS 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 should 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.

Documents can either be sent electronically to CALS HR or may be uploaded directly into TREMS. To upload directly into TREMS, upload to [job posting](http://tre.ohr.wisc.edu/documents/AddDocumentToJobPostingCard.pdf) if it is related to the position as a whole (e.g. search committee members, copies of advertisements, screening criteria, interview questions, etc.) or to the [applicant card](http://tre.ohr.wisc.edu/documents/Adding%20a%20Document%20to%20the%20Applicant%20Card.pdf) if it is related to a specific candidate (e.g. list of references, etc.).

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 advertisements, press releases, and other publicity materials and outreach activities

[ ] Assessment and screening criteria

[ ] Candidate materials not found in TREMS; for example, if asked for outside of TREMS: transcripts, recommendation letters, reference list, reference check materials.

[ ] If not using TREMS for communicating, sample correspondence (emails/letters) sent to applicants

[ ] List of interview questions

[ ] Evaluations of candidates:

 [ ] Copies of applied assessment or screening tools;

[ ] Summary of the interviews (individual interview notes are not to be shared nor kept in

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

[ ] Reason for selecting the finalist. [Click here for an example of a form.](http://tre.ohr.wisc.edu/documents/Hiring%20Reason%20Form%2004.19.17.docx)

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 and nominees.