Hiring Departments to Resume Responsibility of Retaining Staff Recruitment Files; Files Must be retained for Four (4) Years

For over a year, hiring departments have been expected to submit hiring files for staff job recruitments to Human Resources. As part of preparations for an expected audit by the Office of Federal Contract Compliance Program (OFCCP) of our affirmative action plans and programs, as a federal contractor, Human Resources was collecting and reviewing files for completeness and contacting hiring departments accordingly. Human Resources has completed that review process.

Effective August 3, 2015, hiring departments are to no longer submit hiring/recruitment files to Human Resources. Hiring departments will resume responsibility for retaining the files for four (4) years from the date of hire and that the files are complete (see checklist below). The retention policy was recently changed to increase to four (4) years the length of time that hiring/recruitment files must be retained, which are expected to include:

**Hiring Department’s Recruitment Files / Content Checklist:**

1. Position Description used for Recruitment
2. Interview Questions submitted to HR for approval and all edited/revised versions
3. Internal Panel information with names, gender, and ethnicity (beginning panel and confirmed ending panel)
4. Screening Document with relevant criteria
5. All correspondence to/from HR related to recruitment activity
6. Completed Panel Interview Question sets with applicant responses
7. All correspondence related to reason/justification for selection and non-selection of referred applicants

Hiring departments are responsible to ensure recruitment files are complete, and the contents are appropriate. Participants in the recruitment activity are reminded that their writings, notes, etc. are records that are discoverable and reviewable during audits. Participants should draft notes thoughtfully, avoiding doodles, slang, stray remarks and so forth, to ensure their words are confined to the business of the recruitment activity.

For assistance, please contact your respective Recruiter.