

Search Documentation Checklist

Included	Documentation	Responsible Party(ies)
<input type="checkbox"/>	List of Announcements and Advertisements	See below*
<input type="checkbox"/>	Copy of actual announcements and advertisements	
<input type="checkbox"/>	Documented job description	
<input type="checkbox"/>	All evaluation materials used in the recruitment and hiring process	
<input type="checkbox"/>	All ancillary documents associated with the recruitment and hiring process, such as itineraries, resumes/CVs, copies of relevant additional documents	
<input type="checkbox"/>	All supervisor and search committee interview forms/questions, notes, and evaluation instruments	
<input type="checkbox"/>	Waiver/internal search request information, if applicable	
<input type="checkbox"/>	Reference checks forms and notes	
<input type="checkbox"/>	Offer letter and acceptance of offer	
<input type="checkbox"/>	Documentation of background check	
<input type="checkbox"/>	Documentation of rejection(s)	
<input type="checkbox"/>	Employment Contracts, if applicable	
<input type="checkbox"/>	Notification of unsuccessful applicants and interviewees	
<input type="checkbox"/>	Any other necessary documentation, such as reasons for not hiring a reduction-in-force candidate	

* All paper and electronic files must be retained. The Affirmative Action Coordinator or a departmental employee designated by the hiring authority shall be responsible for retaining the documentation for retrieval for at least 5 years after the recruitment and hiring process is completed.