

## Faculty, Academic Staff, and Limited Appointments Recruitment/Hiring Documentation Checklist

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. Materials for the successful candidate should be transferred to the personnel file, which will be retained permanently (in the department/division for 6 years past termination, then transferred to University Archives). Records documenting the search must be retained for a period of six years from the date the position was filled and then destroyed.

- PVL (Position Vacancy Listing)
- RAR (Request for Authorization to Recruit)
- New Academic Staff Position Form, if applicable
- REP (Recruitment Efforts Plan)
- APO cover letter
- Press/publicity materials
- List of professional organizations/colleagues where nominations were solicited
- Listing where position was posted/listed
- List of Search and Screen Committee members/chair, if applicable, and/or individual/s making hiring decision
- List of applicants/nominees
- Sample letters sent to applicants
- Affirmative Action Data Questionnaires (AADQ)
- Applicant files, e.g., letters of application, resumes/vitae, transcripts, letters of recommendation, and specific correspondence with individual applicants and nominees (if different from sample letters identified above)
- List of interviewees
- Sample questions from interviews
- Evaluation of each candidate (including criteria used)
- Affirmative Action Review Form (AARF), if required
- Appointment/offer letter, including rejected letters of offer
- Any personal notes related to the search process (retain for two years only)