Old Dominion University
Department of Human Resources

ITEMS TO RETAIN IN DEPARTMENTAL RECRUITMENT FILES:

Required:

1. Interview Rating Spreadsheet
2. List of Interview Questions
3. Notes regarding the responses to the Interview Questions from all persons interviewed
4. Any other notes taken during the interviews

Per State Policy, the above MUST be retained for three years from the date of the interview. Human Resources will notify the department when the files can be destroyed.

Optional:

1. List of interview committee members
2. List of applicants interviewed
3. Interview schedule
4. Copy of job description
5. Copy of recruitment ads from PAPERS and/or the newspaper
6. Copy of Request to Recruit Form (EO-1)

ITEMS WHICH SHOULD NOT BE RETAINED IN DEPARTMENTAL RECRUITMENT FILES:

1. Applications of persons interviewed (send to Human Resources after interviews) **or not interviewed** (shred applications of those not interviewed)
2. Reference information (send to Human Resources after interviews)

To ensure compliance, Human Resources will be randomly auditing departmental recruitment files on a periodic basis.

Effective 2/23/09
Revised 7/1/10