



Recruitment Retention Checklist

A recruitment file contains documents that have a direct relation to the recruitment and selection process, such as recruitment requisition information, applicant resumes/curriculum vitae/cover letters, scoring matrices, and interview notes. The department must maintain the recruitment file for three calendar years from the [date of hire](#).¹ It is recommended that the recruitment file is maintained by the department hiring manager or a representative.

Where is your recruitment file stored?

Applicant materials submitted as part of the Talent application process will be stored in the system. Any additional records can be maintained electronically and/or physically at the department level. You may also upload any additional recruitment documents to your requisition or the corresponding applicant's profile in Talent. You only need to retain one copy of your recruitment documents.

Requisition #:	Position Title(s):
Hiring Manager:	Department & Division/College:
Date of Hire (ex. 1/1/2018):	Retain Until: (ex. 1/1/2021)
Search Committee Members:	

Items with an asterisk (*) are stored in the Talent Online System.

1. Job Requisition

- Final version of job requisition approved by the Human Resources*
- Job advertisements placed by the department
- Outreach effort information (e.g., conferences, networking & career fair attendance)

2. Application Materials

- Application documentation*
- Documents required to apply*
- Application materials requested outside of Talent
- Letters of recommendation (may be collected in Talent)
- Reference checks (may be collected in Talent)
- Copies of any applicant correspondence (may be collected in Talent)

Note: This checklist is intended to provide general records retention guidance. Please contact HR for more information. Last revised June 11, 2020.



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3. Pre-Interview

- Evaluation matrix(s) and/or scoring method used to rate interviewees
- List of interview questions and interview method (e.g., telephone and/or in-person)
- All applicant assessments and corresponding scores

4. Interview

- List of candidates interviewed
- Candidate responses to interview questions and any extra notes taken during interview session
- Hiring justification (if applicable)
- Notes taken on any application materials during the interview process
- Interview scoring matrix

5. Post-Interview

- Copies of any correspondence after the interview (e.g., letters/emails) (may be collected in Talent)
- Offer letter to successful applicants*

Talent Data Integrity: In compiling your recruitment file, remember to accurately disposition all applicants in Talent and to close your requisition.

Have questions? Contact the Recruitment & Hiring Team on the [Division of Human Resources website](#).²

¹ https://rmaa.arizona.edu/sites/rmaa/files/inline-files/common_retention_schedules.pdf

² <https://hr.arizona.edu/supervisors/recruitment-hiring>