

Search Committee Chair

Candidate Search Documents for Retention

At the conclusion of a search, the Search Committee Chair will gather documents from all committee members and those on campus who have evaluated the candidate.

- Sort documents by candidate.
- Sort the documentation into one of three piles; “No Interview”, “Phone Interview” or “Campus Interview”. Each candidate’s file should include the following:
 - *Copies of resumes, applications, etc. (Only send copies of previously printed documents. It is not necessary to print them if they are in an electronic format.)*
 - *Interview questions with interviewer’s job-related feedback*
 - *Evaluations of each candidate which brought you to a decision to interview (or not), hire (or not).*
 - *Correspondence with the applicant*
- Documents that should be placed on top of the final stack of documentation.
 - *Evaluation sheets that may contain feedback for more than one candidate*
 - *Long Distance Code card*
- Deliver all documents to the Human Resources office. We will retain for 3 years.

Please note: All search documentation should remain confidential and should not be delivered by anyone other than a search committee member.