



# CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: <b>Recruitment Documents</b>	
Department: <b>Staff Human Resources</b>	Reference No.:
Division: <b>Administration and Finance</b>	Issue Date: <b>January 2008</b>
References:	Revision Date:
Web Links: <a href="#">Staff Human Resources</a>	Expiration Date:

Staff Human Resources serves as the official repository of all records/documents affiliated with staff and Management Personnel Plan recruitments. No recruitment files should be maintained by hiring departments. Below is a grid to help in determining the disposition of any recruitment-related documents, copies, or attachments.

Document/Form	Staff HR Recruitment File	Department File	Official Personnel File	Destroy
Applications for employment	X		X	
Resumes	X		X	
Interview Rating sheets (paper) Supplemental Interview Notes other than information on electronic recruitment				X
Any background information	X			
Testing materials	X			
Any recruitment-related correspondence such as memos to justify the hiring of a particular candidate	X			
Documents regarding salary history	X			
Notes regarding reference check (other than what is attached to electronic response)				X
Any materials from executive search firms (other than a copy of the Contract with the firm)	X			
Copies of licenses and certificates required	X			
Additional spreadsheets used for screening				X
Campus forum feedback forms (if applicable)	X			

**Documents that should be kept only by Staff HR ...in addition to those already in the recruitment system gathered as part of the application, recruitment, and screening process:**

- Memos of justification for choice of applicant (over 9.3 candidate)
- Portfolio documents that the applicant will want to become part of his/her permanent personnel file (will be hard copies probably...could be forwarded separately and placed in personnel file)



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- Testing materials (attach to recruitment file electronically)
- Salary History justification (attach electronically)
- Copy of degree, certification, driver's license (attach electronically)
- Verification of reference check (included in "comments" section)
- Any documents related to background information on the applicant

### **Documents that the hiring department should shred after the recruitment is finalized:**

- Printed copies of Applications, resumes, reference information, and supplemental attachments. (official applications, resumes, reference information, and supplemental attachments will be kept electronically)
- Handwritten notes taken during interviews
- Hard copies of rating sheets
- Spreadsheets of selection criteria, prepared for screening and/or interviews

### **Hiring departments may keep:**

- A copy of the contract with an executive search firm if applicable
- A copy of the Request for Recruitment, Search Protocol, Selection Criteria. However, Staff HR if the official repository of this information.
- Position Descriptions
- Ad copy
- Applicant Pool Review report

**FORMS:** NA