

HUMAN RESOURCES MEMORANDUM 15-025		DATE ISSUED: 10/27/2015
SUBJECT: Recruitment – Hiring Package Retention		REFERENCE:
TO: Personnel Liaisons, Attendance Clerks, DGS Managers and Supervisors		SUPERCEDES:

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose This policy memorandum sets forth the best practices for records retention and guidance to collect and retain records associated with the hiring process.

Retention The following items need to be retained for 2 years from appointment date:

- Job Announcement
- Essential Functions Duty Statement
- All Applications received (Std 678), do not retain page 5 of the application (Ethnicity Questionnaire) and applications must be **date stamped** as received.
- Application Screening Criteria
- Interview Questions
- Interview Notes
- Interview Rating Sheets
- Selection Criteria
- Copies of letters sent to non-selected candidates
- Any communications with DGS Office of Human Resources and Program Personnel Liaison.

The information in the hiring package is confidential and should be filed appropriately.

Questions For questions regarding this HR Memorandum, please contact your assigned Classification and Pay analyst.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

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