

<b>HUMAN RESOURCES MEMORANDUM 16-008</b>		DATE ISSUED: 3/03/2016
SUBJECT: <b>Recruitment – Hiring Package Retention</b>		REFERENCE:
TO: Personnel Liaisons, Attendance Clerks, DGS Managers and Supervisors		SUPERCEDES: 15-025

**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 5 years from upon appointment date:

- Job Announcement
- Essential Functions Duty Statement
- All Applications (Std 678), do not retain page 5 of the application (Ethnicity Questionnaire) and all applications need to be **date stamped**.
- 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.

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

**Questions** For questions regarding this HR Memorandum, please contact your Personnel Liaison or assigned Classification and Pay Analyst.

**Lisa York**, Personnel Officer  
Office of Human Resources

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