

Documenting the Search

Hiring supervisors and search committees must document searches to ensure compliance with Purdue University and the U.S. Department of Labor records retention requirements. Information documenting recruitment and selection procedures should be retained for all searches. All hiring documentation must be sent to Human Resource Services Employment to be maintained for three years. All information may also be copied for departmental record keeping.

Below is a checklist of documentation. It is divided into two columns:

- HRS File – documents that must be forwarded to Human Resources Employment when closing the search.
- Audit – additional documentation that must be available in the event of an audit.

Hiring Documentation Checklist:

List	HRS File	Audit
Recruitment Sources:		
List of advertisements – Where and when published		
Copy of actual advertisements		
Hiring Procedures:		
Documented job description/posting form		
Waiver/Internal search request, if applicable		
Documentation for not hiring a Reduction-in-Force (RIF) candidate.		
Credential evaluation criteria		
Hiring supervisor and search committee interview forms/questions and notes		
Accommodations for interviewees with disabilities, if necessary		
Reference checks conducted/ forms		
Background checks, if applicable		
Pre-employment testing, if applicable		
Pre-employment medical examinations, if applicable		
Offer letter		
Salary within posting range		
Employment contracts, if applicable (faculty)		
Notification of unsuccessful interviewees		
Hiring Completion Form completed		
Verification of new employee's eligibility to work in the United States per the Immigration Reform and Control Act		
New employee provided with <i>Faculty and Staff Handbook</i> <i>Fostering Respect, Creating Community</i>		