

Information Classification for Human Resources Pre - Employment

Information Owner: Asst. Director of Employment and Compensation

Data Steward: Cheryl Gray

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Human Resource Related Information:

Purdue University maintains various types of information pertaining to the human resources.

Information Name	Description	Classifications		
		Public	Sensitive	Restricted
Applicant Interview Results	The information gathered during a meeting between a representative of the university and an applicant to determine if it is advantageous for both to have the applicant move forward in the employment process. The decision is largely, but not wholly based on job skill vs job description.			X
Employee Recruiting Program	Activities designed to attract and hire quality employees to the university including advertising positions for the University in various publications, travel to conferences for interviewing purposes and general promotion of the University as an attractive employer	X		
Applicant Information	Information gathered on a prospective applicants interested in employment <ul style="list-style-type: none"> • Applicant Identified Criminal Convictions • EEO Information • Resume • Background check info 		X X X	X
Vacancy	Position posting and recruitment <ul style="list-style-type: none"> • Position Description • Posting Request • Salary Range (it is the supervisors choice to release salary info to applicants) • Recruitment Plan • Advertisements 	X X X X X		