

HUMAN RESOURCES MEMORANDUM 16-008		DATE ISSUED: 3/03/2016
SUBJECT: Recruitment – Hiring Package Retention		REFERENCE: None
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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