**STAFF RECRUITMENT**

**Search Documents Retention**

Departments have the responsibility to retain documents used during the search process.   
Refer also to [University Records –Retention and Disposition](http://www.wsu.edu/~forms/HTML/BPPM/90_Records/90.01_University_Records--Retention_and_Disposition.htm), *BPPM 90.01*

**Searches Conducted Through OPDRS (WSU Jobs)**

* Copy of all advertising including job postings on list-serves, mailings, print publications, and websites.
* Application materials not collected through OPDRS i.e., letters of recommendation, transcripts, portfolios etc.
* Applicant evaluation tools such as applicant comparison sheets, ranking forms, matrixes etc. used to evaluate strengths and weaknesses. (If not uploaded into OPDRS)
* All materials produced during the interview and reference check process including questions, candidate responses, reference check forms and responses, and candidate feedback forms and responses.
* Recommendations sent to the appointing authority. (If not uploaded into OPDRS)
* Copy of the final offer letter. (If not uploaded into OPDRS)