

FACULTY RECRUITMENT

Search Documents Retention

Departments have the responsibility to retain documents used during the search process. Refer also to [University Records –Retention and Disposition](#), *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, teaching statements, samples of scholarly work, etc.
- ✓ Candidate evaluation tools such as candidate comparison sheets, ranking forms, matrixes etc. used to evaluate candidate 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)

Searches Conducted Outside of OPDRS (WSU Jobs)

- ✓ List of search committee members and search support.
- ✓ Notice of Vacancy.
- ✓ Copy of all advertising including job postings on list-serves, mailings, print publications, and websites.
- ✓ All application materials submitted by individual candidates.
- ✓ Candidate evaluation tools such as candidate comparison sheets, ranking forms, matrixes etc. used to evaluate candidate strengths and weaknesses.
- ✓ 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.
- ✓ Reasons indicating why candidates were not selected for hire.
- ✓ Copy of the final offer letter