

ADOA HUMAN RESOURCES DIVISION HIRING FOLDER CHECKLIST

Requisition number: _____

Position number: _____

Items that must be included in the Hiring Folder:

Note: Hiring Supervisor or PC shall maintain items checked under hiring supervisor. Hiring Gateway (HG) / Human Resources (HR) maintain other items.

HG/ HR	PC/Hiring Supervisor	
X		Personnel Requisition
	X	Advertisement, vacancy announcement, etc. excluding Hiring Gateway (newspaper, trade publication, commercial job boards)
	X	Completed Candidate List (Hiring Supervisor/PC are not required to keep HG automated Candidate Lists).
	X	Resumes of individuals interviewed
	X	Resumes sent by applicants directly to division, notes, emails, etc.
X		Request extension of Candidate list by email. Division must be actively working Candidate list to receive an extension.
	X	Interview questions and ADOA Selection Manager approval (if required)
	X	Interview notes
X		Any testing tool used during the selection process (ADOA Selection Manager must approve use of these tools)
	X	Candidate matrix with selection results
X		Completed Application for selected candidate (PC attaches to AD100, filed in Personnel File)
X		Special Entrance Rate request if generated (Filed in Personnel File)
X		Request for additional names/supplemental Candidate List. (PC requests via email)
X		Request to cancel the Candidate List. (PC requests via email)
	X	Reference Checks and Recommendation Letters

Items that may be included in PC/Hiring Supervisor folder:

• Job offer letter extended and accepted
• Non-selection letters
• Job Code Specification
• Position Description Questionnaire
• Other information deemed appropriate by agency. Contact Staffing and Recruitment for guidance.

Items NOT to be placed in Hiring Folder

• EEO information with applicant demographics
• Work force demographics
• Disciplinary notices or documents
• Terminations Records
• Medical Records – The Americans with Disabilities Act requires employer to keep all medical records separate, including physical examinations and drug and alcohol testing.
• Immigration (I-9) Forms – The agency Human Resources Office will maintain I-9s on employees starting state employment prior to Jan 1, 2008 in a separate file by year to ease workload in case of audit or if it was available at time of employment in the State Automated I-9 System. All I-9s for employees starting after Dec. 31, 2008 will be maintained in the State Automated I-9 System.

Minimum 2.5 year retention of Hiring Folder after closing date of Candidate list

Destroy file after: _____

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