

SELECTION RECORDS OF CANDIDATES FOR FACULTY EMPLOYMENT

RECORDS RETENTION SCHEDULE

Alamo Colleges must keep for 2 years from the creation (or receipt) of the record, or the personnel action involved, whichever is later:

_____ List of Search Committee members and/or individual/s making hiring decision

_____ List of interviewees

_____ Interview questions

_____ Applicant files, e.g., resumes/vitae, transcripts, letters of recommendation (if not kept by Employee Services)

_____ Evaluation of each candidate, including evaluation criteria used

_____ Notes of interviews with candidates

_____ Audio and videotapes of job interviews, if applicable

_____ Justification statements for violating eligibility or ranking

_____ Letters sent to applicants (if not contacting via telephone)

_____ Appointment/offer letter

_____ Rejected appointment/offer letter

This information is prepared for Screening Committee members & Screening Committee chairs. Screening Committee chairs shall collect the documents from the committee members and deliver them to an Employee Services representative.