



SEARCH RECORD CHECKLIST

Recordkeeping is the most important part of the search. As a federal contractor, the University is subject to the federal rules and regulations enforced by the Office of Federal Contract Compliance Programs (OFCCP). All search documents **must** be retained for three years from the date the person selected begins employment. Documents in the Jobs@UVa applicant tracking system need not be printed for the search file. A note should be placed in the file that the documents are retained in the Jobs@UVa applicant tracking system.

The following documents **must** be retained either through Jobs@UVa or in the search committee official file:

ARCHIVED STATUS	LOCATION (Jobs@ or search file)	DOCUMENT
		Name of the hiring official
		Names of the committee chair and members
		Minutes of all committee meetings
		Position Description
		Advertisements and postings
		Record of efforts to diversify the candidate pool
		Letters of application, resumes/CVs, and references for all candidates
		Correspondence to applicants, including emails
		Interview (including phone) questions, notes, summary evaluations, and rating sheets
		Note of outcome of each applicant's application (if unsuccessful at what step and why the applicant did not receive further consideration)
		Each candidate's agenda
		Information regarding any reasonable accommodations, if provided

