


Department of Public Works and Engineering

Subject: Retention of Hiring Records	Department Policy No. 3-31	
	Effective: Upon Approval	
<p>1. Purpose</p> <p>To establish guidelines for the retention of records relating to the interview and selection process.</p> <p>11. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Definitions</p> <p>Interview notes – all handwritten, typewritten or recorded comments, test results, scores, ranking(s), chart(s), matrix(ces), comparison(s), evaluation(s) etc. generated before, during or after the interview process.</p> <p>Panel – two or more individuals selected to participate in interviewing and evaluating candidates, and deciding on a final selection for a position.</p> <p>IV. Policy</p> <p>It is the policy of this Department to retain and maintain all interview notes, taken during the selection process for new hires and promotions. This requirement applies to all steps or phases of the selection process from original referrals to the selection decision inclusive of those candidates who were referred and interviewed but not selected for the position. There is no requirement to take notes during the interview process, but if notes are taken, they shall be retained along with all of the selection documents and kept on file as required in this policy and by Federal and State law. If a panel is used, all notes taken by each panelist shall also be retained as required in this policy and by Federal and State law.</p>		
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At the completion of the selection process, attachment "A" shall be completed and placed on top of the required documents identified in Attachment "A" as well as all referrals submitted. These documents shall be forwarded to the Administration Division/Human Resources Section of the Department where they will be retained for a minimum of three (3) years. Although not required, the hiring division may retain a copy of these notes.

V. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

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POSITION CONTROL SHEET

	Applicants Referred	Rank*
1		
2		
3		
4		
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***Enter ranking if assessment/structured interview used.**

Comments regarding selection procedure used and how ultimate selection made:

- A. **PN#:** _____

B. **Job Classification:** _____

C. **Division/Branch:** _____

D. **Opened:** / / **Closed:** / /

E. **Referrals Received From HR:** / /

F. **Referrals Sent To Division:** / /

G. **Selection Received:** / /

H. **Selection Name(s):** _____

I. **Salary Recommended:** _____

J. **Selection Methods/Process(es) Used:**
☐ One on one interview by: _____
☐ Panel of _____ members with: Name & Title
 ☐ predefined list of _____ questions
 ☐ extemporaneous questions (not defined in advance)
 ☐ other _____

K. **Answers were (check all that apply):**
☐ record/not recorded ☐ ranked ☐ written by applicant
☐ graded ☐ scored ☐ other _____
☐ Phases/stage process used (describe work phase/stage) _____

L. **# of names Recommended** _____

M. **Final Rank & Score, if Applicable** _____
 (attach copies of answers or scorings)

N. **Interviewers/Panel members**

O. **Decision makers** _____

P. **Assessment Test Utilized?** ☐ Yes ☐ No
 If yes, describe in detail:

Attach copy of test instrument & instructions

Attach copy of scores/test results

Q. ☐ Interview notes/documents used (attach all)

R. ☐ No interview notes/documents created