OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY
Human Resources Division

Title: Recruitment and Selection Records Retention | HR_440_12

Supersedes: HR_440_12, dated April 16, 2007
Applicability: All applicants and employees
Reference: State Policy 40.010.01
Effective Date: February 1, 2011

I. PURPOSE

To ensure appropriate retention of recruitment and selection records.

II. POLICY

A. The Department of Fish and Wildlife shall retain materials used to recruit, test, interview and check applicant references for each recruitment for the appropriate period of time.

B. Recruitment and selection records include but are not limited to:

   DOCUMENTATION AND RECORDS
   RETENTION

   Graded applications, rejected applications, documentation from interviews
   2 years

   Dispositioned certificate of eligibles
   3 years

   At least one copy of the announcement and all documentation relating to the announcement
   10 years

   All documentation relating to the test and rating levels
   10 years

   A copy of the position description
   10 years

III. POLICY CLARIFICATION

A. Documentation from interviews includes interview questions, rating criteria, interview notes, rating sheets and applicant reference check records.

B. Documentation related to the test and rating levels includes the questions, criteria, and notes from conversations with subject matter experts (SME’s).

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