



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	Approved:

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).