

Waisman Academic Recruitment Procedures

PVL Recruitment File Checklist

Your recruitment PVL file, should contain the following information plus this file must be kept for 6 years from the date the position was filled.

	Copy of Position Vacancy Listing (PVL), including New Academic Staff Position Form, and Request for Authorization to Recruit, and Recruitment Efforts Plan, if applicable
	PVL Release email Notification
	Advertisements, press, publicity materials, list where position was posted, and list of professional nominations/colleagues where nominations were solicited
	List of Search and Screen Committee
	Evaluation criteria/ranking system to determine candidates who are eligible for an interview – criteria must correspond to the qualifications listed on the PVL
	All applications, resumes/curricula vitae, and correspondence with applicants
	Interview questions based on job-related criteria
	List of people who were interviewed
	Evaluation/ranking of each interviewee from each member on the Search and Screen Committee
	* Written references checked and/or Letters of Recommendation (A copy of a reference's response or copy of the letter of recommendation should be put in the recruitment file.)
	* Degree Verification (HR will contact applicants to verify degrees/certifications as applicable)
	Sample of all letters sent to applicants, including a copy of the appointment letter for person hired
	Affirmative Action Data Questionnaire (HR Representative will email to OED)

To ensure compliance with UW-Madison and U.S. Department of Labor Records retention requirements, information documenting recruitment and selection procedures must be retained for all hires. The PI/Search and Screen Committee Chairperson should retain the complete PVL file including all material from each member on the search committee. Materials for the successful candidate should be transferred into the personnel file, which will be retained permanently (in the department for six years past termination, then transferred to University Archives). Records documenting the search must be retained for a period of six years from the date the position was filled, and then destroyed.

Personal notes related to the search process may be destroyed after two years.