

Search Committee Documentation Title Sheet

Search Chair Name:

Today's Date:

Date of Posting:

Position Number:

Position Working Title:

Department:

Division:

I signify that this file includes all search committee records and documentation (see a list of records on page 2).

Signature of Search Committee Chair:

The head of the department conducting the search can sign in lieu of the search chair if needed.

For HR Only:

Date for destruction if no further action:

Employment Member/Recruiter:

Archiving Search Materials Checklist

At the conclusion of the search, the search committee chair is required to gather any/all materials related to the search.

1. Gather all files and notes from each committee member.
 - a. Files should include but not be limited to, the following documents:
 - i. a list of members of the search committee.
 - ii. signed confidentiality agreements.
 - iii. the job announcement/posting.
 - iv. all supporting materials.
 - v. pertinent correspondence. (This does not include logistical coordination. Please include any negotiations, salary communications, communication regarding individual applicant status, pre-employment testing, etc.)
 - vi. interview notes from all members.
 - vii. lists of interview questions.
 - viii. completed rubrics, rating sheets, and/or lists of criteria.
 - ix. reference checks.
 - x. ***IMPORTANT: PeopleAdmin is the official source for all search information and materials. It is **not necessary to print** information from PeopleAdmin. However, if members prefer to print this information, it must be included in the search file for Archives.***
 - xi. ***All printed and/or handwritten notes must be scanned in original form and included in the search file.***
2. Create one PDF File of all documents noted above, or gather individually.
3. Include the completed Electronic Search Committee Documentation Title Sheet above.
4. Submit the complete file to Employment through File Share. Your Employment Consultant will send you a link, should you need a new link please contact your designated Employment Consultant.
5. HR will review the required paperwork and store the records for three (3) years in accordance with Item 10.42 of the [UNC System-Wide General Schedule](#). If there is no pending legal action, we will destroy the files after three (3) years (regardless of format).