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| Competition No: [Competition No] |
| Position Title: [Position Title] | Classification: [Classification] |
| Hiring Manager: [Hiring Manager] | Department: [Department] |
| Closing Date: [Closing Date] | Position Filled Date: [Position Filled Date] |
|  |  |  |
| Document | Electronic Record | Paper Record |
| Job posting |[ ] [ ]
| Job description |[ ] [ ]
| Advertisements |[ ] [ ]
| Applicant information packages (if applicable) |[ ] [ ]
| Applicant submissions (cover letters, resumes) |[ ] [ ]
| Summary list of applicants |[ ] [ ]
| Documentation of screening/short-listing decisions (may include questionnaires) |[ ] [ ]
| Assessment tools used during the selection process (interview questions, tests, and answer guides) |[ ] [ ]
| Applicant assessments (applicant responses to questions, tests and other assessment tools. May include notes taken by interviewers if a completed rating guide is not available) |[ ] [ ]
| Completed rating guide (or similar documentation to show how hiring decision was reached) |[ ] [ ]
| Results of past work performance checks |[ ] [ ]
| Offer letter to successful applicant(s) |[ ] [ ]
| Notification letters to unsuccessful applicants |[ ] [ ]
| Confirmation letter to successful applicant |[ ] [ ]
| Notes, emails, etc. relating to the competition (if applicable) |[ ] [ ]

**Competition File Closed by: Date: select date**

Records concerning hiring or hiring recommendations are maintained according to established protocol.

Review the protocols regularly for updates [here](http://www.uvic.ca/recordsmanagement/index.php)

Competition records, including interview notes may be subject to FOI access requests. Notes from this competition should be retained for at least 1 year from the date of completion of the search.

Notes from this competition should be destroyed after select date