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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