

State of Oregon  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**Human Resource Services Division**



**State Policy: 40.010.01 Recruitment and Selection Record Retention**

APPLICABILITY: State Agency Appointing Authorities

REFERENCE: ORS **192.105**; **192.501**; 240.145(3); 240.250; 240.321(2); and 240.990; OAR 105-**040-0010**; 105-**040-0030**; 105-**040-0040**; and 166-300-0040**(16)**

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(1) **Policy:** An appointing authority is responsible for ensuring documentation of all required recruitment and selection activities is retained.

(a) Appointing authorities shall ensure materials used to recruit, test, interview, and check applicant references for each recruitment are retained for the appropriate period of time. These materials shall include, but are not limited to:

(A) Graded applications, rejected applications, interview notes, **tests and applicant reference check records** (retain 2 years);

(B) Dispositioned certificate of eligibles (retain 3 years);

(C) At least one copy of the announcement and all documentation relating to the announcement (retain 10 years);

(D) All documentation relating to the test and rating levels (retain 10 years); and

(E) A copy of the position description (retain 10 years).

(b) Agencies may adopt or adapt the Model Recruitment and Selection Process Documentation Checklist which is an addendum to this policy or they may develop their own.

(2) **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 (SMEs).

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## Model Recruitment and Selection Process Documentation Checklist

Position Number	Class Number	Type of Appointment		
		Permanent	Temporary	Limited Duration
		Fulltime	Parttime	Seasonal Job Share
Announcement Number		Date Opened	Date Posted	Date Closed
List Type	Cert. Number	Date of Cert.	Comments	
Injured Worker				
Agency Layoff				
Statewide Reemployment				
Open Competitive				
Statewide Transfer				
Statewide Promotion				
Agency Promotion				
Other				

- Copy of current position description.
- Copy of announcement.
- Documentation related to the test and rating levels (e.g., questions, criteria, subject matter expert (SME) documentation).
- Graded applications.
- Rejected applications.
- Interview questions, rating criteria, interview notes, **tests**, and rating sheets.
- Dispositioned certificate of eligibles.
- Applicant reference check records.**
- Other documentation (list below)

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