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## 4.6 Closing Out the Recruitment

Saint Mary's College of California

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## **4.6 Closing Out the Recruitment**

### **4.6.1 Notification to Candidates Not Selected**

The Hiring Manager is responsible for informing candidates interviewed but not selected that another candidate was chosen. This can be done by phone or letter and Human Resources is available for consultation on best practices and templates. Human Resources will inform applicants who were not selected for interviews.

#### 4.6.2 Record Retention

The hiring authority or search committee is expected to maintain summary information about the search process, applicants and hires. Search committee members need to collect the following information about a search:

- Position description
- Actual dated copies of announcements, advertising, and other solicitations for applications and nominations, including documentation of recruitment of women and minorities
- Applications, nominations, correspondence, evaluations, references, a record of verbal contacts with or about applicants or nominees and other application materials submitted by the candidates or requested by the search committee; Minutes for all committee meetings
- Information on how search committees function, including the charge to the search committee; and Evaluations of candidates at each step of the interview process, including evaluations of candidates who are interviewed and reasons why candidates were not further considered for the position.

Please send all materials related to a recruitment search to HR Attn: RECRUITMENT

All records of recruitment searches are retained by HR for a minimum three (3) years or longer as deemed necessary by the College.