
COMPETITION FILES – NON-ACADEMIC

Description: Records relating to the administration of competitions for non-academic staff positions. Records may include job postings, job descriptions, resumes, verification information, recruiting agency information, lists of candidates, interview questions and answers, interview notes, reference checks, eligibility criteria, scoring and ranking sheets.

Filing Guidelines: Records must be securely stored until final disposition. Once the selection process is complete, or in the event of a failed search, all materials related to the competition must be returned to the Department of Human Resources.

MUNCLASS Function:	Human Resources (HR)
Responsible Unit(s):	Department of Human Resources
Retention:	Current Year competition completed + 2 years
Disposition:	Destroy
Media:	Paper and/or electronic
Authority:	Anticipated Operational Use