RECRUITMENT CLOSURE CHECKLIST
[INTERVIEW DATA FORM]

Instructions: The Interview Data Form (IDF) captures documentation of your recruitment process, and ensures uniform review standards were applied to all candidates interviewed, thus adhering to federal regulations. The information contained herein may be used by Human Resources in the event a grievance is filed. It may be reviewed by the OFCCP.

Complete the Checklist and Include the Following Information with Your IDF:

☐ **Job Description [Selection Criteria/Candidate Assessment]:** Attach Formal/Functional Job Description and PEM form.

☐ **Classification Review:** Confirm that the Job Description and job level has been classified by Compensation unit.

☐ **Equity Review:** Salary offer has been reviewed by campus Compensation or departmental HR designee to ensure that internal equity is appropriately addressed.

☐ **EEO/AA Goal/Good Faith Effort:**

    ☐ **AA Goal:** Specify acknowledgement from hiring manager of auto generated AA Goal - _____

    ☐ **Advertisement:** Record all efforts made to post position to job boards, listservs, professional organizations, etc. [Attach Advertising Venues Selected]

    ☐ **Diversity Outreach:** Document all good faith efforts to recruit qualified candidates from underutilized groups according to published affirmative action goals. [Attach Diversity Efforts]

☐ **Selected Candidate Meets Qualifications as Advertised:**

    ☐ **Candidate Selected:** The reasons for hiring this candidate should be specific to the stated job requisition requirements and selection criteria as defined in the job posting. Salary is determined by consideration of different factors including employee status, equity issues, transfer and/or promotion, and recruitment environment. [Do NOT use language that suggests the comparison of candidates. Instead compare each candidate to how well they meet the stated job requirements.]

    ☐ **Candidates NOT Selected:** The reasons for NOT hiring these candidates who were interviewed should be specific to the stated job requisition requirements and selection criteria as defined in the job posting. [Do NOT use language that suggests the comparison of candidates. Instead compare each candidate to how well they meet the stated job requirements.]

☐ **Departmental Authorization Signatures:** Please obtain appropriate signatures required below.

☐ **Data Retention:** The IDF must be uploaded in TAM, our applicant tracking system, after the effective date of hire so that it is permanently attached to the requisition. After you have uploaded the IDF into TAM, you must send an e-mail to CSS Recruiting Team alerting the unit that the IDF uploading process is complete. Submit all hard copy search documentation and notes (including all interview questions asked at each phase of assessment) to CSS Recruitment (mail code 7600) upon IDF completion. These hard copies must be retained for the current required time limit of three years. If you are not currently supported by CSS, please submit information to Talent Acquisition and Employment Services (mail code 3540).

Campus Recruiter:	**Phone Number:**
Department Hiring Manager:	**TAM Requisition ID #:**
Position Title:	**Job Code:**

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CANDIDATE SELECTED:

Name:	Effective Date of Hire:
Applicant ID or Employee ID#:	
Selection Code: Hired	**Date(s) of Interview:**
Based upon stated job requisition requirements, provide 1 to 3 reasons for selecting the hired candidate. Specify how the candidate met or exceeded those requirements. ☐ **1.** _____ ☐ **2.** _____ ☐ **3.** _____	

NON-SELECTED CANDIDATES: Copy and paste additional non-selected candidate text boxes to record additional data if you have more than one non-selected candidate that was interviewed but not hired.

Name:	Date(s) of Interview:
De-selection Reason/Code:	
Based on stated job requisition requirements, provide a reason for NON-SELECTION. Specify how the candidate did NOT meet a particular requirement. ☐ **1.**_____	

DEPARTMENTAL SIGNATURES:

This form may be used as documentation in official proceedings regarding employee complaints and grievances, in Unfair Labor Practice cases, EEOC/DFEH complaints, and other legal actions. Ethnic and gender information on the candidate selected should not be disclosed. Your signatures on this form indicate that you have reviewed and approved its content.

Hiring Manager or Unit Head (Budgetary Authorizer)	**Title:**
Signature: _____	**Date:**