

GRADUATE CENTER SEARCH FILE CHECKLIST

A completed search file must contain all items listed below to comply with **CUNY Document Retention Guidelines**

Department: _____

Position: _____

School Other Than Graduate Center: _____
(i.e.: SOJ/MHC/SPS/JSMI/GSPHHP)

Job Identification #: _____

Candidate Selected: _____

Other: _____

(i.e.: Search Reopened, Search Failed, Search Waiver, etc.)

Note: Please submit this form and all documents listed below via email to the Compliance and Diversity Office at complianceanddiversity@gc.cuny.edu

	YES	NO
• Recruitment plan	<input type="checkbox"/>	<input type="checkbox"/>
a) Job Description (must include Job ID)	<input type="checkbox"/>	<input type="checkbox"/>
b) Org. Charts (Current & Proposed)	<input type="checkbox"/>	<input type="checkbox"/>
c) Recruitment Request Form	<input type="checkbox"/>	<input type="checkbox"/>
d) Final Advertising Text	HR WILL SUPPLY	
• Evaluation Rubric/Interview Criteria	<input type="checkbox"/>	<input type="checkbox"/>
• List of questions asked of all finalists	<input type="checkbox"/>	<input type="checkbox"/>
• List of search committee members	<input type="checkbox"/>	<input type="checkbox"/>
• Affirmative Action Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
• Interview Evaluation Forms	<input type="checkbox"/>	<input type="checkbox"/>
• CUNY Employment Application – Part 1	<input type="checkbox"/>	<input type="checkbox"/>
• All original resumes/CVs	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of all Acknowledgement letters	CUNYFIRST AUTOMATED RESPONSE	
• Copies of all Rejection letters	HR WILL SEND AFTER	
a) General Rejection letters (applicants not selected for an interview)	FINAL AA CERT APPROVAL	
b) Finalist Rejection letters (finalists not selected for the position)		
• Copy of offer & acceptance letters from HR	HR WILL SUPPLY	

Documents Reviewed and Submitted by (Print) Name: _____

Date: _____

Received by Compliance and Diversity Office **Date:** _____ **(Initials)** ____