

ADMINISTRATIVE SEARCH FILE CHECKLIST

A completed search file must contain all items listed to comply with University Document Retention Guidelines

Department:

Position:

Job Identification #:

Candidate selected:

	YES	NO
• Affirmative Action Certification Form	<input type="checkbox"/>	<input type="checkbox"/>
• All original resumes/CVs	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of all Acknowledgement letters	<input type="checkbox"/>	<input type="checkbox"/>
• Copies of all Rejection letters	<input type="checkbox"/>	<input type="checkbox"/>
•	HR WILL SUPPLY	
•	<input type="checkbox"/>	<input type="checkbox"/>
• List of questions asked to each applicant	<input type="checkbox"/>	<input type="checkbox"/>
• List of search committee members	<input type="checkbox"/>	<input type="checkbox"/>
• Recruitment plan	<input type="checkbox"/>	<input type="checkbox"/>
a) Job Description (must include Job ID)	<input type="checkbox"/>	<input type="checkbox"/>
b)	<input type="checkbox"/>	<input type="checkbox"/>
c) Recruitment Request Form	<input type="checkbox"/>	<input type="checkbox"/>
d) Advertising Text	<input type="checkbox"/>	<input type="checkbox"/>

Search File Completed by (Initial):

Date:

Upon search completion, **all** search files, along with this checklist **must** be forwarded to:

The Graduate Center Affirmative Action Office

365 5th Ave- Room 7301.

Questions or concerns please call the Office of Affirmative Action at 212-817-7410/7405.