



# NOTES ON NOTES

## Documenting the Interview Process

1. Not taking notes is not an option



Notes must be taken to protect the University should an adverse claim be made.

2. Do not consider these protected classes



Race, ethnicity, national origin, gender, pregnancy, age, disability, and veteran or active guard status.

3. Focus on what matters



Does the candidate have the knowledge, skills, abilities, experience, and education to be successful in the role?

4. Notes should support your hiring decision



Will an EEOC investigator be able to clearly understand the reasons we choose a candidate based on our notes?

5. Notes can be brief, but must be substantive



Do your notes speak directly to a candidates qualifications for the position?

6. All interview notes must be submitted to HR at the end of the interview process



The search Chair will submit all interview notes to HR. The University must retain notes for a minimum of three years per Baylor policy.