PU NOTES ON NOTES

Documenting the Interview Process

1. Not taking notes is not an option



3. Focus on what matters



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

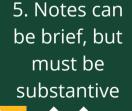


Race, ethnicity, national origin, gender, pregnancy, age, disability, and veteran or active guard status.



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

4. Notes should support your hiring decision



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



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



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