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 candidate 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.