**Overview:** The Interview Data Form (IDF) captures documentation of your recruitment process and ensures uniform review standards were applied to all candidates interviewed, thus adhering to federal regulations. The information contained herein may be used by Berkeley People & Culture in the event a grievance is filed. It may be reviewed by the Office of Federal Contract Compliance Programs (OFCCP).

**Complete and include the following information with your IDF:**

* **Advertisement & Diversity Outreach:** Record all efforts to post the position to job boards, listservs, professional organizations, etc. Document all good faith efforts to recruit qualified candidates from underrepresented groups according to published affirmative action goals.
* **Interview Committee Members:** List all panelists who participated in the interview committee.
* **Candidate(s) Selected:** List the selected candidate’s name, interview details, and 1-3 reasons for hiring. [Do NOT use language that suggests the comparison of candidates. Instead, compare each candidate to how well they meet the stated job requirements.]
* **Candidate(s) NOT Selected:** List the name of the non-selected candidate, interview details, and a reason for not hiring. [Do NOT use language that suggests the comparison of candidates. Instead, compare each candidate to how well they meet the stated job requirements.]
* **Departmental Authorization Signatures:** Obtain the appropriate signatures required below.
* **Data Retention:** Retain all search documentation for four years after the end of the fiscal year in which the specific recruitment activity has ended.

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| --- | --- |
| **Talent Acquisition Advisor:** | |
| **Department Hiring Manager:** | |
| **Job Opening ID # and Posting Title:** | **Title Code (4 digits):** |

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| Interview Committee Members: List the names of all panelists who participated in the interview committee(s). |
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| Advertisement & Diversity Outreach: List all advertising venues and diversity outreach efforts to recruit qualified candidates from underrepresented groups. ***Note:*** This job is automatically listed on HigherEdJobs, InsideHigherEd.com, America's Job Exchange, AcademicKeys.com, and Northern California HERC. |
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| **DE-SELECTION CODES:**  Assign a de-selection code to any candidate interviewed but NOT hired. The selected code will be used to disposition the candidate(s) in TAM. | |
| **Others More Competitive**: Use this reason when you have determined that the candidate meets minimum qualifications but have decided that you will not hire this candidate.  **Lacks Minimum Requirements**: Use this reason when a candidate does not meet the minimum required qualifications, credentials, licensure, skills, or work experience indicated on the job posting.  **Applicant Withdrew**: Use this reason when a candidate lets you know they wish to remove their application from consideration.  **Candidate Declined Interview**: Use this reason when a candidate is selected for an additional interview but then declines to be interviewed. | **No Show for Interview:** Use this reason when a candidate does not show up for their scheduled interview.  **Offer Rejected**: Use this reason when a candidate rejects the job offer.  **Another Job**: Use this reason when a candidate accepts another job at UC Berkeley or with another employer.  **Unable to Contact**: Use this reason when you try to contact a candidate who does not respond. |

## SELECTED CANDIDATE(S): The reasons for hiring the candidate(s) should be specific to the stated job requirements and selection criteria defined in the job posting.

|  |  |
| --- | --- |
| **Name:** | **Effective Date of Hire:** |
| **TAM Applicant ID or Employee ID:** | **Selection Code: Hired** |
| |  |  |  |  | | --- | --- | --- | --- | | **Interview Type** | **Date** | **Start Time** | **Duration** (e.g., 60 mins.) | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  |   **If this is an internal finalist, check the box to confirm that you have reviewed the personnel file.**  **Provide 1 to 3 reasons for selecting the hired candidate.** Specify how the candidate met or exceeded the stated requirements as defined in the job posting:   |  | | --- | |  | |  | |  | |  | | |

**NON-SELECTED CANDIDATE(S):** The reasons for NOT hiring the candidate(s) interviewed should be specific to the stated job requirements and selection criteria defined in the job posting.

|  |  |
| --- | --- |
| **Name:** | **De-selection Code** (see above list):Choose an item. |
| |  |  |  |  | | --- | --- | --- | --- | | **Interview Type** | **Date** | **Start Time** | **Duration** (e.g., 60 mins.) | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  |   **Provide a reason for NOT selecting the candidate.** Specify how the candidate did NOT meet a particular requirement as defined in the job posting:   |  | | --- | |  | |  | | |

## DEPARTMENTAL SIGNATURES: This form may be used as documentation in official proceedings regarding employee complaints and grievances, in Unfair Labor Practice cases, EEOC/DFEH complaints, and other legal actions. Ethnic and gender information on the candidate selected should not be disclosed. Your signature on this form indicates that you have reviewed and approved its content.

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| **Hiring Manager or Unit Head (Budgetary Authorizer)** | **Title:** |
| **Signature:** | **Date:** Click or tap to enter a date. |

**Submit the completed IDF to Talent Acquisition.**

Before Talent Acquisition can create a written offer letter, all recruitment documentation must be completed and returned by the Hiring Manager

**Use the following pages to list additional selected / non-selected candidates.**

**SELECTED CANDIDATES** (continued):

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| --- | --- |
| **Name:** | **Effective Date of Hire:** |
| **TAM Applicant ID or Employee ID:** | **Selection Code:** Hired |
| |  |  |  |  | | --- | --- | --- | --- | | **Interview Type** | **Date** | **Start Time** | **Duration** (e.g., 60 mins.) | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  |   **If this is an internal finalist, check the box to confirm that you have reviewed the personnel file.**  **Provide 1 to 3 reasons for selecting the hired candidate.** Specify how the candidate met or exceeded the stated requirements as defined in the job posting:   |  | | --- | |  | |  | |  | |  | | |

|  |  |
| --- | --- |
| **Name:** | **Effective Date of Hire:** |
| **TAM Applicant ID or Employee ID:** | **Selection Code:** Hired |
| |  |  |  |  | | --- | --- | --- | --- | | **Interview Type** | **Date** | **Start Time** | **Duration** (e.g., 60 mins.) | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  |   **If this is an internal finalist, check the box to confirm that you have reviewed the personnel file.**  **Provide 1 to 3 reasons for selecting the hired candidate.** Specify how the candidate met or exceeded the stated requirements as defined in the job posting:   |  | | --- | |  | |  | |  | |  | | |

**NON-SELECTED CANDIDATES** (continued):

|  |  |
| --- | --- |
| **Name:** | **De-selection Code** (see above list):Choose an item. |
| |  |  |  |  | | --- | --- | --- | --- | | **Interview Type** | **Date** | **Start Time** | **Duration** (e.g., 60 mins.) | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  |   **Provide a reason for NOT selecting the candidate.** Specify how the candidate did NOT meet a particular requirement as defined in the job posting:   |  | | --- | |  | |  | | |

|  |  |
| --- | --- |
| **Name:** | **De-selection Code** (see above list):Choose an item. |
| |  |  |  |  | | --- | --- | --- | --- | | **Interview Type** | **Date** | **Start Time** | **Duration** (e.g., 60 mins.) | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  |   **Provide a reason for NOT selecting the candidate.** Specify how the candidate did NOT meet a particular requirement as defined in the job posting:   |  | | --- | |  | |  | | |

|  |  |
| --- | --- |
| **Name:** | **De-selection Code** (see above list):Choose an item. |
| |  |  |  |  | | --- | --- | --- | --- | | **Interview Type** | **Date** | **Start Time** | **Duration** (e.g., 60 mins.) | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  | | Choose an item. | Click or tap to enter a date. |  |  |   **Provide a reason for NOT selecting the candidate.** Specify how the candidate did NOT meet a particular requirement as defined in the job posting:   |  | | --- | |  | |  | | |