



## Personal Information Bank (PIB) Details

**Title:** Recruitment

**Location of Records:** Human Resources, department leader files

**Description:** Records relating to the recruitment of staff for permanent, part-time and contract job postings. May include information on applicant screening and testing, conducting interviews, and acceptance and rejection of candidates. Records may include job postings, resumes and employment applications, job skills test sheets, interview questions and sheets, scoring matrices, competition lists, reference checks, and supporting correspondence.

**Legal Authority for PIB:** Public Hospitals Act R.S.O 1990, c. P.40.

**Types of Personal Information:** Individuals' submitted resumes and/or job applications, containing information on employment history, education, and contact information.

**Uses:** Document competition and hiring processes.

**Users:** Human Resources; applicable leader as appropriate.

**Individuals in Bank:** Hospital employees and those applying for positions.

**Retention Period:**

Recruitment - ATS (Applicant Tracking System) up to two years of inactive use since the last log on

Submitted resumes – six months