



- (b) The file(s) will be made available in the Human Resources Division office after the interview(s) have taken place.
- (c) The selection committee chair must initiate the request to access the file; however, other members of the selection committee may be in attendance at the time of reviewing the file.
- (d) The contents of the files may not be photocopied; however, the selection committee chair is encouraged to make any notes deemed desirable.
- (e) If the selection committee chair is unable to schedule a suitable time to review the file(s), a member of the Human Resources Division staff may review the relevant sections of the file with the selection committee over the telephone.
- (f) At the time of scheduling the interview, the Human Resources Division will advise internal candidates that the selection committee will be allowed access to the file(s).