Recording Verbal Responses in Interviews



When interviewing (either in person or by telephone) the interviewer often makes notes of verbal responses and observations made during the interview.

In the event of a lawsuit (unfair employment practices claim) you may be required to submit all documents related to an employee, starting with the employee resume and application. This would include all handwritten and/or electronic documentation.

Writing notes on the resume or application is not a good business practice for this reason. Documents submitted by the candidate should remain as they were submitted to you.