

Hiring Policy

Definitions

1. Incoming – Individual slated to undertake a position in question for the subsequent year.
2. Outgoing – Individual currently holding the position in question for the year.
3. Volunteers – Staff who do not work for an hourly wage and who may receive an honorarium.
4. Bias – Prejudice in favour of, or against one person or group compared with another, usually in a way considered to be unfair.
5. Conflict of Interest – A situation in which a person is in a position to derive personal benefit from actions or decisions made in that person’s official capacity.

General

6. Unless stipulated by the Union By-Laws, this shall be the Hiring Policy for any and all appointed Union positions.
7. For all positions, the Union shall attempt to hire qualified student applicants.
 - 1.1 Applicants must be ordinary members of the Union as defined in the By-laws.
8. All hiring shall be conducted in a professional and ethical manner.
 - 1.1 The Union does not discriminate on the basis of sex, religion, race, colour, national or ethnic origin, age, disability, or sexual orientation.
 - 1.2 Applicant information external to that which is provided on the application, in resume, reference checks, and during the interview, may not be used or referred to during the interview, or selection process.
 - 1.3 Prior to being considered for an interview every applicant will be vetted by student life for conduct violations and academic eligibility.
9. If under any circumstance this policy is not followed, the interview process shall be considered null and void. The process will have to be restarted. If the Chair of Council deems it necessary, and where possible, the panel may be dissolved and reformed.

Interview Panel

10. Panel composition shall be outlined as follows (This list should match the list of position Terms of Reference):

Position (all must be ratified through the Board)	Panel Composition (*Chair)
General Manager	<ul style="list-style-type: none"> • President* (voting) • Chair (voting) • 1 Vice President (so designated by the President) (voting) • 1 Director (so designated by the Chair) (voting)
Vice Presidents	<ul style="list-style-type: none"> • Incoming President* (voting) • Incoming Vice President Academic Affairs (voting) • General Manager (non-voting)
Finance Manager	<ul style="list-style-type: none"> • General Manager* (voting) • VP Finance and Operations (voting) • President (voting)

Bar & Events Manager	<ul style="list-style-type: none"> • General Manager* (voting) • VP Finance & Operations (voting) • VP Campus Affairs (voting)
Marketing Manager	<ul style="list-style-type: none"> • General Manger* (voting) • President (voting)
Operations Manager	<ul style="list-style-type: none"> • General Manager* (voting) • Vice President Finance & Operations (voting) • President (voting)
Custodian	<ul style="list-style-type: none"> • General Manager* (voting) • President (voting)
Deputy Chair	<ul style="list-style-type: none"> • Chair* (voting) • 1 Director (voting)
Chief Returning Officer	<ul style="list-style-type: none"> • To be hired by the Elections Committee
Returning Officers	<ul style="list-style-type: none"> • To be hired by the Elections Committee
Convenience For U – Student Manager	<ul style="list-style-type: none"> • Vice President Finance and Operations* (voting) • Operations Manager (voting)
Convenience For U – Staff (9)	<ul style="list-style-type: none"> • Vice President Finance and Operations* OR Operations Manager* (voting) • Convenience For U Student Manager (voting)
Drive U – Student Manager	<ul style="list-style-type: none"> • Vice President Finance and Operations* (voting) • Operations Manager (voting)
Drive U - Staff	<ul style="list-style-type: none"> • Vice President Finance and Operations* OR Operations Manager* (voting) • Drive U Student Manager (voting)
Golden X Inn – Student Manager	<ul style="list-style-type: none"> • Bar & Events Manager* (voting) • Operations Manager or Vice President Finance and Operations (voting)
Golden X Inn – Staff (Security, Bussers, Bartenders)	<ul style="list-style-type: none"> • Bar and Events Manager* (voting) • Student Bar Manager (voting)
Marketing – Student Manager	<ul style="list-style-type: none"> • Marketing Manager* (voting) • President (voting)
Marketing Staff	<ul style="list-style-type: none"> • Marketing Manager* (voting) • Student Marketing Manager (voting)
Sponsorship & Funding Coordinator	<ul style="list-style-type: none"> • Vice President Finance & Operations* (voting)

	<ul style="list-style-type: none"> • Finance Manager or General Manager (voting)
Ke vins Corner Resource Centre Coordinator	<ul style="list-style-type: none"> • Vice President Finance and Operations* (voting) • Operations Manager (voting)
Ke vins Corner Breakfast Program Coordinator	<ul style="list-style-type: none"> • Vice President Finance & Operations* (voting) • KCFRC Coordinator (voting)
Ke vins Corner Volunteers	<ul style="list-style-type: none"> • KCFRC Coordinator* (voting) • Vice President Finance and Operations
Policy and Research Associate	<ul style="list-style-type: none"> • President*, Vice President External*, Vice President Academic* (depending on hire)(voting) • 1 Director (voting)
Campaign Coordinator	<ul style="list-style-type: none"> • Vice President External Affairs* (voting) • 1 Director (voting)
Student Advocates – Academic Affairs	<ul style="list-style-type: none"> • Vice President Academic* (voting) • 1 director (voting)
Student Advocates – Campus Affairs	<ul style="list-style-type: none"> • Vice President Campus Affairs* (voting) • 1 Director (voting)
Residence Affairs Coordinator	<ul style="list-style-type: none"> • Vice President Campus Affairs* (voting) • 1 Director (voting)
Residence Events Coordinators	<ul style="list-style-type: none"> • Vice President Campus Affairs* (voting) • 1 Director (voting)
Activities & Events Coordinators	<ul style="list-style-type: none"> • Vice President Campus Affairs* (voting) • Bar and Events Manager (voting)
O-Crew Co-Chairs	<ul style="list-style-type: none"> • Vice President Campus Affairs* (voting) • Activities & Events Coordinator (voting)
Event Staff	<ul style="list-style-type: none"> • Vice President Campus Affairs* (voting) • Activities and Events Coordinator (voting)
Society Coordinator	<ul style="list-style-type: none"> • Vice President Campus Affairs* (voting) • 1 Director (voting)
Equity Coordinator	<ul style="list-style-type: none"> • President* (voting)

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| | <ul style="list-style-type: none">• 1 Director (voting) |
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11. All biases must be declared prior to the first interview, and dealt with accordingly. Failure to do so shall deem the interview process void.
12. Any conflicts of interest must be acknowledged prior to the interview. The panelist must remove themselves from the hiring panel and council must appoint a replacement.
 - a. If a conflict of interest is declared, the individual must remove themselves from the hiring panel/committee and the General Manager shall advise on their replacement.
13. Prior to the interviews, the General Manager shall brief and train panel member(s) on general hiring and interview practices.
14. The composition of the panel shall remain the same for the duration of all interviews for a particular position. Any change in the panel shall deem the interview process void.

Interview process

15. Applicants shall be given 48 hours' notice of the time and location of their interview.
16. The interview panel shall receive necessary information from the member(s) of the Executive Committee or non –student management within 48 hours of the interview (e.g., relevant applicant information, references, responses, etc).
17. Criteria for scoring the interview shall be established by the interview panel prior to the interview.
 - 1.1 Interview criteria must be agreed upon and understood by each panel member.
18. If the panel deems it necessary, follow-up questions shall be permitted.

Applicant selection

19. After all applicants have been interviewed, the panel shall meet to discuss the performance of the candidates.
 - 1.1 This performance, and the previously submitted application, shall be reviewed against the previously set criteria.
20. In the case that the position is one that must be ratified through the Board of Directors:
 - 1.1 The committee will report the decision to the applicant and the Board.
 - 1.2 The selected applicant may be ratified by the Board. The Board may question the hiring panel about the recommended applicant and the hiring process.

Confidentiality

21. All topics and discussions which occur during the interview shall be held in confidence by all privy to the information.
 - 1.1 Interviewers will not discuss any details pertaining to the interview to any party external to the hiring panel. These details include but are not limited to: interview questions, discussions of applicants, and decisions made within the interview.
 - 1.2 The Board of Directors may go into camera if they feel detailed discussion is needed with regards to the ratification of an applicant.