

# Abstract – Hiring Policy

*Last Updated January 23<sup>rd</sup>, 2011*



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**This is an unofficial summary of the points that are listed in the Hiring Policy. This document should be used for educational purposes only. References to policy should be done in the official version found on the CUS website.**

1. All positions within the CUS are advertised to the student body seven days before the application deadline. To officially advertise it to the student body, it must be posted on the CUS Website seven days before the application deadline.
2. Service Council applicants can be pre-screened before offering an interview via a scoring rubric. Otherwise, all applicants receive an interview. All applicants must submit all requested documents in order to be granted an interview. When holding interview, some effort must be made to ensure the interviews are equitable in format, location, questions, length, and interviewer quantity. Some leniency is granted for rescheduling interviews, but not for truancy.
3. Interview questions must follow a semi-structured format for all applicants consisting of common questions that must be asked to all candidates for the same position in addition to probing questions. Probing questions can only be asked by one person up to three times. All questions for interviews must be prepared in advance and abide by the BC Human Rights Code.
4. The HR Director or the Ombudsperson has the right to sit in on any interview. No audio or video devices shall be allowed. Hiring for Executives shall consist of members of the Board of Directors. Service Council interviews shall consist of members of the Executive Council. Service Council Committee interviews shall be conducted by the Chair of the committee and the Executive Council. No other member of the CUS shall be allowed to sit in on Executive or Service Council hiring. Group interviews shall be allowed at the discretion of the HR Director. (Please see Hiring Policy for composition of hiring panels.)
5. All candidates must be considered by the interview panel and provide clear reasoning as to why they chose the successful candidate. All candidates must be told when they will be contacted with the results. Successful candidates must be contacted first via phone or in person, followed by the unsuccessful candidates via phone, email, or in person. All results must remain secret until all candidates have been contacted, or 48 hours after the final interview, whichever comes first. Candidate selection discussion shall remain in camera.
6. Appeals of decisions can be made to the Ombudsperson.
7. Hiring shall always be kept to a high standard. If a violation of the Hiring Policy is found, disciplinary action will be taken. Actions include: No action, overturning decisions, re-conducting the interview process with the HR Director, termination.
8. In the event a position can't be filled after posting the position three times, recruiting shall be allowed. (See Hiring Policy for restrictions)

