

Hiring Policy

Last Updated February 27th, 2011



The Commerce Undergraduate Society will endeavor to appoint the most appropriate individuals to fill all positions in the most equitable manner possible. The Hiring Policy will govern the hiring of any Commerce Undergraduate Society positions except where specified by the CUS Constitution. This Hiring Policy does not apply to hiring for any CUS Recognized Club.

1) Posting of a Position

- a) In posting a position for within the CUS, the posting must be made with the intention of informing the General Membership of the CUS
- b) Position postings must occur no less than seven days before the application deadline
- c) Postings are required to be up on the Commerce Undergraduate Society website seven days before the application deadline
- d) No special circumstances shall grant a shorter posting time
- e) Any posting on the CUS website must be in the set format as given by the CUS website
- f) The Ombudsperson can refuse the recruitment of a newly created position if it was deemed inappropriate or unnecessary by the Human Resources Director

2) Scheduling Interviews

- a) A pre-screening process may be conducted by interviewers prior to interviews primarily based on the job descriptions to ensure efficiency and effectiveness in Student Council hiring
 - i) A standardized scoring rubric will be used to determine the candidate's qualification for an interview based upon the candidate's cover letter, resume, and any other applicable document
 - ii) Qualification shall be determined by an acceptable threshold of points scored on the rubric as set by the interviewer(s)
 - (1) If multiple interviewers score a candidate, the average of the individual aggregate scores will determine the final score
 - iii) If the interviewer(s) determine the rubric grossly under-represents or over-represents any individual candidate, the interviewer(s) reserve the right to not to use the rubric

- (1) If the interviewer does not use the rubric for any individual candidate, the candidate reserves the right to an interview
- b) All applicants must be contacted by phone or e-mail to be informed of the next step in the hiring process
 - i) The Human Resources Director will contact all qualified candidates for Executive Council positions
 - ii) The Human Resources Director, or an appointed assistant by the Humans Resources Director in compliance with this policy, will contact all candidates for Student Council positions
 - iii) Student Council members will contact all qualified candidates for Student Council Committee positions
- c) Notwithstanding to Section 2A, all applicants will be granted an interview only if they have submitted all of the required documents before the deadline
- d) All applicants are allowed to apply for no more than two different positions in the CUS with respect to Student Council hiring.
- e) All interviews for the same position must be held in the same location in respect to a public or private environment
- f) If an applicant cannot make any of the posted interview times, the interviewer must make reasonable effort to accommodate the applicant
 - i) The interviewer must attempt to reschedule an interview within 48 hours of their last interview with another applicant for the same position
 - ii) If the applicant's availability or scheduled interview time is changed more than once without just cause, the interviewer is granted the ability to waive the applicant's right to an interview
 - (1) Just cause shall be defined as, but is not limited to, a personal or family emergency or formal university examinations
 - iii) If an applicant fails to show up to their scheduled interview time without notice, the interviewer is not obligated to give the applicant a second interview
 - iv) Applicants who cannot physically make it to any in-person interview after exhausting all possible means of conducting an in-person interview must be granted a phone interview or an online interview

3) Interview Questions

- a) Interviewers must follow a semi-structured format consisting of common questions asked to all applicants of the same position in the same order in conjunction with several probing questions if deemed necessary by the interviewers.
 - i) A probing question is any question that is asked by the interviewers asking for clarification or additional details on the previously asked question
 - ii) Probing questions can only be asked by one specific interviewer for all common interviews and do not need to be asked to all candidates
 - iii) While the use of probing questions is discouraged, interviewers are free to probing questions, up to a maximum of three probing questions per interview
- b) All questions, except for probing questions based on the interview, must be prepared prior to the interview by the interviewer
 - i) The Ombudsperson and Human Resources Director are granted the right to review any interview questions before or after the interview process
 - ii) All questions asked must abide the British Columbia Human Rights Code

4) Interview Procedure

4.1) *Interview Rules for All Hiring*

- a) The Human Resources Director and Ombudsperson have the right to sit in on any interview
- b) The Ombudsperson or Human Resources Director can eject anyone from an interview if he or she deems the person is interfering with the fairness of the process.
- c) An interviewee can request that the Ombudsperson or Human Resources Director sit in on interviews to ensure fairness and equity
- d) Under no circumstances shall audio or video recording devices be used at any point during the interview process
- e) Only those interviewers who have interviewed all possible candidates for any given position shall be allow to deliberate who is the successful candidate

4.2) *Composition of Interview Panel- Executive Council Appointment*

- a) All Executive Council hiring is to be conducted by a hiring committee selected by the Board of Directors composed of members as outlined in the Committee Policy
- b) No other members of the Commerce Undergraduate Society will sit in on interviews

4.3) *Composition of Interview Panel- Student Council Appointment*

- a) All Student Council appointments will be completed by Executive Council
- b) The following must be present for all interviews conducted for a Student Council position:
 - i) Human Resources Director
 - ii) The Respective Vice President as outlined by the Student Council Policy
 - iii) At least two other Vice-President
 - iv) President, at his or her discretion
- c) No other members of the Commerce Undergraduate Society, with the exception of the Ombudsperson, will sit in on interviews
- d) An exception to the above structure shall be made for the above structure, where the outgoing Human Resources Director shall not sit in on the interviews for the incoming Human Resources Directors and the Ombudsperson must replace the outgoing Human Resources Director on this panel
- e) The Human Resources Director, or an appointed assistant by the Human Resources Director in compliance with this policy, shall schedule all interview times.

4.4) *Composition of Interview Panel- Student Council Committee Selection*

- a) All Student Council Committee selection panels must be composed of:
 - i) Student Council member to chair the committee
 - ii) Minimum one other member of the Board of Directors, Executive Council, Student Council or similar committee members of the time period to which the position applies
 - (1) In selecting this member, every effort should be made to ensure that no conflict of interest shall arise

4.5) *Group Interviews*

- a) A group interview is defined as an interview with more than one applicant

- b) Approval must be granted by the Human Resources Director for all group interviews
- c) The use of a group interview must be disclosed to the applicant at first contact

5) Selection Procedure

5.1) Appointment- Voting

- a) Only interviewers, excluding the Ombudsperson and the Human Resources Director, who are present at all interviews for the same position can vote.
- b) All applicants who qualify for an interview must be considered by the interview panel in deliberations
- c) Upon selection of the successful applicant, the panel must be able to communicate clear reasons, and provide a meeting with the unsuccessful applicant if deemed necessary for why the selection decision was made
- d) Applicants must be informed of when they will be contacted regarding the interview result

5.2) Confirmation of Successful Applicant

- a) Contact with the applicant must be made by phone or in person
- b) Result of the hiring process must be made secretive until all applicants have been informed their status in the process
- c) Contacting of applicants must begin with the successful applicant
- d) The same person must call all applicants, successful or unsuccessful, of a position
- e) For Student Council appointments, the CUS President or the relevant Vice-President shall be the person to inform the final decision to all applicants
- f) For Student Council Committee selection, the Student Council member to chair the committee must inform all applicants of the final decision
- g) Should the successful applicant not accept the position, the voting council must either meet to select the next most qualified applicant, or pre-determine the next most qualified applicant during the deliberation process

5.3) Contacting Unsuccessful Applicants

- a) Contact with the applicant must be made by phone, in person, or via email.

- b) Result of the hiring process must be made secretive until all applicants have been informed their status in the process
- c) All unsuccessful applicants must be reached within 48 hours following the final interview with a reasonable effort made by the selection committee
- d) Unsuccessful applicants reserve the right to ask for insight into the decision-making process and for feedback on their interview performance where, in all cases, the Ombudsperson or HR Director should be consulted for guidance on this process

6) Appeals

- a) All appeal to decisions made regarding hiring are to be directed to the Ombudsperson
- b) The Human Resources Director and the Ombudsperson are consultants and enforcers of the Hiring Policy
- c) All fairness and equity issues, problems or violations must be brought to the attention of the Human Resources Director and the Ombudsperson.

7) Consequences for Policy Infractions

- a) Hiring with the Commerce Undergraduate Society shall be kept to a standard set by this policy, and deviations without permission shall not be tolerated
- b) If a violation is found of any of the above articles, then disciplinary action must be made by the joint decision of the Human Resources Director and the Ombudsperson
 - i) In the case of Executive Council hiring, approval of the disciplinary action must be approved by the CUS Board of Directors
- c) Consequences for infractions shall be, but is not limited to, the following in order or severity:
 - i) No action
 - ii) Review of action and/or the decision overturned
 - iii) Re-conducting the interview process with the Human Resources Director or the Ombudsperson sitting in on all interviews
 - iv) Termination of service

8) Override of the Hiring Policy

- a) In the event that a position within the CUS has been posted three times without a successful applicant selection, then the committee chair is authorized to recruit for the vacant position without informing the general CUS population about the vacant position, subject to the following provisions:
 - i) There is significant evidence that all three postings have followed procedures for posting positions as per the CUS Constitution and the Hiring Policy
 - ii) The HR Director has been informed that the position will be filled by recruitment
 - iii) That all previous applicants have been considered for the position
 - iv) The HR Director and/or Ombudsperson is present during the recruited individuals interview
 - v) Sections 3 through 7 of the CUS Hiring Policy are followed
- b) An extension of at least one week will count as a posting

9) External Information and the Nature of Hiring within the Commerce Undergraduate Society

- a) As the Commerce Undergraduate Society is a student run society where the individuals working within the society interact with one another on a daily basis for purposes both related to and not related to the Commerce Undergraduate Society, interviewers must maintain a relationship neutral status with all possible candidates during the interview process
 - i) A neutral status is defined as a position where no prior relationships, whether personal or professional including those with a third party, has any effect on the thought process, deliberation, or outcome of an interview
- b) Contrary to Section 9a of the CUS Hiring Policy, if a piece of information is known by an interviewer about a potential candidate where its consideration would drastically effect the outcome of the hiring decision against the candidate and the failure to consider this piece of information may cause harm to a member of the Society or the Society as a whole, this information may be considered by the hiring committee
 - i) The type of harm caused to a member of the Society or the Society as a whole must be of substance in nature and the likelihood of harm must be beyond a reasonable doubt