



# Student Union Society Student Hiring Policy

EFFECTIVE: August 7 2014

AMENDED:

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AUTHORITY: Governance Committee

RATIFIED BY: SUS Board of Directors

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## RELATED DOCUMENTS

- *In-Camera* Policy
  - Conflict of Interest Policy
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## Purpose

The purpose of this policy is to ensure that the hiring practices of the SUS are consistent regardless of position or type of potential applicants, and that the recruitment and selection processes are fair and equal in nature.

## **1.0 Eligibility**

1.1 Any current Member as defined in bylaw 3 of the SUS Bylaws, in Good Standing, is eligible for a student job posting.

1.1.1 Students who will become members when the employment period begins are eligible to apply.

1.2 A student that is currently employed as an officer or executive in the Society, or will be employed as an officer or executive during the employment period, cannot be considered for employment.

1.2.1 Exceptions can be made in extraordinary circumstances upon approval of the Board.

1.3 If an employee ceases to be a Member during their employment period, they will be given three weeks' notice that their employment will be terminated if they do not become a Member of the Society.

1.3.1 The relevant Director may submit a request for an exception to the Executive Committee and the Executive Director.

## **2.0 Timeline**

2.1 All student job postings must be posted and advertised for a minimum of two weeks during the Fall and Winter semesters, and three weeks during the Summer semester.

2.1.1 Under exceptional circumstances, the relevant Director may submit a request for an exception to the Executive Committee and Executive Director to reduce the job posting and advertisement time by one week.

2.2 Interviews and first-round interviews should be completed within a timely manner.

2.2.1 All students who are not successful and are not currently in subsequent interview rounds must be notified.

2.2.2 If scheduling conflicts, school closures, holidays, or transportation issues prevent the hiring committee from conducting all first round interviews within two weeks, the successful first round interviewees must be notified of the delay.

2.3 Upon unanimous consent of the hiring committee, unsuccessful applicants may be hired to fill open positions within four weeks of their interview.

2.3.1 If the candidate has not been interviewed, an interview must take place before the candidate is hired.

2.3.2 Candidates who were interviewed and unsuccessful in higher ranking positions may be considered for a lesser role.

### **3.0 Advertising**

3.1. All student positions must be advertised through the SUS website, the SUS office(s), all social media used by SUS, and the UFV Career Centre.

3.1.1 In the case of mass hiring, such as at the beginning of semesters, positions must also be advertised through posters, and sent to UFV with a request to post on official UFV communication channels.

3.2. Additional recommended advertising methods for all student positions include posters, myUFV, *The Cascade*, and CIVL Radio.

### **4.0 Responsibility**

4.1 The relevant Director or Executive must prepare the job posting, which must be reviewed by the Executive Director.

4.2 All applicants must be reviewed by every member of the hiring committee.

4.2.1 Although every effort should be made to have every member present during each interview to maintain a fair process, if one member cannot attend due to illness, scheduling, or other emergencies, the interview shall be recorded and available to the committee member with the explicit permission of the interviewee.

4.3 The hiring committee must include, at minimum, the relevant director, the relevant student manager, and a student who has experience in the service or position. Should any of these



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aforementioned positions not exist in relation to the job opening, exceptions can be made by Executive Committee.

4.3.1 The hiring committee must contain no more than four members.

4.4 The relevant director must submit the membership list for the hiring committee to the Executive Committee and the Executive Director for approval.

### **5.0 Conflicts of Interest**

5.1 Conflicts of interest, including a knowledge, acquaintance, relationship, or friendship with potential applicants, references, or anyone that can influence the hiring process, must be declared and noted.

5.2 All committee members must abide by the Conflict of Interest Policy, specifically section 3.1.

### **6.0 Records**

6.1 Notes shall be taken at all meetings and interviews.

6.1 Notes, recordings (if applicable), and other relevant documentation must be submitted to the Executive Director after the hiring process is complete, and kept on record for a minimum of one year.