



Hiring Policy Manual

Revised March 2009

PREAMBLE

The Concurrent Education Students' Association shall not discriminate between applicants on the basis of race, nationality or ethnic origin, religion, gender, sexual orientation, age, or physical ability. Efforts shall be made to select persons who possess the skills necessary to perform their work to the highest standards of competence and efficiency.

ARTICLE 1. THE HIRING PANEL

1.01 The initial hiring panel shall consist of the

1.01.01 President-Elect,

1.01.02 Vice President (Internal)-Elect,

1.01.03 Vice President (External)-Elect,

1.01.04 Executive Administrator-Elect.

(a) The Executive Administrator-Elect shall be a non-voting member of the hiring panel.

1.02 The position of Conference Chair shall be the first to be hired. Once they have been chosen, the Conference Chair shall sit in on all interviews where applicants have applied for Conference Executive positions.

ARTICLE 2. TIMELINE

2.01 The members of the hiring panel shall determine the exact dates of the application and hiring periods in accordance with the following specifications:

2.01.01 Applications shall be made available before reading week, when possible. In any case, there shall be at least one (1) week following the release before interviews may occur.

2.01.02 The new Council shall be hired by the final regular meeting of the current Council, and shall attend the Annual General Meeting.

ARTICLE 3. APPLICATION PROCEDURE

3.01 Application packages shall be made available outside the Con-Ed Office and on the Association website at the start of the hiring period.

3.02 Applicants shall apply individually for each interested position. Team applications shall not be accepted.

3.03 All applications shall be received by the last day of the application period. No late applications may be accepted in order to maintain an unbiased process, subject to extenuating circumstances.

ARTICLE 4. HIRING PROCESS

4.01 The panel shall interview one (1) applicant at a time.

4.02 Each interview shall be allotted at least 10 minutes, and the panel shall allot at least 5 minutes for discussion between each interview.

4.03 All members of the panel shall be introduced at the beginning of each interview. At this time, the impartial nature of the Executive Administrator shall be explained and the appeal process shall be discussed, as outlined in Article 7.

4.04 Each panel member shall take turns asking interview questions.

4.05 All members of the panel shall keep detailed notes of the interview proceedings.

4.06 All applicants shall be asked questions from the same pool of possible questions.

4.07 All questions shall be within the guidelines of the Charter of Rights and Freedoms and the Ontario Human Rights Code. No questions deemed sexist, racist, homophobic, or classist may be asked of the candidates.

4.08 All applicants shall be asked if they would consider taking a position to which they did not apply.

4.08.01 If the applicant replies in the negative, they shall not be considered for other positions.

4.08.02 If the applicant replies in the affirmative, they may be considered for other positions.

ARTICLE 5. CONFIDENTIALITY

5.01 All interviews and information discussed within shall remain confidential between all parties directly involved in the process.

5.02 Suspected breaches of confidentiality shall be discussed with the Executive Administrator as outlined in Article 7.

ARTICLE 6. NOTIFICATION OF HIRING DECISIONS

6.01 All applicants shall be informed of the decision of the panel whether or not they are successful.

- 6.02** All attempts shall be made to contact all applicants by telephone before informing them via email or any other means.
- 6.03** Successful applicants shall be the first to be contacted to ensure they desire the position being offered.
- 6.04** Should the successful applicant no longer express interest, the hiring panel shall reconvene and offer the position to another deserving applicant.
- 6.05** In the case where there are no other applicants, the position shall be hired during a hiring period at the beginning of the Fall Term.
- 6.06** Applicants shall not be offered a position until all interviews have taken place.
- 6.06.01 Once all applicants have been contacted, the results shall be communicated to all members of the Association by email, the Association website, and through a posted list in the Con-Ed Office.
- 6.07** Notwithstanding Section 6.06, the Conference Chair shall be hired before applicants are interviewed for other Council and Conference Executive positions.

ARTICLE 7. COMPLAINTS AND CONFLICT RESOLUTION

- 7.01** All complaints shall be directed to the Executive Administrator who shall determine all courses of action or resolution.
- 7.02** All complaints shall be made within a week of hiring announcements.
- 7.03** All parties shall have the opportunity to meet with the Executive Administrator in person.
- 7.04** All complaints shall be evaluated on a case by case basis.
- 7.05** All correspondence between the complainant and the Executive Administrator shall remain confidential.

ARTICLE 8. FALL HIRING PERIOD

- 8.01** Should there be appointed positions that were not filled during the Spring Hiring Period, a Fall Hiring Period shall take place which shall be completed before the end of the fourth (4th) week of classes.
- 8.02** All policies pertaining to the Spring Hiring Period shall remain in effect with the exception of the provision of Article 2.