



## King's University College Students' Council

### COORDINATOR AND COMMISSIONER SELECTION PROCEDURE

<b>EFFECTIVE</b>	April 29, 2024	<b>SUPERSEDES</b>	N/A
<b>AUTHORITY</b>	The Executive Council	<b>RATIFIED BY</b>	The Board of Directors

#### **PURPOSE**

The KUCSC recognizes that the volunteer involvement of Commissioners and Coordinators is fundamental to the proper and effective functioning of the King's University College Students' Council. Applicants to these positions must be accountable to the Executives they report to, and it is therefore appropriate that the Executives be responsible for their selection. The objective of this document is to define a process for commissioner and coordinator selections which is efficient, effective, consistent, and fair.

#### **SCOPE**

These guidelines apply to the selection of all associates, commissioners and coordinators, with the exception of the King's Connection Retail Manager.

#### **HIRING PROCESS**

All applicants must submit a resume and cover letter to the executive of the portfolio they are applying to.

The executive portfolio head and one other executive will review each resume and cover letter. They will assess if the candidate will be a good fit for the position and has the qualifications that are required for each position. If the executive feels the candidate is not a good fit, they are not required to interview that candidate.

Successful candidates will be asked for an interview. Once the executives have completed all interviews for a position, they will decide on who was the best candidate. Once that is decided the executive will send out rejection emails or acceptance emails to every candidate.

#### **Interview Composition**

- All interview should be conducted of two executives
- The interview composition can be compromised of the outgoing executive paired with the new executive OR can be two incoming executive



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- This will be dependent on whether the incoming President wishes to start the hiring prior to May 1st
- Should the President not wish to start the hiring before May 1st the outgoing executive is not required to attend interview after May 1st

### **RULES AND PRINCIPLES GOVERNING SELECTION PROCESS**

- A decision is reached by majority vote.

#### **Confidentiality**

The following information is to be treated as confidential, and may not be used or discussed beyond the context of the selection process without the consent of the individuals affected:

- Personal Information (as defined in the Personal Information Protection Policy) contained in cover letters and applications
- Answers to interview questions
- The nature and contents of an applicant's proposal
- All comments made about the candidates during the deliberations process following interviews

#### **Conflict of Interest**

If an executive portfolio head knows the candidate in any capacity that would affect their ability to stay neutral and not remain objective throughout the process that executive portfolio head must let the President and other executives know of that conflict of interest. It will be up to that executive portfolio head to organize an interview for their candidate with two other executives leading the interview.

The executive with the conflict of interest is allowed to be in the interview but they are not allowed to ask any questions or speak during the interview.

#### **Failure to Disclose Conflict of Interest**

If the President becomes aware that an executive conducted an interview with someone they had a conflict of interest with, this will be grounds for suspension or removal of that member.



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**Guaranteed Opportunity to Interview:**

- All successful applicants for a position shall be invited to an in-person interview
- If applications for a position have closed, they shall not re-open until all the candidates who submitted an application have had an opportunity to be interviewed.

**Adequate Notice and Accommodation:**

**For interviews held during the academic year:**

- All candidates for a position must receive at least 96 hours advance notice prior to the proposed date and time of an interview, and must be asked to confirm that they are able to attend.
- If a candidate does not reply within 48 hours, a second attempt shall be made to contact the individual through alternative means (such as telephone), provided that alternative contact information has been provided.
  - If the candidate still does not reply to the proposed date, the panel may remove the candidate from consideration.

**For interviews not held during the Academic Year:**

- All candidates for a position must receive at least ten (10) days advance notice prior to the proposed date and time of an interview, and must be asked to confirm that they are able to attend.
- If a candidate does not reply within five (5) days, a second attempt shall be made to contact the individual, through alternative means (such as telephone), provided that alternative contact information has been provided.
  - If the candidate still does not reply to the proposed date, then the panel may eliminate the candidate from consideration.
  - If a candidate responds that they are unavailable at the proposed date and time, the panel must make reasonable attempts to accommodate an alternate date and time.
  - If a candidate is not available to attend an in-person interview, after reasonable attempts to accommodate such an interview, then the panel shall explore alternative means of interviewing, such as teleconference, or videoconference.
  - If a candidate is still unable to attend an interview, then they may be removed from consideration.



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**Fairness**

- At all times throughout the application and interview process, the members of the panel shall treat applicants fairly and respectfully.
- In scheduling interviews, comparable efforts must be made to accommodate each of the candidate's availability.
- During interviews, different applicants may be asked different questions on the basis of their experience and proposals. However, the questions asked to each candidate should be of comparable complexity and specificity.
- Questions should never be designed to make a candidate look bad, or be deliberately easy so as to make a candidate appear more favourable.

**PROCEDURAL AUTHORITY**

- Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Executive Board
- The scope of such Procedures is limited to the scope of this policy.
- In the event of any conflict, this Policy supersedes any documents created under it.
- Any new Procedures and amendments to any existing Procedures must be ratified by the Board of Directors before taking effect.

**POLICY REVISIONS**

Revision Date	Details of Revision	Release Date	Authorization
April 2024	Format update and review of the policy		