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| **UPEI Student Union** | **Policy No.**  UPEISU7 | | **Revision No.**  **5** |
| **1Policy Title:**  Hiring Board Procedures | | | **Page:**  1 of 2 |
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| **Authority:**  UPEISU Council | | **Responsibility:**  General Manager | |

1. **Preamble**

This policy establishes the intention and procedures regarding UPEI SU hiring boards and shall be read in conjunction with the UPEI SU Hiring Board Bylaw. The hiring board procedure comes with significant responsibilities and such responsibilities shall be taken seriously.

1. **Procedure**

The following procedure will be followed for all UPEISU hiring boards:

1. Hiring Boards are struck as required.
2. All positions available for student employment shall be advertised by the UPEI SU Office, on SU Social Media, on the UPEI SU website, on the Cadre website and on campus bulletin boards for at least two (2) consecutive weeks before the deadline date. Applications shall not be received after the deadline date.
3. All hiring board correspondences including applications, interview scheduling, and notifications to all successful or unsuccessful candidates will be sent through the email hiring@upeisu.ca.   
   1. The General Manager and Administrative Coordinator will have sole access to this email account
4. An application package must be completed by each interested applicant prior to the interview.
5. The General Manager and applicable supervisor shall review all applications and, when necessary, implement screening mechanisms to shorten the final interview list.
6. The full-time Administrative Coordinator will confirm an employee’s full-time student status prior to contacting applicants.
7. The General Manager will arrange a convenient schedule for interviews and contact the Hiring board members and applicants.  The supervisor of the area which is hiring must be in attendance at all interviews, or the Board shall be postponed.
8. The final interview list and schedule shall be forwarded to the Hiring Board.
9. The General Manager will provide copies of the application package and related job descriptions to members of the Hiring Board.
10. The interviewer's evaluations shall be recorded and attached to the application form.
11. All applicants are to be thanked for their participation and informed when they may expect future contact from the Board.
    1. The General Manager shall keep all applications on file as long as selected employees are employed by the UPEI SU.
12. Reference checks are routinely carried out by the Board.  The Chair of the Board shall make necessary contacts for the purpose of checking the references listed on the application.
13. The Hiring Boards recommendations for the Vice President of Finance and Administration, Full Time Staff, and any student position reporting to council or an executive member of the UPEI SU are to be presented to the Council for consideration and approval. In the summer months the Board shall submit recommendations to the Executive Committee.
14. The Hiring Board recommendations for all other positions will be presented to the Executive Committee for consideration and approval.
15. Notification to the successful applicant shall be carried out in writing and outline the terms of employment including the full-time student status requirement.
16. If a vacancy occurs in a position between hiring boards the Executive, upon the recommendation of the position supervisor, may fill the position until the next hiring board convenes. The new employee must be made aware that they are being hired on an interim basis.