

Package is due Friday 17th at 12PM in the MUS
Office – Bronfman 228



Exec Positions Package - MUS Winter session 2012

The following nomination package is to be completed and returned to the MUS office, Bronfman 228, by Friday, February 17th at 12PM. It applies to the following positions:

- VP Finance
- VP Academic
- VP Internal
- VP External
- VP Engagement
- VP Communication
- Ombudsperson

If you have any further questions, please do not hesitate to contact 514.398.7292 (MUS office) or the following:

Chief Returning Officer – clement.chuong@mail.mcgill.ca

Deputy Returning Officers –

Michaela Hirsch michaela.hirsh@mail.mcgill.ca

Rabia Sadruddin rabia.sadruddin@mail.mcgill.ca

Package Contents:

- 1) MUS Appointment Policy
- 2) Exec Appointment Timeline & Deadlines
- 3) Candidate's Agreement
- 4) Nomination Form



Appointment Policy

The Management Undergraduate Society will seek to appoint the most appropriate individuals to fill all positions in the most equitable manner possible. Members of the MUS will get priority over non-members of the MUS when applying for a position. If a non-member is chosen for a position, this decision must be approved by a simple majority vote of Board of Directors. The Appointment Policy will govern the appointing of any Management Undergraduate Society position except where specified by the MUS Constitution. This Appointment Policy does not apply to appointing for any MUS Recognized Club.

1. Posting of a Position

- a) In posting an available MUS position, the posting must be made with the intention of informing the General Membership of the MUS
- b) Position postings must occur no less than seven days before the application deadline
- c) Postings are required to be up on the Management Undergraduate Society website seven days before the application deadline
- d) No special circumstances shall grant a shorter posting time
- e) 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 will be conducted by interviewers prior to interviews, based on the posted job descriptions, to ensure efficiency and effectiveness in hiring
 - i. A standardized scoring rubric created by the Board of Directors will be used to determine the candidate's qualification for an interview based upon the candidate's cover letter, resume, and any other applicable documents
 - 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
 2. If threshold is deemed unfair, all scores must be adjusted by the Human Resources Director
- b. All applicants must be contacted by phone or e-mail to be informed of the

- i. The Human Resources Director will contact all qualified candidates for positions
- c. Notwithstanding Section 2 Article a, 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 multiple positions in the MUS within the portfolios of the Executive Council
 - i. Appropriate number of appointed position shall be determined by the Executive Council
- 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 use probing questions

- 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 Quebec Charter of Human Rights and Freedoms

4. Interview Procedure

- a. Interview Rules for All Hiring
 - i. The Human Resources Director and Ombudsperson have the right to sit in on any interview
 - ii. 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
 - iii. An interviewee can request that the Ombudsperson or Human Resources Director sit in on interviews to ensure fairness and equity
 - iv. Under no circumstances shall audio or video recording devices be used at any point during the interview process
- b. Composition of Interview Panel - Executive Council Appointment
 - i. All Executive Council hiring is to be conducted by a hiring committee selected by the Board of Directors composing of:
 - 1. President
 - 2. Board of Directors members
 - 3. Ombudsperson, at his or her discretion
- c. Composition of Interview Panel - Executive Portfolio Chair Appointments
 - i. All Executive Portfolio appointments will be completed by members of the Executive Council
 - ii. The following must be present for all interviews conducted for a position within the Executive Portfolios:
 - 1. The respective Vice President as outlined by the Executive Council Policy
 - 2. The outgoing Vice President
 - 3. Human Resources Director, at his or her discretion
 - 4. President, at his or her discretion
 - iii. No other members of the Management Undergraduate Society, with the exception of the Ombudsperson, shall be able to sit in on interviews
 - iv. An exception to the above structure shall be made when 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
- v. The Human Resources Director, or an appointed assistant by the Human Resources Director in compliance with this policy, shall schedule all interview times.
- d. Composition of Interview Panel - Executive Portfolio Committee Appointments
- i. All Executive Portfolio Committee selection panels must be composed of:
 1. Portfolio member(s) to chair the committee
 2. The respective Vice President as outlined by the Executive Council Policy
 3. The outgoing Vice President
 4. Minimum one other member of the Board of Directors or Executive Council
 - a. In selecting this other member, every effort should be made to ensure that no conflict of interest shall arise
- e. Group Interviews
- i. A group interview is defined as an interview with more than one applicant
 - ii. Approval must be granted by the Human Resources Director for all group interviews
 - iii. The use of a group interview must be disclosed to the applicant at first contact

5. Selection Procedure

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

- v. During the deliberation process, the next most qualified applicant must be identified as the next in line should the successful applicant not accept the position
- b. Confirmation of Successful Applicant
 - i. Contact with the applicant must be made by phone or in person
 - ii. Result of the hiring process must be made secretive until all applicants have been informed of their status in the process
 - iii. Contacting of applicants must begin with the successful applicant
 - iv. The same person must call all applicants, successful or unsuccessful, for a position
 - v. For appointments within Executive Portfolios, the MUS President or the relevant Vice-President shall be the person to inform the final decision to all applicants
 - vi. For Executive Portfolio Committee selections, the Portfolio member(s) to chair the committee must inform all applicants of the final decision
 - vii. Should the successful applicant not accept the position, the voting council must either meet to select the next most qualified applicant as pre-determined during the deliberation process
- c. Contacting Unsuccessful Applicants
 - i. Contact with the applicant must be made by phone, in person, or via email
 - ii. Result of the hiring process must be made secretive until all applicants have been informed their status in the process
 - iii. All unsuccessful applicants must be reached within 48 hours following the decision by the selection committee
 - iv. 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 Human Resource Director should be consulted for guidance on this process

6. Appeals

- a. All appeals to decisions made regarding hiring are to be directed to the Ombudsperson
- b. The Human Resource Director and the Ombudsperson are consultants and enforcers of the Appointment Policy
- c. All concerns with the Policy should be directed either to the Human Resources Director and/or the Ombudsperson
- d. 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. Appointments with the Management 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 MUS 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 Appointment Policy

- a. In the event that a position within the MUS 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 MUS 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 MUS Constitution and the Appointing Policy
 - ii. The Human Resources 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 Human Resources Director and/or Ombudsperson is present during the recruited individuals interview
 - v. Sections 3 through 7 of the MUS Appointing Policy are followed
- b. An extension of at least one week will count as a posting

9. Interim Clause

- a. Should this policy be adopted, during the interim transition period from the current MUS governing structure to the new structure, the Human Resources Director will only enter into their role after being appointed

Exec Appointment Timeline

MUS Winter 2012 Appointments



Step 1: Carefully read the Appointment Policy and the rest of this document.

Step 2: Come see the MUS Executives during their office hours to better understand their positions and ask any questions (optional).

Step 3:

1. Obtain 80 signatures from eligible voters for Executive Council positions and MUS Ombudsperson
2. It is recommended to have more signatures than required, in case there is a problem with one of the signatures

Step 4: Submit the following items:

By February 17th at 12PM

- Send a 150-word profile and a (high resolution .jpeg) picture of yourself via email to clement.chuong@mail.mcgill.ca
- Submit the list of signatures to the MUS Office
- Send your CV
- Answers to the following questions for the Bull & Bear article:
 - Name
 - Position running for
 - Year
 - Describe your platform
 - Describe your qualifications

Step 5: There will be a pre-screening process where the Board Of Directors will go through candidates' applications followed by scheduling interviews for selected candidates.

Step 6: Tentative interview dates:

Feb 27-28: MUS Ombudsperson

March 5-7: Exec interviews (in evening)

Step 7: All candidates will be contacted by the HR Director informing them of the decision made by the Board of Directors.

Step 8: Exec Retreat will be held the weekend of March 9th -11th



Candidate's Agreement

Candidate's Name: _____

Position: _____

Year: _____

Student Number: _____

I hereby understand the content of the MUS Elections Package and agree to abide to the terms of the MUS Election Policy and the MUS Winter 2012 Elections Rules of Procedure.

Signature _____

Date _____

Nomination Form



***Note: Keep a completed Nomination Form with you at all times when gathering signatures of endorsement as proof of candidacy.

Candidate's Name: (PLEASE PRINT: as will appear on ballot)

Position: _____

Major(s)/Concentration(s): _____

Year: _____

Student Number: _____

I hereby attest that the above information is accurate and complete.

Signature: _____

A SIGNATURE ON THIS FORM DOES NOT REPRESENT A VOTE FOR THIS CANDIDATE. IT ONLY REFLECTS YOUR BELIEF THAT THIS CANDIDATE SHOULD BE ALLOWED TO RUN FOR THE ABOVE POSITION.

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