

RECRUITMENT POLICY

Adopted 10/2016

Article 1: Purpose

- 1.1 The purpose of the Recruitment Policy is to:
 - 1.1.1 Ensure a transparent and open recruitment process for any available EUS positions.
 - 1.1.2 Allow EUS members wishing to get involved to have the ability to do so.
- 1.2 EUS Regular Members applying for an EUS position have priority consideration over other applicants.

Article 2: Recruitment Categories

- 2.1 There are five Recruitment Categories which account for the diversity of EUS positions.
- 2.2 The Recruitment Categories are the following
 - 2.2.1 Category A: Elected Officers.
 - 2.2.2 Category B: EUS positions selected by EUS Executives.
 - 2.2.3 Category C: EUS positions not selected by EUS executives
 - 2.2.4 Category D: Student employees.
 - 2.2.5 Category E: Event volunteers, delegates, and members of EUS Groups.

Article 3: Recruitment Category Definitions

- 3.1 Category A includes all elected positions defined in the EUS Constitution and Departmental Constitutions such as the EUS Executives, excluding the EUS Vice-President Finance, the EUS Representatives to the SSMU Council, the elected Departmental Societies' Executives, and Class Representatives.
- 3.2 Category B includes all EUS positions selected by the EUS Executives in accordance with the Selection Committee Bylaws, such as the EUS Vice-President Finance, EUS Directors, Committee Chairs, Services Managers, etc.
- 3.3 Category C includes all EUS positions not selected by the EUS Executives such as selected Departmental Executives, Committee Executives, EUS Club Executives, and EUS Design Team Executives.
- 3.4 Category D includes all student employees hired by the EUS including, but not limited to, services employees in accordance with the EUS Part-Time Employee Bylaws.
- 3.5 Category E includes any event volunteers, delegates to conferences, members of EUS Clubs and members of Design Teams

Article 4: Electoral and Recruitment Periods

- 4.1 The Electoral Period is the time period during which positions in Category A must be filled.
 - 4.1.1 The Electoral Period respects the timeframe set by the EUS Constitution, Departmental Constitutions, and the Electoral Bylaws.
 - 4.1.2 The EUS Chief Returning Officer sets the Electoral Period.
- 4.2 Recruitment Periods are time periods during which members of EUS Groups and EUS Regular and Associate Members are actively recruited for EUS positions.

- 4.2.1 Recruitment may take place outside of Recruitment Periods.
- 4.3 There are three Recruitment Periods:
 - 4.3.1 Summer Recruitment Period, lasting from the start of June to end of August.
 - 4.3.2 Fall Recruitment Period taking place during the month of September.
 - 4.3.3 Winter Recruitment Period, taking place during the month of March.
- 4.4 The Summer Recruitment Period serves primarily to ensure transition within EUS Design Teams and to fill available positions in Category B by the EUS Executives (e.g. Directors, CRO, etc).
- 4.5 The Fall Recruitment Period serves primarily to recruit members to fill Category E positions and any available positions in Categories B to D.
- 4.6 The Winter Recruitment Period is the largest Recruitment Period and serves primarily to ensure transition within EUS groups.
 - 4.6.1 Positions in Category B & C should be filled during the month of March.
 - 4.6.2 Positions left vacant following a proper recruitment process should be filled during the following Summer or Fall Recruitment Periods.

Article 5: Promotion

- 5.1 Any positions in the EUS must be promoted for a minimum of five (5) school days.
 - 5.1.1 Positions in Category A follow promotional rules contained in the EUS Constitution and the EUS Electoral Bylaws.
 - 5.1.2 Positions in Category B follows the promotional rules contained in the EUS Selection Committee Bylaws.
- 5.2 Promotion may include the following activities:
 - 5.2.1 Blurb containing information regarding the available positions in relevant newsletter(s) (Pipeline, Departmental newsletters, Clubs Newsletters and any other group emails)
 - 5.2.2 Blurb containing information regarding the available positions on social media (e.g. Facebook, Slack, Twitter, etc)
 - 5.2.3 Public announcement made to promote membership in relevant EUS Groups (e.g. class announcement)
 - 5.2.4 Posting posters encouraging involvement, through buildings pertaining to McGill Engineering
 - 5.2.5 Printing articles in the Plumber's Ledger containing information about the group and how to apply for the positions therein
 - 5.2.6 Any other EUS mode of communication available
 - 5.2.7 Involvement Bullet board, Website

Article 6: Electoral Process

- 6.1 Positions in Category A follows the electoral rule outlined in the EUS Constitution, Departmental Constitutions and the EUS Elections Bylaws
- 6.2 Any EUS Group containing elected positions in Category C should select an impartial Electoral Officer prior to its election process.
 - 6.2.1 The Electoral Officer should not hold an executive position in the EUS Group nor be a candidate or applicant for a position within the same EUS Group

- 6.2.2 The Electoral Officer should notify the EUS Chief Returning Officer about the EUS Group's electoral process and receives their approval before starting the process
- 6.3 The EUS Group holding an election establishes a list containing a subset of EUS members allowed to vote in the election
 - 6.3.1 the election should preferably be conducted through electronic ballots
 - 6.3.2 a minimum participation rate is determined by the Bylaws or the Terms of Reference of the EUS Group
 - 6.3.3 if no minimum participation rate is established, the Electoral Officer determines one, based on recommendations from the Executive Team of the EUS Group
- 6.4 The nomination process lasts no less than five (5) school days
- 6.5 The election process lasts no less than two (2) schools days
- 6.6 The election results are released to the candidates by the Electoral Officer prior to its public diffusion

Article 7: Selection Committees for Selected Positions

- 7.1 A Selection Committee should be formed for any selected positions in the EUS
- 7.2 The Selection Committee contains no less than three members, all of which are either Regular or Associate Members of the EUS
 - 7.2.1 The members of the Selection Committee cannot be an applicant for a position within the same EUS Group
 - 7.2.2 The chair of any Selection Committee within an EUS Group is the head of that EUS Group, unless a proxy is given to another member of the group or otherwise specified in the EUS Group's Bylaws or Terms of Reference
 - 7.2.3 The quorum for any Selection Committee is set at 50% + 1, rounding up
 - 7.2.4 Members of the Selection Committee must be present during the interviews of all the applicants for a position to be able to make a decision on that position
- 7.3 The Selection Committee should create a google drive folder containing the applications for the EUS position, minutes from all the meetings of the Selection Committee including the interview process as well as the interview questions.
- 7.4 Positions contained in Categories B shall follow additional regulations outlined in the Selection Committee Bylaws
- 7.5 Positions contained in Category E having EUS Bylaws defining their selection process such as delegates to a conference, shall follow the additional regulations outlined in their respective Bylaws

Article 8: Application Process

- 8.1 Selected EUS Positions are open for application for at least five (5) school days
 - 8.1.1 The promotion period and the application process may be at the same time
- 8.2 All applicants for a position should complete and submit an application form during the prescribed application period
- 8.3 The chair of the Selection Committee may call an Application Review Meeting if it is deemed necessary to review any applications for possible rejection prior to interview
 - 8.3.1 Quorum for an Application Review Meeting shall be 50% +1

- 8.3.2 During the Application Review Meeting, the Selection Committee may reject the application of an applicant prior to the interview if it deems that the applicant put insufficient effort into properly completing the application form or that the application does not fit the criteria set by the Selection Committee
- 8.3.3 The rejection of an applicant prior to interview requires a two-thirds (2/3) majority vote in favor at an Application Review meeting
- 8.3.4 The applicant should be notified by the Selection Committee as to the reason why they were not given the opportunity to pass an interview.

Article 9: Interview Protocol & Deliberation

- 9.1 All members of a Selection Committee should keep all meetings of the Selection Committee confidential to respect both the recruitment process and the applicants
 - 9.1.1 Interviews are considered closed
 - 9.1.2 No record of the proceedings can be published or made public by the Selection Committee
- 9.2 Each applicant going through the interview process should be asked an identical set of interview questions.
 - 9.2.1 Only questions pertaining to specific information in a candidate's application may be asked to one applicant and not all others.
 - 9.2.2 All answers given by the applicants should be recorded in a single document and stored in the aforementioned google drive folder
- 9.3 After the completion of all the interviews, the Selection Committee meet to deliberate and select from amongst the applicants
- 9.4 If there is only one applicant for a position, the Selection Committee may decide to select the applicant based solely on the completed application form and not conduct an interview
- 9.5 Positions in Category B follows additional rules outlined in the Selection Bylaws Committee

Article 10: Exceptions

- 10.1 Positions contained in Category C may be exempt from Article 7.1 shall there be plausible cause for a derogation which is clearly outlined in the Bylaws associated with the position or in the Bylaws associated with the EUS group containing the position.
- 10.2 Since EUS Design Teams transition take place after summer competitions, EUS Design Teams having positions in Categories C are exempted from Article 4.6.1
- 10.3 Exempted Design Teams shall accomplish their transition during the Summer Recruitment Period
- 10.4 In order to take in account the fact that transition for some EUS Clubs require the approval of a national organization, EUS Clubs may exemption from Article 4.6.1 from the EUS Director or EUS Executive in charge of Recruitment
- 10.5 Club Council sets a date by which all EUS clubs should have accomplished their transition
 - 10.5.1 The date shall be no later than the start of the Winter Semester exam period.
 - 10.5.2 Positions in Category E and associated with an EUS Group may be exempt of Articles 7.1 and 8.1 if the head of the EUS Group deemed it unnecessary and if there

is no EUS Bylaws or Policies - apart from the Recruitment Policy - preventing such an action

Article 11: Reporting

- 11.1 Prior to each Recruitment Period, all EUS Groups should create a list containing
 - 11.1.1 All available selected EUS positions, current or potential, that need to be filled during the upcoming Recruitment Period
 - 11.1.2 The estimated date by which a decision should be made for each position
- 11.2 The Recruitment List should be send to EUS Director or EUS Executive in charge of Recruitment at a date no later than the one they determined
- 11.3 Following the selection of an applicant for an EUS position, the chair of Selection Committee sends the google drive folder to the EUS Director or EUS Executive in charge of Recruitment
 - 11.3.1 The EUS Director or EUS Executive in charge of Recruitment may only check for the completeness of the folder
 - 11.3.2 The folder should remain confidential unless an appeal process is launched by one or more of the applicants
 - 11.3.3 Twelve months following the selection for the EUS position, its corresponding folder can be discarded by the EUS Director or EUS Executive in charge of Recruitment, in collaboration with the head of the EUS Group responsible for the folder