Recruiting Policy

Purpose
The recruitment policy should be an aid and guide in the recruitment process. It should create a generalized way of how recruitment should be handled, regardless of which part of the association is recruiting.

Recruitment for many people may be a first, initial meeting with HHUS. It is therefore important that the applicants who aren’t offered a position view the association in a positive manner, and are willing to apply for another position in the future. Mottos for the association’s recruitment is; happiness, drive and engagement.

Ground Ethics
HHUS follows a core value that every person is equal. Nobody shall be discriminated due to their; ethnicity, religion, age, gender, sexual orientation or handicap. Every recruiting opportunity via HHUS must keep these values in mind.

Requirement Profile
HHUS is a learning association and therefore doesn’t require any specific previous knowledge to become a part of the association and/or engage in any project. We work towards a competence-based recruitment. As there are no specific requirements, focus shifts to personal characteristics. The association values drive and an aim for personal improvement and development. HHUS should work to give students an opportunity to develop and create opportunities for the future. This strengthens the purpose that personal development possibilities should be taken into consideration when recruiting. Practical experience therefore doesn’t make a candidate more suitable than another.

The Recruiting Process
The recruitment process should contain the following parts. The only times when the recruitment policy shouldn’t be used is for the Board Elections of HHUS, where the process is governed by the associations statues, along with some committee positions where previous knowledge or experience is governed by the associations regulations. Otherwise the process follows:

- **Choose a recruitment group**
Choosing a suitable group to be responsible for said recruitment. The group shall contain at least two people to ensure that the applicants get an objective assessment. A rule of thumb (praxis) is that the vice of each committee becomes a part of the recruitment group. This is something that can altered if necessary.

For questions or support in recruitment, turn to the "Viceklubben" who will give you help and guidance.

The persons who send their applications are, during the whole process, classified and this shall be respected from the recruitment group.
- **Internal or External recruitment?**

All positions, should in the biggest possibilities be recruited throughout HHUS members. The association has some positions which are tied to other [specific] student- associations and unions, among others Industrell Ekonomi and Juridiska Föreningen. These positions are recruited outside HHUS members. When needed, people who aren’t members of HHUS can be appointed to management positions (*ledningsposter*) and as parts of a project group.

The recruiting group choses if the recruitment will be done internally within the organization or externally towards all HHUS-members. (*Internally is defined as a person with an appointed post within HHUS, and externally is all HHUS-members*). If the group decides to recruit externally, there will be no prioritizing to already engaged students. Everyone applies on the same basis.

A project group can be recruited both internally or externally. The positions that are announced externally towards all the associations members must allow a fair chance to everyone applying. Only positions that are recruited externally must be announced on the HHUS-website.

A management position (*ledningspost*) can never be granted internally, and therefore it must be announced externally towards all HHUS-members.

- **Creating an ad**

All vacant position ads must be available on the HHUS-website for at least fourteen (14) days. Thereafter the ad can prolong its availability and recruitment time for any choice of extended time. A recruitment can therefore never be hurried, more than giving members of the association at least 14 days to apply for a position.

A template for creating an add is available to all vice-heads on Podio.

All applications to any position must be sent to rekrytering@hhus.se

In the ad it is acceptable to include another e-mail address where any question regarding the position can be readdressed to. However, any application shall always be sent to rekrytering@hhus.se to create a general continuity in the recruitment process.

Everyone who sends in an application shall receive a confirmation that their application has been received.

All applications shall include at the least:
- Name
- Age & program
- E-mail & phone number

- **Interview:**

Everyone who has sent in an application must be offered an interview time. During the interview, at least two people shall be present in order to an objective view of the applicant. The whole recruitment group mustn’t be present during the interview(s). Rule of thumb
is that any of the Vice-Heads is part of the interview to create continuity of the objectivity that we aim for, as well as ensuring that the interviews are conducted in a fair manner.

All interviews start with the interviewers present themselves with their name and position. It is common that the candidate sits and ponders about this during the interview and therefore takes away energy and focus to the matter at hand.

When conducting questions for the interview, they should at first hand be open questions which cannot be answered with only “yes” or “no”. Avoid leading, hypothetical, or several-answer questions. Questions that begin with: Who, What, When, Where, Why, etc. are preferred. When a candidate leaves, they shall be informed when they at latest can expect a response or a decision from the recruitment group.

- **Final choice**
The recruitment group chose the person/people is offered the position.

- **Offering the position**
The person/people which are offered a position must be contacted and offered the position

- **Informing the remaining applicants**
Anyone who isn’t offered a position have the possibility to question the reasoning behind not being offered a position. The person also has the possibility to as what he/she can think of for future recruitment opportunities.

Remember that HHUS is a learning and developing organization where we aim to create opportunities which students can find useful in the future. Therefore, it is vital to give feedback, should anyone request it.