MSS HIRING POLICY

1. PURPOSE
   1.1. To define and outline the acceptable practices of hiring within the MSS.

2. DEFINITIONS
   2.1. MSS Executive: a member of the MSS General membership who has been granted and actively holds, either through election or appointment, one of the positions outlined in the MSS Executive Duties and Operations policy;
   2.2. Core Executive-Elect: a newly elected member of the MSS Executive who is approaching their term of office; does not have voting rights until their term in office begins;
   2.3. Core Executive: a member of the MSS Executive who is elected into office. Individuals filling these positions are granted voting rights for all MSS decisions;
   2.4. Peripheral Executive: a member of the MSS Executive who is hired by the MSS Vice-president whose jurisdiction they fall into.

3. GENERAL PROCESS
   3.1. As stated in the Executive Policy, the MSS Core Executive-Elects are responsible for hiring the Peripheral Executive for their term. This process also applies to the hiring of Executive teams by peripheral Executive members during their term;
   3.2. The Peripheral Executive hiring process should take place in the month preceding the beginning of the next Executive term and final position offers should be sent no later than one week prior to the start of the Executive term. This process will consist of constructing applications, marking applications, interviews, and final position offers:
   3.3. Core Executives may work with relevant previous MSS Executives to execute the hiring process.
4. APPLICATIONS

4.1. Applications must be advertised and open to the public/MSS general member population prior to being advertised to any individuals or other groups. No internal hiring is permitted;

4.2. Applications must consist of relevant student information and appropriate questions in order to select applicants for the interview process:
   4.2.1. Student information collected must include: the full name of the applicant, the applicant’s McMaster email, as well as their program and level;

4.3. All Peripheral Executive applications must be released and closed at the same time:
   4.3.1. This time frame will be decided upon by the Core Executive-Elects prior to releasing applications,
   4.3.2. In a given circumstance, executive applications may be reopened. This will be determined on a case-to-case basis;

4.4. Applications should act as precursors to interview questions, if interviews are to occur. They may address the skills that must be exercised in the position, core values of the MSS, ideal team dynamics, past experience, situations that may be encountered in the role, or any other relevant topics.

4.5. Applications must contain features that promote equity and accessibility throughout the application process, including:
   4.5.1. A section for accommodation requests to the application and interview process, including changes to interview format, deadline extensions, and other accessibility requests:
      4.5.1.1. Granting accommodation requests are up to the discretion of the organizing Core Executive-Elect;
   4.5.2. An equity, diversity, and inclusion statement:
      4.5.2.1. The statement must not be marked, instead used for consideration throughout the written application,
      4.5.2.2. The statement may be as simple as: “please provide an equity, diversity, and inclusion statement”;
4.5.3. Inclusive language where applicable throughout the application process, including in online application forms and email correspondence.

5. APPLICATION MARKING
   5.1. MSS Core Executive-Elects are responsible for marking their applications once Peripheral Executive Applications have closed:
   5.2. Applications must be marked by more than one MSS Core Executive-Elect;
   5.3. Applications for each position should be marked against a rubric that is to be created by each Core Executive-Elect in conjunction with the corresponding Peripheral Executive for the previous term;
   5.4. When marking application questions, applicant names, emails, programs, levels and any other identifier should not be seen;
   5.5. Application feedback is encouraged but not required. This is a courtesy that Core Executive-Elects and the Periphery Executive can choose to provide within reason;
   5.6. Applications with the highest average or total marks should receive interviews. The number of interview offers given for each position is to be determined by the corresponding Core Executive-Elect;
   5.7. After averaging/totalling the scores, names and the email of applicants may be viewed in order to send out interview offers.

6. INTERVIEW OFFERS AND REJECTIONS
   6.1. Interview offers and rejections should be sent to the McMaster emails that candidates provided in their application:
      6.1.1. All MSS correspondences by Core Executive-Elects should be sent and replied to from MSS emails,
      6.1.2. Offers must be sent before rejections are sent;
   6.2. When offering interviews, Core Executive-Elects must:
      6.2.1. Provide multiple time slots for candidates to choose from, whether in-person or online,
6.2.2. Reiterate to applicants that they should reach out if they have accommodation requests or accessibility needs for the interview process,

6.2.3. Include a clear deadline in their email to accept the interview offer,

6.2.4. Send confirmation emails to interviewing candidates with the location and time of the interview;

6.3. If the interview offer was not accepted in the allotted time, the offer for an interview is revoked:

6.3.1. If the candidate cannot attend any of the allotted interview times, it is up to the discretion of the Core Executive-Elect to discuss alternate times,

6.3.2. All interview offer emails must be sent out to all respective candidates of each peripheral role at the same time. This must be done a minimum of one week before the first available interview slot;

6.4. Online interviews must be conducted via Zoom or Google Hangouts:

6.4.1. The Core Executive-Elects must confirm this mode of communication with the candidate a minimum of a week before the chosen interview date,

6.4.2. A link to the interview must be provided to the candidate a minimum of one day before the chosen interview date,

6.4.3. Given a circumstance where a candidate does not have access to these platforms, another method of conducting the interview must be agreed upon between the respective VP and the candidate.

7. INTERVIEWS

7.1. The interview period should be a similar length for all Peripheral Executive candidates. Generally, these can be done in one week’s time;

7.2. Core Executive-Elects may choose to collaborate with the outgoing Peripheral Executive on interview questions and/or have them present at the interview;

7.3. Interviews must be conducted by more than one member of the MSS Executive, including the corresponding Core Executive-Elect and either another Core Executive, or former Core-Executive;

7.4. Interview questions should be an extension of application questions with a stronger focus on the duties and demands of the position. Questions may be
designed to assess the individual’s ability to think quickly or under pressure. In addition, questions can be tailored to understand candidates’ personality, leadership style or experience;

7.5. Interviewees should be given an opportunity to ask the Core Executive-Elect questions and to answer any questions that they were preparing for but were not asked;

7.6. Notes of candidates’ responses should be taken throughout the interview for the Core Executive-Elect to refer to when selecting the candidate to fill the position after the interview period;

7.7. Interviewers should be aware of and reflect on any personal biases they may have toward individual candidates and remain impartial during the interview and selection process;

7.8. In regards to online interviews, video and/or audio recordings taken during the interview time may be used to assist with selection of the successful candidate in the interview process:

7.8.1. Candidates must be briefed of a recording taking place prior to starting the interview; and, recordings of the interview are only permitted with explicit consent from the candidate:

7.8.1.1. If the Core Executive-Elect intends to record the interview, they must express this intent to the candidate in the interview offer email;

7.8.2. The recording must be shared with the candidate if asked; this should be communicated to the candidate while asking for consent to record the interview,

7.8.3. The MSS can store these recordings for up to a month. However, once a position has been filled, the recording can be deleted earlier if desired by the candidate.

8. POSITION OFFERS

8.1. Following the interview process, successful candidates will be given position offers:
8.1.1. The overseeing Executive member’s supervising Core Executive should be made aware of any hiring decisions before acceptance emails are sent out to candidates,

8.1.1.1. This is the President-Elect for Vice President-Elects, and the appropriate Vice-President(s) for Peripheral Executive members,

8.1.2. In the case of hiring Peripheral Executive members, candidates may receive multiple Peripheral Executive position offers from all portfolios - however, candidates can only accept one Peripheral Executive position per hiring cycle;

8.2. Once a candidate has been selected, the President-Elect should be made aware of who will be offered the position and why they were chosen before acceptance emails are sent out to candidates;

8.3. Acceptance emails should include a description of the position, an explanation of why the candidate was chosen, and the opportunity to decline or accept the offer by a deadline as well as to ask further questions:

8.3.1. If the candidate does not accept the position by the deadline, they forfeit their acceptance. An acceptance email will then be sent to an alternative candidate,

8.3.2. Official MSS acceptance and rejection emails should be used;

8.4. When a candidate accepts and the position is filled, rejection emails must be sent to the other interviewed candidates. The opportunity to receive interview feedback may be offered at the discretion of the Core Executive-Elect within two weeks of rejection.

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