

THE MSS PERIPHERY AND VOLUNTEER HIRING POLICY

SECTION 1 - GENERAL PROCESS

As stated in the MSS Executive Duties and Operations Policy, the MSS Vice Presidents are responsible for hiring the Peripheral Executive members within their portfolio. Vice President-Elects are to carry out the hiring of the Peripheral Executive before the beginning of the Executive term. Peripheral Executive members may hire committees or executive teams once they have confirmed their position on the MSS Executive. In either case, the general hiring process consists of applications, marking applications, interviews, and final position offers.

1.1 MSS Executive members are required to consult their supervising Core Executive member(s) throughout this process. They may also work with relevant former MSS Executive to execute the hiring process.

1.1.1 In the case of the Vice President-Elects and Welcome Week Planners, the supervising Core Executive is the MSS President-Elect.

1.1.2 In the case of the Peripheral Executive, the supervising Core Executive(s) is/are their respective Vice-President(s).

1.2 The Peripheral Executive hiring process should take place within the two months preceding the beginning of the next Executive term.

SECTION 2 - APPLICATIONS

Applications are the first step in the hiring process. Applications for each Periphery or volunteer position are to be made by their overseeing MSS Executive member. They serve to screen applicants for interview candidates.

2.1 Applications must be advertised and open to the MSS General Membership prior to being advertised to any individuals or specific groups. No internal hiring is permitted.

2.2 The application acceptance period is to be a minimum of one week in duration.

2.3 Applications must consist of relevant student information and appropriate questions in order to select applicants for the interview process.

2.3.1 Student information collected must include: the full name of the applicant, the applicant's McMaster email, as well as their program and level.

2.3.2 Applications should act as precursors to interview questions. They may address skills important to 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.

- 2.4 All Peripheral Executive applications must be released and closed at the same times. This time frame will be decided upon by the President-Elect and Vice President-Elects prior to releasing applications.
- 2.5 Vice President-Elects may not apply for or take on any Peripheral Executive position.
- 2.6 MSS Executive members may not apply to positions that are to be overseen by their position successor in the following year. I.e. MSS Vice Presidents may not apply to Peripheral Executive positions that fall under the portfolio of their succeeding Vice President-Elect. Likewise, Peripheral Executives may not apply to volunteer positions overseen by their succeeding Peripheral Executive.

SECTION 3 - APPLICATION MARKING

MSS Executives are responsible for marking their collected applications once the application period has ended.

- 3.1 Applications for each position should be marked against a rubric that is to be created by the overseeing Executive member that is hiring the position.
- 3.2 When marking application questions, applicant information (i.e. any identifying information) should not be seen. Applications should be marked by the question, as opposed to by person (i.e. all answers to the same question should be marked at the same time, rather than marking each application individually).
- 3.3 Providing application feedback is a courtesy that Executive members can offer to provide at their discretion.
- 3.4 Candidates with the highest total marks on their applications should be offered an interview. Exceptions should be made if there are significant reasons for withholding an interview offer.
 - 3.4.1 Significant reasons for withholding an interview include “red flags” in application answers. Inappropriate remarks, language, or other content causing non-confidence in the applicant may constitute a “red flag”.
 - 3.4.2 The number of interview offers given for each position is to be determined by the overseeing Executive member.
 - 3.4.3 After the scores are totaled, applicants’ names may be viewed in order to send out interview offers.

SECTION 4 - UPDATES ON APPLICATION STATUS

After the marking of applications for all positions within a portfolio or team, applicants are to be informed of their application status and whether or not they are invited for an interview.

- 4.1 In the case that there are no applicants who are deemed to be an appropriate match for the role, interviews for the position in question may be offered to any promising candidates who have applied for other positions on the same portfolio or team.
- 4.2 All updates on application status should be sent to the McMaster email that each candidate provides in their application. All Executive member correspondences pertaining to MSS operations should be sent and replied to from their respective MSS emails.
- 4.3 When extending interview invitations, the overseeing Executive member should offer multiple interview time slots for candidates to choose from. Once candidates have chosen interview times, confirmation emails should be sent to candidates with the time and location of the interview.

SECTION 5 - INTERVIEWS

Interviews serve as a final step in determining which candidates will receive position offers. Interview format and duration are left to the discretion of the overseeing MSS Executive member(s).

- 5.1 The date(s) of the interview period should occur within a two week window for all Peripheral Executive candidates, or volunteers being hired to the same team.
- 5.2 Executive members must collaborate with at least one other appropriate Executive member when creating interview questions and conducting interviews.
 - 5.2.1 For Vice President-Elects, this should include their position predecessor, the President-elect, or the outgoing Peripheral Executive member whose position successor is being interviewed for.
 - 5.2.2 For Peripheral Executive members, this should include their respective Vice-President or President.
- 5.3 Interview questions should emphasize situations, responsibilities, and skills associated with the position being hired.
- 5.4 Interviewees should be given an opportunity to ask the interviewer questions regarding the position they are interviewing for, the hiring process, or other relevant topics.
- 5.5 Notes of candidates' responses should be taken throughout the interview for the overseeing Executive member to review when selecting the successful candidate(s) to fill the position.

- 5.5.1 Interviewers should be impartial towards all candidates during the interview and selection process.
- 5.5.2 Any positive or negative bias that any hiring members have towards candidates during the interview process should be acknowledged and communicated to other hiring members. In some cases (i.e. a conflict of interest), this may involve asking a different executive or staff member to conduct the interview in question for them.

SECTION 6 - POSITION OFFERS

Following the interview process, successful candidates will be given position offers.

- 6.1 The overseeing Executive member's supervising Core Executive should be made aware of any hiring decisions before acceptance emails are sent out to candidates.
 - 6.1.1 This is the President-Elect for Vice President-Elects, and the appropriate Vice-President(s) for Peripheral Executive members.
 - 6.1.2 In the case of hiring Peripheral Executive members, Vice President-Elects should consult with each other to ensure candidates only receive one Peripheral Executive position offer.
- 6.2 Position offers are to be sent to the McMaster emails provided by the candidate(s) in their application.
 - 6.2.1 During the Peripheral Executive hiring process, Vice President-Elects should send final position offers no later than one week prior to the start of the Executive term.
 - 6.2.2 Position offer emails must allow the opportunity to decline or accept an offer by a deadline, to be determined by the hiring Executive member.
 - 6.2.3 The overseeing Executive member is encouraged to give the candidate an opportunity to ask further questions, and provide a brief explanation of why the candidate was chosen.
- 6.3 If the successful candidate accepts their position offer, the position is filled. Emails should be sent to all other interviewed candidates informing them of their standing.
 - 6.3.1 If the successful candidate declines their position offer, a subsequent offer is to be given to the next successful candidate.
 - 6.3.1 The overseeing Executive member should offer all interviewed candidates the opportunity to receive interview feedback.