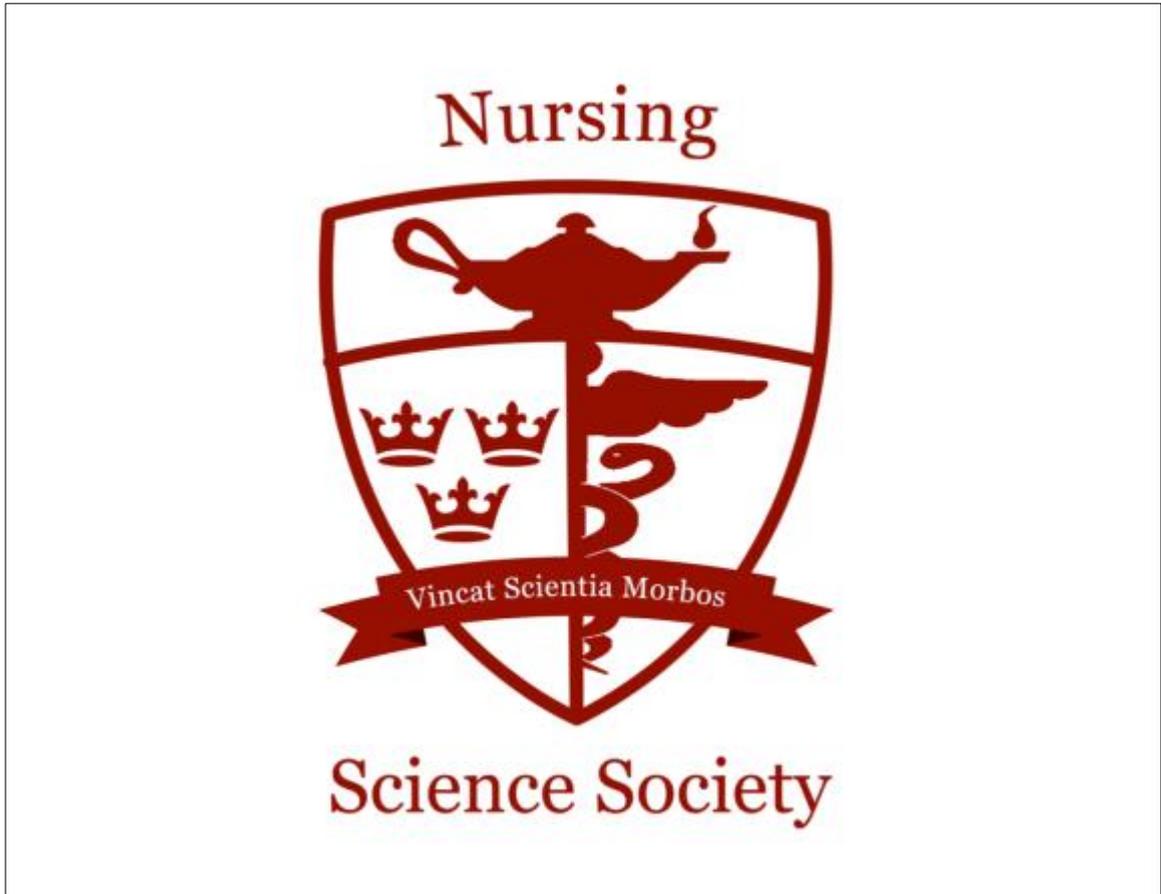


# Hiring Policy



Queen's Nursing Science Society  
*amendments*  
[November 2, 2017]

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## **Part 1: Hiring Guidelines**

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### **SECTION 1.01 Guiding Principles**

#### **1.0.1**

The NSS shall act in full compliance with the Ontario Human Rights Code and the Charter of Rights and Freedoms and thus shall not discriminate between applicants on the grounds of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, religion, gender identity, socioeconomic status, and physical ability.

#### **1.01.2**

All applicants have the right to be accommodated so that they have access to the same opportunities as everyone else, short of undue hardship.

#### **1.01.3**

The NSS shall seek to offer opportunities to as many different Nursing students as possible while not compromising the general welfare or integrity of its operations.

#### **1.01.4**

The NSS shall strive to maintain a positive, inclusive, and safe working environment. All matters expressed in confidence shall remain in confidence indefinitely.

### **SECTION 1.02 Eligibility**

#### **1.02.1**

Any member of the Society in good academic standing as determined by the School of Nursing may submit themselves as a candidate for any hired positions.

#### **1.02.2**

Any Queen's student is eligible to apply for, and be appointed to, any position offered by the Society if they meet all of the following criteria:

- i. The student is enrolled in the Nursing program;
- ii. The student has completed all application materials and requirements;
- iii. Students enrolled in a faculty other than Nursing, may only be hired to the positions of Speaker, and Webmaster (or other positions as deemed appropriate by the NSS Assembly);

### **SECTION 1.03 Recruitment**

#### **1.03.1**

When applications for an appointed position are available, the hiring team must adequately advertise the position availability for at least seven (7) days prior to the application deadline.

#### **1.03.2**

All interview sign-up schedules shall be available at least 48 hours prior to the start of interviews.

## **SECTION 1.04 Application Process**

### **1.04.1**

An application form must be available for a minimum of seven (7) days before the application is due and every effort should be made to advertise on all possible media outlets.

- i. If a hiring team wishes to extend or shorten the deadline of its application, it must inform the NSS Executive Board of the new deadline and the reason for its extension;
- ii. The NSS Executive Board have the right to accept or reject all deadline extension proposals.

### **1.04.2**

If a hiring team extends its application deadline, it must contact any individuals who have already submitted their application and inform them of their right to re-submit their application according to the new deadline.

### **1.04.3**

The information disclosed within the applications and interviews are not to be discussed with anyone outside of the Hiring Team.

- i. Should a breach of confidentiality occur, all members of the Hiring Team can be put through the Discipline Committee, as outlined in Discipline Policy for a breach of Society policy.

### **1.04.4**

The hiring team is accountable for filling the positions that they post on the NSS website.

## **SECTION 1.05 Interview Process**

### **1.05.1**

The hiring team shall have a minimum of:

- i. All relevant parties with decision making power to the position (e.g. minimum of one of outgoing position-holder, Co-Chair, Commissioner, etc.)
- ii. One (1) Assembly position-holder and;
- iii. One (1) member of the Executive Board present at all interviews.

### **1.05.2**

If an applicant is unable to attend an interview during the hiring team's proposed interview schedule, the hiring team may decide whether or not to allow the applicant an alternate interview time at its discretion.

### **1.05.3**

During the hiring process, a member of the hiring team has the option to recommend applicants to other committees, who may also interview them at their discretion.

### **1.05.4**

All questions posed throughout an interview must be relevant to an available position on the interviewing committee.

- i. Every candidate for a specific position must be asked the same core set of questions;
- ii. Questions must be approved by the Chair of the Hiring Team and the NSS Executive Board;
- iii. Should the committee deviate from these questions without permission, the Executive Board has the discretion to reverse any hiring decisions made.

## **SECTION 1.06 Selection**

### **1.06.1**

Selection of any candidate shall be made only on the basis of application materials.

### **1.06.2**

Only individuals that were present during interviews shall be able to speak on the merits of all candidates.

- i. Input on applicants shall be taken from all members of the hiring team.

### **1.06.3**

The head of the hiring team will lead the selection process.

### **1.06.4**

The outgoing chair(s) and respective incoming commissioner(s) for each committee must reach a unanimous consensus with respect to the incoming chair(s) of the committee.

- i. If a consensus cannot be reached, the final decision will be made by a majority vote.

### **1.06.5**

If the direct superior is unable to be a member of the hiring team, the President will determine the chair of the hiring team.

## **SECTION 1.07 Notification to Applicants**

### **1.07.1**

All applicants, both successful and unsuccessful, shall be notified of the hiring team's selection decisions within 48 hours of the last interview via private e-mail or phone.

### **1.07.2**

An individual has 48 hours to confirm their acceptance of a position once notified.

### **1.07.3**

All acceptances and rejections must be first attempted to be contacted in the same manner.

### **1.07.4**

If an applicant requests written feedback, it must be provided within 72 hours.

## **SECTION 1.08 Breach of Policy**

### **1.08.1**

If any article within this Hiring Policy is breached, the applicable hiring decision made by the Hiring Team is immediately referred to the Executive Board, who will determine if the infraction has been verified and if so, determine the appropriate remedy.