



## Hiring Policy

Oversight body: Bylaw and Policy Review Committee

Date Passed by Council: March 2018; Amended

August 18, 2021

Date of Next Review: October 2023

Related policies, bylaws, legislation: bylaw 3, DSU Equity Policy, DSU Accommodation Policy, Human Rights Act (Nova Scotia), Employment Equity Act

### Definitions:

“Designated Groups” – Indigenous People, African Nova Scotians and Other Racially Visible Persons, People with Disabilities, LGBTQ2S+ and Women in occupations or positions where they are underrepresented.

“Part-time Staff” – Employees of the DSU whose work is paid up to a maximum of 25 hrs per week.

“Full-time Staff” – Employees of the DSU whose contract obligates they work a minimum of 35 hrs per week.

“Hiring Committee” – The committee established by DSU to oversee recruitment and hiring for a part-time or full-time position within the DSU.

“Chair” – The job position’s immediate supervisor sitting on the Hiring Committee.

“Anomalous ranking” – A candidate ranking that is significantly different from other Hiring Committee member rankings of the same candidate.

“Conflict of interest” – A situation in which a hiring committee member has an interest, financial or otherwise, which could possibly corrupt the motivation or decision-making of that individual. This includes: a familial or personal relationship (romantic, close friendship, business), a previous negative work experience outside the DSU, or financial gain.

## **Purpose:**

This policy is to ensure equitable and accountable decision making in regards to hiring part-time and full-time staff in the DSU. Members of Designated Groups have historically faced barriers to employment and advancement, therefore, the DSU is committed to ensuring our workforce values diversity and reflects our membership.

## **Scope:**

This policy will apply to Hiring Committees and any decision to create, hire, and oversee part-time/full-time positions within the DSU.

## **Policy Statement:**

### 1. Determination of Designated Groups

1.1 Designated Groups have been derived from the Federal Equity Act and Bylaw 3. These are:

- 1.1.1 African Nova Scotians and Other Racially Visible Persons,
- 1.1.2 Indigenous People,
- 1.1.3 Persons with Disabilities,
- 1.1.4 LGBTQ2+ People,
- 1.1.5 Women.

### 2. Job Descriptions and Advertising

2.1 Every job description and posting will include:

- 2.1.1 A brief description of the DSU mandate and the role being advertised,
- 2.1.2 The reporting structure,
- 2.1.3 A list of duties the position is responsible for,
- 2.1.4 A list of required credentials, skills, and experience to meet the minimum expectations of the role,
- 2.1.5 A list of recommended credentials, skills, and experience which will be considered as exceeding the minimum expectations of the role.
- 2.1.6 Encouragement for the candidate to include self-identification if they are a member of a designated group.

2.2 The DSU shall include the following equity hiring statement in all postings for full- and part- time staff:

*The Dalhousie Student Union welcomes the contributions that individuals from traditionally marginalized communities, as outlined under the prohibited grounds for discrimination in the Nova Scotia Human Rights Act, bring to our organization. Marginalized communities include racialized people; Indigenous people; women; lesbian, bisexual, gay, transgender and queer people; and people with disabilities. We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community.*

2.3 Job postings will be circulated in a manner that aims to reach the broadest number of candidates. To achieve this, the DSU will make reasonable attempts to circulate job postings to a variety of communities and organizations. These may include:

- 2.3.1 myCareer (Dalhousie student job board),
- 2.3.2 DSU web page,
- 2.3.3 Indeed, or other widely available public job boards,
- 2.3.4 Black Student Advising Centre,
- 2.3.5 South House,
- 2.3.6 Transition Year Program,
- 2.3.7 DalOut,
- 2.3.8 Native Counselling Unit,
- 2.3.9 The International Centre.

### 3. Hiring Committee

3.1 A minimum of two individuals will constitute a Hiring Committee for part-time positions, with one member being the direct supervisor over the role.

3.2 All full-time positions will require a Hiring Committee composed of the General Manager, Direct Supervisor, and the President or appropriately designated Executive position.

3.3 An external individual to the DSU may be included on a Full-time Position Hiring Committee if it is found by the Committee determines that additional expertise is required to come to an appropriate decision and external individual may be included subject to the following conditions in a specific area related to the role is needed for the Hiring Committee to come to an appropriate decision.

3.3.1 An external Hiring Committee member does not have a vote in the hiring decision but is expected to provide context and evaluation to the Hiring Committee related to their field of expertise.

3.3.2 Any external Hiring Committee member must be oriented in advance to the Hiring process and applicable DSU policies and procedures by the Hiring Committee Chair and sign applicable confidentiality and conflict of interest documents.

3.4 The DSU will use best efforts to have at least one person from amongst the Designated Groups on every Hiring Committee.

3.5 The Chair of each Hiring Committee will be the direct supervisor for the position.

3.6 The Chair (or a designate assigned by the Chair) is tasked with:

3.4.1 Ensuring the available position is appropriately advertised,

3.4.2 Retrieving all applications upon the position closing,

3.4.3 Performing an initial screen for minimum qualifications and forwarding appropriately qualified applications to the Committee members,

3.4.4 Arranging interview training for Committee members,

3.4.5 Collecting all electronic files and paperwork at each stage of the interview process for confidential filing,

3.4.6 Communicating with the Candidates at appropriate intervals,

3.4.7 In the event an individual from a Designated Group isn't found or is not chosen, providing a brief summary statement explaining circumstances for the file.

3.7 The committee will receive training in:

3.3.1 How to conduct an interview,

3.3.2 Grading responses and qualifications,

3.3.3 Recognizing possible bias.

#### 4. Candidate Selection

4.1 The Chair will screen all applications. Only those applications meeting the minimum qualifications will be forwarded to the Hiring Committee for review.

4.2 Each Hiring Committee member will rank each application and provide the Chair with a ranking of candidates for interview.

4.2.1 Rankings should be provided to the Chair in the form of a list with the Hiring Committee member's top candidate for interview listed at the top and descending in order of appropriateness.

4.3 Should a member of the Hiring Committee have a conflict of interest in respect to a candidate, they have a duty to report said conflict to the Chair. The member cannot:

4.3.1 Review the applicant's application any further or provide a rating for candidate selection,

4.3.2 Be in attendance or participate in any way for the interview of that candidate,

4.3.3 Must refrain from providing the remaining Hiring Committee members unsolicited feedback to do with the candidate.

4.3 Those candidates having the highest ranking across the Committee will be granted an interview.

## 5. Interviewing

5.1 Interviews must be conducted in an accessible space.

5.2 At least one question will be designed to elicit the candidate's views and/or experience with diversity and/or equity.

5.3 Each Hiring Committee member will fill out an interview question and rating scale for each candidate and for each interview. All paperwork will be provided to the Chair for collection at the end of interviews.

## 6. Hiring Decisions

6.1 When the Hiring Committee meets to discuss their recommendations for hire, the Chair should ensure there are no clearly anomalous rankings between Committee members. If a ranking is found to be anomalous, the Hiring Committee should discuss the reasons for such a discrepancy in order to determine if there is possible bias.

6.2 In the event the individual determined to be the best candidate for hire is not a member of a Designated Group, the Chair will provide a summary statement to the General Manager explaining how the successful candidate is significantly and demonstrably better than interviewed candidates from Designated Groups, if applicable.

6.2.2 Where the Chair of the Hiring Committee is the General Manager, the General Manager will include the summary statement in the hiring file.

6.3 In the event there are multiple equally qualified candidates, each from a Designated Group, if the department has an obvious lack of representation in one of the Designated Groups the Hiring Committee will offer the position to that individual.

## 7. Accountability

7.1 The General Manager will review the summary statements of any non-designated group hire.

7.1.1 Should the General Manager find that the hiring decision is not consistent with the objectives of this Policy, the matter may be referred to the Executive Committee's attention, with possible outcomes including:

7.1.1.1 Further training members of the Hiring Committee prior to being permitted on any further Hiring Committees,

7.1.1.2 The provision of another opportunity for the Designated Group applicant.

## 8. Eligibility

8.1 Registered students at Dalhousie University, King's University College, or who are no more than four months past their graduation date from either institution may be eligible to work as part-time employees. Students currently serving a term as a DSU Executive Officer or member of the DSU Council are not eligible for employment.

8.2 No employee may hold more than one position within the DSU on a regular, consistent basis.

8.3 Part time employees are students employed by the DSU that work no more than twenty-five hours per week and who are paid on an hourly basis.