

The Wilfrid Laurier University Students' Union is committed to recruiting, compensating, developing and retaining a highly motivated, competent and qualified team of employees who share, with the Board of Directors, the goal of contributing towards achieving the objectives of the Students' Union.

The Students' Union confirms that all human resource policies will be implemented consistently. Furthermore, it commits to equality among its employees for employment without discrimination, in addition to equitable treatment to its employees and applicants.

The process in which the Students' Union follows when hiring paid staff members is outlined below:

- Post each position for a minimum of five (5) business days;
- Must interview a minimum of three (3) people whenever possible;
- Hiring panel must consist of a minimum of three (3) people whenever possible:
  - One (1) hired student: includes any Hiring and Recruitment volunteer, part - time, or full -time staff member who paid Wilfrid Laurier University student fees in the school year of which the interview is taking place, or Student Executive ;
  - One (1) supervisor from the department that the position reports under; and
  - Either one (1) other person from the department that the position reports under, or the Human Resources Generalist .
- Any conflicts of interest for the hiring panel must be declared prior to the interview process , as well as be brought to the attention of the Human Resources Generalist, in addition to the Executive Director and/or President;
  - In the case of any perceived and/or actual conflicts of interest, the Executive Director and/or President can adjust the composition of the hiring panel.
- Positions requiring written proposals are to be marked by all members of the hiring panel and used as a determinant of which/how many applicants are granted interviews.
  - The average of the hiring panel's proposal scores must lie above 70% in order to be granted interviews, unless the hiring panel unanimously decides otherwise.
  - In the event of a high number of applications scoring over 70%, the interview threshold may be adjusted to 20 points below the highest mark at the discretion of the hiring panel
  - The hiring panel has the right to decline a candidate based on documented behavioural concerns from the Students' Union or Student Affairs Department.
- All interviewed applicants must be given the Human Resources Generalist contact information for feedback purposes ;
- All interviewed applicants must be given a timeline as to when they will be notified of successful candidacy, in addition to if, and when, they will be notified of unsuccessful candidacy;

- Human Resources Generalist must be notified of successful candidate immediately following the completion of the interview process to draft an offer to the preferred candidate;
- No announcement will be made to staff (or otherwise) until the signed contract is received, and no information will be released about any of the applicants , interviewees or the successful candidate without consent of that individual.