PULS Hiring Guidelines

1. Written Application

1.1. Not all applicants are guaranteed an interview. Interview invitations will be based on written application.

1.2. The application must include interview availability options.

    1.2.1. If 6 people or more are being interviewed for the same position, at least 2 interview days must be available.

    1.2.2. If fewer than 6 people are being interviewed for the same position, at least 1 interview day must be available.

    1.2.3. If an applicant cannot attend either option, they may add a special request and will not be penalized.

1.3. The application will ask about accessibility concerns.

1.4. The application must include:

    1.4.1. the PULS equity concerns form

    1.4.2. the email of the PULS VP Sustainability

    1.4.3. the emails of the SUS equity commissioner(s)

1.5. All applicants for the same position will be scored by the same panel of interviewers.

2. Written Application Scoring

2.1. Interviewers score written applications using predetermined evaluation grids.

2.2. These scores are used **only** to determine whether an applicant is invited to interview; they are **not combined** with interview scores.

3. Interview Panel(s)

3.1. **VPs**

    3.1.1. Interviewed by the incoming president, incoming vice president, and either:

        3.1.1.1. the person who previously held the role (if possible), or

        3.1.1.2. the outgoing President and/or the outgoing Vice President

    3.1.2. Must be interviewed by at least 2 people.

3.2. **Representatives**

    3.2.1. Preferably interviewed by 2 out of 3 PULS Executive members (with one council member who previously held the position, if possible).

    3.2.2. There must be a minimum of 1 PULS Executive member present at interviews.

3.3. **Committees**

    3.3.1. Interviewed by at least 2 committee heads.

    3.3.2. If only one committee head is available due to extenuating circumstances, there must be one exec present in interviews, and this must be consistent across all interviews for that same position.

4. Interview setup

4.1. Interviewers determine:
    4.1.1. the interview questions
    4.1.2. which interviewer asks each question
4.2. Questions may or may not change each academic year.
4.3. Questions differ across Representative(s), Vice President(s), and Committee roles.
4.4. Interviewers send either invitation or rejection email templates at least 36 hours before interviews begin.

5. Interview selection rules by role

5.1. Vice President(s) (VP)
    5.1.1. If fewer than 6 applicants apply for a specific role, all applicants are granted an interview.
    5.1.2. If 6 or more applicants apply, interview 75% of applicants.
    5.1.3. Interview a maximum of 12 applicants per role.

5.2. Representative(s)
    5.2.1. If fewer than 6 applicants apply for a specific role, all applicants are granted an interview.
    5.2.2. If 6 or more applicants apply, interview 75% of applicants.
    5.2.3. Interview a maximum of 12 applicants per role.

5.3. Committees
    5.3.1. Committee heads must define a clear number of committee members needed, with thought-out roles for each member.
    5.3.2. Whether an applicant interviews for their first or second choice committee is determined by written application scores and must be clearly stated in the email.
    5.3.3. Committee heads must interview $1.5\times$ the number of members needed, if possible.
    5.3.4. If an applicant previously held a position in the same committee and there were no issues, they are guaranteed an interview for that committee.
        5.3.4.1. Note: This guarantees an interview, not a position.

6. Interview Process

6.1. Each interviewer makes a copy of the questions sheet and scoring grid.
6.2. All interviews must be scored independently by each interviewer using the predetermined grid for that role.
    6.2.1. Each interviewer must complete scoring during or immediately after the interview using the predetermined grid.
    6.2.2. Only criteria listed in the predetermined grid may be used to assign interview scores.
    6.2.3. Interviewers must not add, remove, or reweight criteria from the predetermined grid during the interview cycle.

6.3. No scoring rubrics and/or questions may be shared with the PULS Gmail.

6.4. One interviewer reads the recording consent statement and asks about accessibility concerns.

6.5. Each interviewer introduces themselves before proceeding.

6.6. Each interviewer asks questions exactly as worded.

    6.6.1. Question stems must stay consistent across each interview.

7. After the Interview

7.1. The highest-scoring candidates are selected without requiring discussion.

    7.1.1. In the case of tied scores, discussion is permitted.

    7.1.2. A discussion may occur if an interviewer wants to exceptionally plead a case for an interviewee.

7.2. Acceptance and rejection emails are sent using templates.

7.3. Email must include a sentence stating that interview feedback is available upon request according to the rubric. The interviewers are not required to share scores.

7.4. Email must include:

    7.4.1. the equity concerns form

    7.4.2. the email of the VP Sustainability

    7.4.3. the email of the SUS equity commissioners

7.5. Recordings are kept in the PULS drive in case equity concerns arise.

    7.5.1. Recordings must be kept for a minimum of 6 weeks.

    7.5.2. Applicants must be informed that recordings will be deleted 6 weeks after their interview date.