



THE STUDENT ASSOCIATION

RECRUITMENT REGULATIONS

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The Student Association at the Stockholm School of Economics

1 § PURPOSE

To further continue our goal of an open and just SASSE, it is reasonable that the interview process of all the positions within our organization is conducted in the same manner to ensure equal treatment and equal chances for all our members. This regulatory document contains recruitment guidelines and regulations that should be considered a minimum standard.

2 § PROCEDURAL GUIDELINES

All interviews for positions within committees and projects must be conducted under equal conditions. Thus the recruitment for all positions in SASSE should adhere to the following guidelines:

1. All information that could be considered necessary for the applicant or the members in general must be transparently announced under equal conditions.
2. The information about open positions must be published on both the SASSE Website and SASSE Members.
3. In case it is decided to do run-ins (“inspring”), one must set out to conduct run-ins in all programs (Applies to Bachelor and Master programs).
4. Applications must be announced and open to all BSc and MSc members of SASSE . An exception is made for positions which require functionaires from a certain programme or year of study.
5. All applications must be open for a **reasonable amount of time** and go through sasse.se.
6. It is recommended to conduct interviews for all positions in SASSE, but is a requirement for all position 0.50 exchange merits and over. If interviews are given, all applicants must be given the opportunity for an interview. At least two people must partake in conducting the recruiting and interviewing process. When interviewing, one should have the main responsibility to lead the interview, and another to document the answers of the interviewee.
All interviewers shall participate in the evaluation of the interviewee.
7. During the evaluation process, the interviewers shall express their individual evaluation according to an order established before the interviews with the basis on the level of conflict of interest, with the most impartial going first. At least one of the intereviers shall, to the extent possible, have no previous relationship with the interviewee. An interviewer must rescind themselves if there is a substantial conflict of interest.

8. The purpose of the interviews should be to give all applicants an opportunity to present relevant qualifications for the applied position, as well as give the interviewer an opportunity to meet the candidates and make a well-informed decision.
9. The President, Chair or leader(s) which is ultimately responsible for the body related to the recruitment has the responsibility to ensure that the interviews are carried out in an objective and proper manner. This consideration is especially important when appointing functionaires to conduct interviews and/or issue recommendations.

3 § EVALUATION PROCESS

In order to ensure that applications are evaluated on equal standards, and that all applicants are treated equally , the following guidelines applies to the evaluation process:

1. The evaluation criteria for the evaluation of applications must be set by the recruiter beforehand and communicated to applicants in relation to the announcement of the recruitment.
2. Two to five evaluation parameters with quantitative scale. The questions you ask must provide opportunity to evaluate the candidate from the set parameters.
3. The evaluation criteria must be relevant for the position.
4. An interview may include role-specific questions and/or a case. They may also include five quick questions, and these must be directly related to the parameters.
5. The evaluation criteria must be competency/experience based and not SASSE-specific (Example: “Applicant has experience of performing in front of large audiences” NOT: “Applicant has been a member of Friedmans Apostlar for at least 3 months”)
6. The evaluation of an applicant must be conducted in written form (quantitatively or qualitatively).
7. The final decision lies with the person in charge of the recruitment, but he/she should be able to justify the choice. The functionaires responsible for the recruitment have the responsibility to investigate other engagements within or outside of SASSE, in order to ensure that no individual takes on too much work, or too big of a share of SASSE’s available positions. The interviewer shall also, to the best extent possible, consult with the interviewee’s other leader(s) with regards to the expected workload and their ability to fulfil the role.

4 § AFTER THE RECRUITMENT

All unsuccessful applicants should be given the opportunity to get feedback from their interview. All unsuccessful candidates must be explicitly provided with the offer of feedback, to be given by the interviewer.

Alleged violations with regards to the recruitment regulations shall be handled through a formal appeal in accordance with the statutes. The Statute Interpretation Committee is then responsible for hearing all concerned parties and submit a statement to the SASSE Council which will handle the matter in a closed session.