



## International Students' Union of Norway

# GUIDELINES

## National Secretary Employability procedure

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**- Released: June 2010 -**

The following Guidelines represent principles and practices that guide the International Students' Union of Norway National Board (NB) and National Secretary on how to proceed organisationally with the task of employing/hiring an ISU National Secretary (NS).

### ***General Principles***

The process of employing/hiring a new ISU National Secretary should be based on the principles of democracy, equality, confidentiality, access to participation, inclusion, continuity and efficiency, while ensuring observance of the regulatory framework of the Norwegian Law and ISU's (external and internal) regulatory framework and organisational needs.

### ***Aim and Objectives***

The aim of the procedure and process is to ensure and safeguard the employability of a capable and interested person who would be able and willing to perform effectively its duties in ISU's benefit and throughout the contracted period, under the observance of the organization's regulatory framework and according to relevant decisions being communicated to him/her.

The objectives are to be identified through a relevant National Board's decision (which must convene in advance and only when there is the need to activate the current Guidelines), based upon the organisation's priorities and specific needs according to its different development stages.

### ***Relevant legal provisions***

According to the four-year Plan -adopted by ISU National Assembly in Oslo, held in March 2004 (4<sup>th</sup> point, on 'continuity')-, "*better continuity at the national level is now [at 2004] guaranteed by the presence of the National Secretary, whose position will gradually expand. As the organization is growing, it will be necessary to enlarge human resources in the national administration in the future.*"



Such stipulation is being further specified (Details, 4<sup>th</sup> point) through the provision that “*ISU will extend the post of the National Secretary to 100%*”.

According to ISU Constitution (April 2009 version), § 3.2.3, “*the National Secretary is hired by a board which consists of the National President, a representative of NSU, a representative of StL and the outgoing National Secretary (if this person is available). The National President may also nominate one or more representative(s) of the ISU Local Branches and/or previous ISU branch members to the hiring board. The National President is responsible for the final decision of the board. The duties of the National Secretary are described in a separate Job Description document.*”

According to ISU Guidelines on National Board activities, tasks and conduct (October 2009 version), § on hiring National Secretary, “*ISU hires ISU National Secretary. The National Office is responsible for making the vacant position of National Secretary known to possible candidates by posting the ad at universities, colleges and relevant websites in due time before the resigning secretary is leaving the office.*

*After the application dead line is passed, suitable candidates should be invited for an interview. Applicants that are not offered the job are to be contacted by e-mail as soon as the new secretary has signed the trial period contract, to let them know they were not elected this time.*

*The secretary is hired for a trial period of two months and can subsequently be offered a permanent contract. The ISU National Secretary does not have a limited contract period when the trial period is over.”*

### ***Procedure***

The procedure should be based on the following basic steps:

1. Vacancy promotion
2. Establishment and staffing of the interviewing panel
3. Interview of candidates – procedure & decision
4. Trial period (and Job Description document)
5. Employment/hire (and Contract)

#### *1. Vacancy promotion:*

1.1.- The National Office –through the existing National Secretary (while, in absentia, the National Board)- is responsible for posting the vacancy of the position of National Secretary to possible applicants by posting the ad at the Norwegian Labour and Welfare Administration (NAV), the Norwegian Children and Youth Council (LNU), Institutions (Universities, Colleges) and their career offices, as well as in ISU’s –national and local- (and other relevant) websites in due time before the existing secretary is leaving the office.



1.2.- The ad should necessarily include a brief description of the organization, a description of the position (percentage of work expected, salary level, duties and accountabilities, minimum qualifications, etc.), the selection criteria and information on the process of the interview, and details of a contact person.

1.3.- It is strongly recommended that the vacant position is being filled by a person resident in the Oslo area, in view of the lack of any reimbursement for travel expenses.

### *2. Establishment and staffing of the interviewing panel:*

2.1.- A board, under the form of a working group and consisting of the National President, a representative of NSO and the outgoing National Secretary (if this person is available), should be established under the responsibility of the National Board, with the exclusive mandate to perform all necessary actions for the candidates to be interviewed and a relevant decision to be adopted. It is strongly encouraged that the National Board participates in such board.

2.2.- The National President has the right to nominate one or more representative(s) of the ISU Local Branches and/or previous ISU branch members to the interviewing board, while it is recommended that such option will be exercised with the National Board's consent.

### *3. Interview of candidates – Procedure & decision:*

3.1.- After the application deadline is over, the National Board should undergo an (internal selection) process where applicants will be narrowed to the four (4) more suitable ones, who will be the ones to be interviewed ('candidate status'). A relevant National Board decision must be adopted in this respect, and the members of the interviewing board must be notified the soonest possible.

3.2.- Candidates should be invited for an interview, and notification of the date, time and place must be provided to them in advance by the National Secretary, upon the availability of the National Board and the interviewing board.

3.3.- Ideally, the interviewing board (but if not, necessarily the National Board) is recommended to convene in advance of the date of the interview(s) to arrange procedural matters relevant to the interviewing board's structure and tasks, such as agree upon the chairman, the main interviewer(s), the list of questions (loq), and so on.

3.3.- Every candidate, presented to be interviewed, must be provided with a brief presentation of the interviewing board, an introduction of ISU (including the organisation's structure, nature, role and needs, which should not last more than 5 minutes), as well as the possibility to shortly present himself/herself.

3.4.- Each and every interview should -under any circumstance- be extended more than a period of three quarters of an hour (45 minutes), while a two-rounds system is to be implemented, according to which, the first round will include all main questions (and follow-ups) according to the agreed list of questions (loq) to be presented by the main interviewer(s) with a maximum duration of half an hour (30 minutes), and the second, will provide the possibility to every member of the interviewing board to address one last question with a maximum response time of 2-3 minutes.



3.5.- After the end of a single interview, the interviewing panel will have the possibility of shortly discussing general impressions, while in the end of all selected (suitable) candidates interviewed, the board shall convene and discuss upon the ideal candidate for the position. The final decision of the board shall be adopted upon the National President's responsibility, and communicated to the National Secretary, which will have to inform the successful candidate about the following procedure (signing of the 2-month trial contract).

3.6.- Candidates that are not offered the job, as well as the rest of the applicants, are to be contacted by the National Secretary through e-mail as soon as the new secretary has signed the trial period contract.

#### *4. Trial period (and Job Description document):*

4.1.- The duties of the National Secretary are described in a separate Job Description document, while it is the responsibility of the National Board and National President to draft the content of such document.

4.2.- Signing of the Job Description document must be effectuated by both the new secretary and the National President, whom will be signing on behalf of the National Board, while it will result in the new secretary having the right to claim the position's salary and rights, and be subjected to relevant obligations from the next date following the resignation/expiry of the existing National Secretary's contract term, upon the exception of the following provision 4.3 (of the current Guidelines).

4.3.- The new secretary will have the obligation to attend a training period of sufficient time and adequate content by the existing National Secretary, according to the latter's responsibility and on commonly agreed date(s) before the start of the trial period. For such training, the new secretary is not expected to be financially contributed.

4.4.- The existing National Secretary is expected –within the position's investment- to inform and train the new secretary on all relevant tasks of the position, (completed and pending) cases under the position's responsibility, current administrative procedures, archiving, auditing and any other issue deemed to be relevant for the effective performance of the new secretary's work.

4.5.- The secretary is hired for a trial period of two months and can subsequently be offered a permanent contract. The ISU National Secretary does not have a limited contract period when the trial period is over.

#### *5. Employment/hire (and Contract):*

5.1.- Two weeks before the end of the trial period, the National Board convenes upon offering a permanent contract to the new secretary, as well as of the content of such Contract. The final decision is the National President's responsibility, who will be signing the relevant Contract together with the new secretary.

5.2.- Before signing the Contract, the new secretary must be fully aware -under his/her responsibility- of ISU's regulatory framework as well as the content of the organization's political, administrative and financial documents and procedures, while upon signature of the



Contract, the new secretary must be ready and is expected to offer his/her services in (and through) the premises of the national office's location.

5.3.- The Contract's effective date cannot be extended or shortened under any circumstance.

### *Additional Notes*

The current Guidelines shall be deemed effective and binding from June 3<sup>rd</sup> 2010, in view of the National Board's decision, in its extraordinary meeting of same date. A subsequent revision will be possible only after a new Board decision is being adopted, appositely convened for such reason.

Upon (and in case of) the current Guidelines being submitted and approved by the delegates of a National Assembly, their mandatory nature will be reflected through a change of the title of the document to "Regulation" (instead of Guidelines), and its numbering in a successive order. Revision of such Regulation could be performed only through a new decision of a National Assembly.

Despite the current document's circulation to ISU National Board, National Secretary and partner organizations (NSU and StL) before it's provisions being implemented, any comments and suggestions proposed and their treatment (inclusion or not) should be considered of the exclusive responsibility of ISU National Board, which would like to express its appreciation to its partners for their kind help.\_