



APPLICATION DUE: Wednesday, March 6, 2019 at 11:59 PM EST

Students Services Executive

APPLICATION INSTRUCTIONS:

- Fill out all required personal and exchange information.

WHEN YOUR APPLICATION IS COMPLETED, PLEASE:

- Save the document as “Your Name – Desired Position.doc” (ex. “John Doe – HRO”).
- Submit an electronic copy of your application via email to Zoë Kovacs at zoe.kovacs@queensu.ca and Jacob Myers at jacob.myers@queensu.ca
- If you require special arrangements regarding your interview time, please inform the TSOs, Sebbby Monsalve and Debbie Kim at buscomsocto@queensu.ca
- Note that students on exchange will need to use Skype for interviews.

Required personal information
Name:
Year:
Queen's Email:
Phone Number:
Alt. Phone Number (optional):
Currently on exchange abroad?
If yes, at which school?
If yes, Skype account name:
On exchange during the next academic year?
If yes, which semester and school?

Rank your top three position choices:

GENERAL QUESTIONS

1. Why do you want to be a part of the HSL executive? (Max 200 words)
2. If you attained your desired position, name one initiative that you might try and make a reality. (Max 200 words)
3. What has challenged you the most in your time at Queen's? How did you overcome this, and what advice would you give to your first year self as a result? (Max 200 words)
4. Create a schedule of a typical day in the life of either Co-Chair (Zoë or Jacob). Feel free to be as creative as possible.
5. To better understand your background, what other commitments (clubs, committees, jobs, etc.) and interests will you be pursuing in the 2019-2020 school year? Point form is sufficient for this question.

POSITION-SPECIFIC QUESTIONS

1. If applying to the role of Publications Coordinator please attach some samples of your previous work.

Please read all instructions and questions carefully.

If you have any questions, feel free to contact: Debbie Kim or Sebastian Monsalve, at buscomsocto@queensu.ca

Hiring Policy Summary

- If a hiring team extends its application deadline, it must contact any individuals who have already submitted their application and inform them of their right to re-submit their application according to the new deadline.
- All successful and unsuccessful applicants shall be notified of the hiring team's decision within 48 hours of their last interview.
- You may request written feedback on your interview, which will be provided within 7 days of your request. You may only request feedback once hiring decisions are finalized.
- Applicants are *not* allowed to hold more than three ComSoc positions at any given time. This excludes Frosh Leader (Boss) positions.

For further inquiries, consult the full hiring policy or contact the Talent Strategy Officers, Debbie Kim or Sebastian Monsalve, at buscomsocto@queensu.ca

