

Appendix DIGITIZATION:

A.6. Hiring Notes Digitization

A.6.10. The Hiring Committee shall make every effort to digitize their hiring notes in lieu of using paper.

A.6.11. Only the designated Engineering Society tablets (Boogie Board 9.7 Sync) shall be used for notetaking during interviews.

- a. Tablets may be requested from the Director of Human Resources no later than three days before hiring begins. The boards will be assigned to a hiring panel no later than 24 hours before the panel begins interviewing.
 - i. Preference will be given to Hiring Committees with the largest number of expected applicants.
- b. Each Hiring Committee member shall use the same tablet during the entire interview process and ensure that their tablet is returned to the Engineering Society office when not in use.
- c. The Director of Human Resources shall keep a log of the tablet number, assigned Hiring Committee member, and dates of use. This data will be retained for at least one year.

A.6.12. When taking notes, the Hiring Committee member shall write their name and the interviewees name at the top of each fresh screen. The corresponding interview question shall also be made clear via question number.

- a. At least two hard copies of the questions shall be available during the interview for reference, one to the Hiring Committee and one to the interviewee.

A.6.13. To review the notes during the decision making process, the tablet may be plugged into a computer by USB connection.

- a. The tablet must be physically present with the notes remaining on it during the reviewing process. The notes shall not be copied or removed from the device.
- b. If the notes are required at any time after the interviewing and decision making process is complete, a request may be made to the Director of Human Resources.

A.6.14. The Chair of the Hiring Committee must notify the Director of Human Resources immediately once the hiring and decision making process is complete.

- a. The Director of Human Resources will remove all notes from each tablet and organize them in a OneDrive folder connected to their Engineering Society email account.
 - i. This folder shall be fully shared only with the Vice-President (Student Affairs).
- b. If the Hiring Committee wishes to access the notes once they have been removed from the tablets, a request may be made to the Director of Human Resources.
 - i. In the case of an interview review, the only notes shared will be those applicable to the interviewee requesting the interview review.
 - ii. The notes shall not be shared with the interviewee or anyone else except the original members of the Hiring Committee.

- iii. The notes shall be shared through a link set to expire within seven days of the request.
- iv. The notes shall not be downloaded or copied from the shared link.