

BCGEU 707 – UBC Okanagan

Instructions for Union Observers – Support Staff

Thank you for agreeing to sit as the Union Observer for this selection committee. Your role is to observe whether the selection committee treats all candidates in a fair and impartial manner. Please record your observations on the 'Union Observer Report' form included in this package.

When you sit on a selection committee you are representing the Union and you should be given the respect this position deserves. You are not to be involved in any way in the competition itself. As a non-voting member of the committee, you are there to observe and take notes. Preferably, you should be from a work area outside the area of the competition.

Please maintain the strictest confidentiality and under no circumstances discuss the proceedings with anyone other than the Support Staff Bargaining Unit Chairperson or the Union Observer Co-ordinator.

What to do before the Interview

1. Complete as much of the Union Observer Report form as possible. Familiarize yourself with the questions on the form so that you are aware of what to be on the lookout for during the interviews.
2. Try to arrive at the interview room 15 minutes prior to the first interview.
3. If changes are made to interview questions, please record the changes on each candidate's question sheet and note the changes on the Union Observer Report Form.

What to bring to the Interview

- Notepad, pen, pencil, eraser, calculator, watch, a copy of the collective agreement

During the Interview

- Prior to the interview, you should be advised if any testing of candidates has or will be conducted. Please advise whether or not you feel the testing done was appropriate to the level of skill required for this position.
- Note down the responses for each question. Your notes will be referred to if candidates question the outcome of the interview. You are the recorder for the Union and for your co-workers. **It is very important that the**

Union has a copy of the questions and answers given by each candidate during the interview.

- Be alert as to how the selection committee members ask the questions. Are all candidates questioned in the same manner? Were some candidates given preferential treatment?
- If any improper questions are asked, please note in your report, (Examples: questions about religion, politics, gender, race or the person's personal life.)

After the Interview

- **You must be present at these proceedings until the selection committee has made a decision as to the successful candidate.** If a decision can't be made that day, then ask the chair of the selection committee to contact you when they next convene so that you can rejoin the committee.
- Do not discuss the selection. You are there to observe only and record your observations.
- Complete all questions on the Union Observer Report Form. Please ensure that you record all scores for all candidates on the form.
- If you have any concerns or questions regarding completions of the report forms or the competition, please contact the Union Observer Co-ordinator.
- Please note that Page 4 of the Union Observer Form must be signed off and will be submitted to the Human Resources Department to be included in the competition file.

Return the completed package (resumes, report form, along with your notes) to the Union Observer Co-ordinator as soon as possible after the conclusion of the interviews.

Thank you for participating in this interview.