

SMITH COMMERCE

OWEEK

HIRING PACKAGE

Written Applications Due February 27th at 11:59 pm

20

24

ACKNOWLEDGEMENT OF TERRITORY

The Smith School of Business is situated on the unceded traditional lands of the Anishinaabe, and following a forced relocation, the Haudenosaunee peoples. In 1783, this land was colonized through the deed known as the "Crawford Purchase". In return for this large, broad, and vague claim to territory, the Crown made a disproportionate payment in the form of blankets, clothing, guns, and ammunition.

As Commerce students, we ask you to reflect on how the success of Canada's economy today is directly dependent on the historical oppression and violent colonization of Indigenous peoples. Canada's abundant natural resources have traditionally been stewarded and protected by Indigenous Nations since time immemorial. These Indigenous peoples protected the harvesting of the land and water with a treaty belt called One Dish One Spoon. Through the many attempts to challenge Indigenous peoples' sovereignty over their lands and forcibly dismantle their cultures, we recognize the actions of the Canadian government as cultural genocide – and its effects are ongoing.

Acknowledging this traditional territory gives recognition to its history predating the establishment of the earliest European contact. It gives recognition to the pain Indigenous communities have endured and continue to endure today. It gives recognition to this territory's significance for the Anishinaabe and Haudenosaunee peoples who have lived and continue to live upon it; people whose practices and spiritualities are tied to the land and continue to develop in relationship to the territory and its other current inhabitants.

ACKNOWLEDGEMENT OF TERRITORY

To this day, Kingston continues to be the home of the Anishinaabe and the Haudenosaunee peoples, as well as for a significant Métis community and First Peoples from other Nations across Turtle Island – creating a centre filled with Indigenous cultural identity, knowledge, language, and tradition. These Indigenous communities and their claim on the land that we gratefully live, learn, and play on today remain a present part of the Smith School of Business.

The Commerce Executive on Orientation encourages students to view reconciliation as an ongoing process that is continuously in need of support. While this process takes place at the micro-level among individuals, we also recognize that macro-level changes to law and policy among various levels of government are necessary in order to eliminate the current unequal experiences and living conditions between Indigenous and non-Indigenous inhabitants. As residents on this land, we are obliged to learn about the specific territories we occupy, the Indigenous communities they belong to, and advocate for systemic change from the Canadian government, in order to work towards a relationship that fosters reconciliation between all nations. The Commerce Executive on Orientation is committed to increasing the visibility of Indigenous communities to ensure all incoming Indigenous students are supported in an educated, equitable, and inclusive environment.

LETTER FROM THE CHAIR

Dear Applicant,

Thank you so much for your interest in being involved with Smith Commerce Orientation Week 2024!

The individuals that make Smith Commerce Orientation Week possible, namely Orientation Leaders (Bosses), Interns to the Commerce Executive on Orientation (CEO), and the CEO, play an integral role in supporting first-year students as they transition into their new life at Queen's University. As many students' first touchpoint with the Smith Commerce program, Orientation Week is a catalyst for a positive university experience.

It is important to continuously reflect on the true purpose of Orientation Week: to welcome all students and provide them with the necessary resources to maximize their journey at Queen's. Please take a moment to reflect on the CEO's vision statement for Smith Commerce Orientation Week 2024:

Smith Commerce Orientation Week 2024 will enhance how transitioning into the program and the university looks and feels. Through elevating past initiatives and cultivating meaningful change, Smith Commerce Orientation Week 2024 will ensure a sense of belonging while providing students with the tools to promote their well-being and achieve their goals.

To realize this vision, the CEO of 2024 will be guided by three key goals:

- 1 Advance the Smith Commerce Orientation Week Transformation Project through an ongoing commitment to **transparency, transformation, accountability, and support***
- 2 Incorporate **equity, diversity, inclusion, indigeneity and accessibility** into every aspect of Smith Commerce Orientation Week 2024
- 3 Shift from simply supporting students to **empowering** them to thrive throughout their experience at Queen's University

Ultimately, Smith Commerce Orientation Week 2024 will offer an orientation experience where every student feels valued, comfortable, and empowered to be their true selves. I ask that all Bosses and Interns join the CEO of 2024 in this transformative and meaningful journey marked by personal growth, elevated leadership, self-awareness, and immense gratification.

If you find yourself aligned with the CEO's vision statement and goals, I strongly encourage you to apply for a role within Smith Commerce Orientation Week 2024. Please carefully review the position descriptions that follow and select a role that resonates with you. I recommend that you select a role that strikes a balance between leveraging your existing skillset and embracing growth. Orientation Week is fast approaching, and with it comes the opportunity to positively impact the incoming class and drive important change—I hope you are as excited as we are for the year to come!

Join the CEO in welcoming the incoming class of 2028!

B'Com part of the family!

Sincerely,

Saavni Narang (she/her)

Chair, Commerce Executive on Orientation of 2024

*The following are the descriptions of the four pillars of the **Smith Commerce Orientation Week Transformation Project**:

TRANSPARENCY

Transparency means sharing our improvements, reforms, and progress with our stakeholders. We understand that many individuals are personally invested in the success of Orientation Week and, for this reason, are committed to building trust through transparency.

TRANSFORMATION

Commitment to transformation entails achieving sustainable shifts in our mindsets and behaviours. We are committed to finding new and improved ways of operating and are consciously working towards transformational change.

ACCOUNTABILITY

We have thoughtfully redefined our mission, values, and goals, and are committed to holding ourselves accountable to delivering these expectations. We hope that you will hold us accountable as well to foster a culture of change.

SUPPORT

We understand the integral role that Orientation Week plays in supporting First-Years' transition to University and we are committed to increasing support measures to better facilitate their success.

ORIENTATION
WEEK 2024

*Hiring
Information*

SMITH COMMERCE

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THE CEO'S HIRING STATEMENT ON EQUITY, DIVERSITY, INCLUSION AND INDIGENEITY

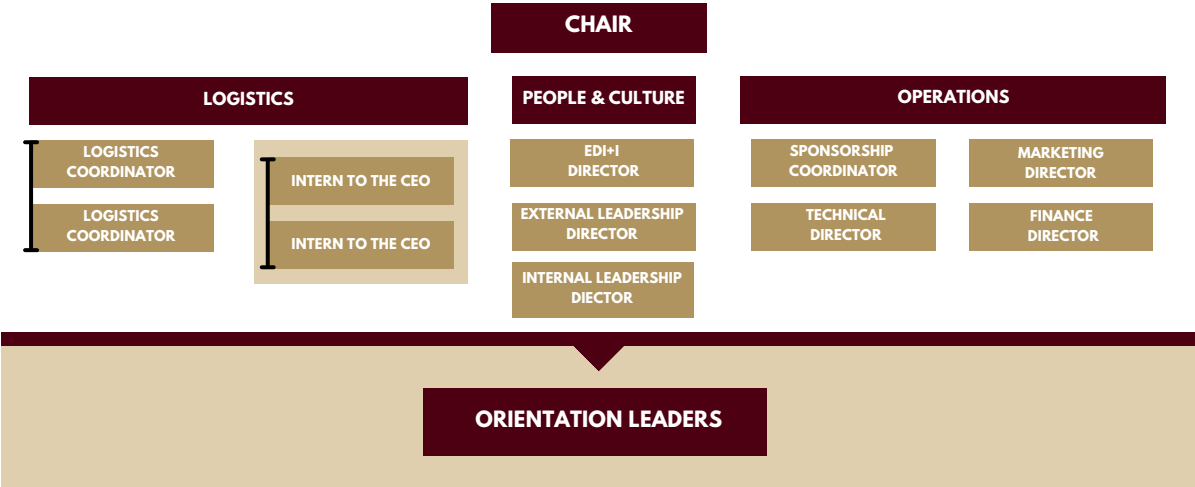
The Commerce Executive on Orientation welcomes and respects the diversity of all applicants' identities, backgrounds, lived experiences, and skillsets. We are committed to equitable treatment and the elimination of discrimination in all its forms throughout the entirety of the application process.

If you require accommodation(s) for any aspect of the written application, creative application, and/or interview, please submit this [form](#). The CEO will individually reach out to all applicants who indicate that they require accommodations. All information shared with us is completely confidential and will not impact your candidacy.

If you have any questions or concerns regarding the equity, diversity, and/or inclusion of the hiring process, please do not hesitate to reach out to Ava Khavaninzadeh, the CEO's EDII Director, at 21ak218@queensu.ca.

ORGANIZATIONAL STRUCTURE

The Commerce Executive on Orientation is a small, tight-knit executive comprising 12 members. While each individual has their own role and responsibilities within their designated portfolio, the CEO is a cross-functional team that places enormous value in collaboration and communication. Each member is a valued, trusted, and integral part of the team.



ORIENTATION
WEEK 2024

*Role
Descriptions*

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GENERAL ROLE REQUIREMENTS

Applicants for Intern to the Commerce Executive on Orientation and Orientation Leader must meet the following requirements:

1. Must welcome and respect the diversity of all individuals and be committed to equitable treatment and the elimination of discrimination in all its forms
2. In good academic standing with no academic integrity violations or student misconduct incidences
3. Have not violated any section of the Queen's University Student Code of Conduct prior to, during, and following the application process. In the event of an allegation that you violated the Student Code of Conduct, or if you are found to have violated the Student Code of Conduct, your application and/or position offer may be revoked.
4. If you are involved in an appeal at Queen's University (governing either non-academic matters or academic matters that may affect the requirement specified in no. 3. above), the appeal must be resolved prior to the end of the Written Application process at 11:59 PM EST on February 27th, 2024. In the event that the appeal is not resolved, your application and/or position offer will be revoked.

ORIENTATION LEADER (APPROXIMATELY 75)

DESCRIPTION

Orientation Leaders, often referred to as “Bosses”, are critical to the success of Smith Commerce Orientation Week. Orientation Leaders interact with first-year students and provide guidance, mentorship, and support—they play a key role in welcoming new students into the Smith Commerce program and preparing them for their journey at Queen’s University. **You are encouraged to apply for this role if you are passionate about the Smith Commerce program, forging relationships with incoming students, acting as a role model, and making the positive change initiated by the CEO a reality.**

RESPONSIBILITIES

Some of the responsibilities of Orientation Leaders include:

- Assist in the execution of Smith Commerce Orientation Week 2024 and ensure the following goals* are met:
 - Make all new students feel welcome
 - Facilitate a smooth transition to Queen’s University
 - Build a strong and inclusive community of students
 - Make new students feel comfortable in their academic, social, and environmental contexts
 - Provide a solid foundation for a successful university experience
 - Uphold the principles of equity, diversity, inclusion, and indigeneity throughout Orientation Week and beyond
- Attend Orientation Leader meetings and various training modules, including those from the CEO, the Smith School of Business, and the Orientation Round Table
- Assist in the execution of the post-Orientation Week First-Year Mentorship Program
- Clearly communicate and exemplify the appropriate behaviours that are expected from Orientation Leaders

*The specific goals and objectives of Orientation Week, as approved by the Senate, are stated in the [Senate Orientation Review Board \(SOARB\) Orientation Week Policy Manual](#).

SKILLS

Successful applicants will possess the following skills. Please keep in mind that we will be placing a greater focus on your skills than your direct experience—we encourage you to apply even if you don't have experience orienting new students!

- Strong teamwork skills with the ability to assume a position of leadership and membership
- Strong understanding of how to work with a diverse student body and remain committed to inclusivity and accessibility
- Strong analytical thinking, problem-solving, and conflict management skills
- Excellent interpersonal communication skills
- Responsible and professional, with the ability to represent the values and uphold the expectations of the CEO, the Smith School of Business, and Queen's University
- A genuine passion for Orientation Week and the CEO's vision, goals, and mandate

COMMITMENT

Before applying to the role, please thoughtfully consider the commitments you will be responsible to uphold. Please note that the position of Orientation Leader **does not** count towards the three ComSoc positions that each student is permitted to hold at any given time. You may apply to this role if you currently hold a First-Year Representative position.

- **Time Commitment:**
 - Attend Orientation Leader meetings and training modules (~1-2 hours/week from March 2024 to September 2024)
 - Please expect to see the time commitment increase to ~2 hours/day during Preparation Week (Week of August 21st)
- **Position Duration:**
 - March 2024 - April 2024 (must be in Kingston for the week of August 28th and onwards into September 2024)
 - Please note that while the Orientation Week aspect of this position ends in September, **you are expected to continue to support your incoming students for the remainder of the academic year.** Further, it is important that you uphold your mentorship responsibilities for the duration of your time at Queen's University.

- **Work Load:**
 - In addition to attending training, you will be responsible for completing Orientation Week-related tasks throughout the duration of your position (eg., filming social media content, creating resources for incoming students, contacting incoming students, etc.).
- **Financial Considerations:**
 - As an Boss, you can expect to commit approximately **\$ 120 to \$ 150**. This fee will cover the following: BOSS merchandise (sweater, baseball hat), full-day retreat (transportation, activities), Orientation Barbeque and additional team-building activities throughout Orientation training.
 - **We highly encourage you to apply regardless of the aforementioned financial considerations. CEO is committed to ensuring the accessibility of this position for all who choose to apply.**

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*Application
Process*

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This year, candidates will submit the same application for the positions of Intern to the Commerce Executive on Orientation and Orientation Leader. This shared application consists of three components: 1) the Written Application, 2) the Creative Application, and 3) the Interview. Each part of the application is outlined below.

It is also important to note that, this year, we are conducting a two-phased application process. **All candidates will be moved through both stages and therefore must complete all three components following the timeline below.**

APPLICATION TIMELINE

FEBRUARY 20	Phase 1 Application Released
FEBRUARY 27	Phase 1 Application Due
FEBRUARY 27	Phase 2 Application Drop Box Open
MARCH 1	Phase 2 Application Due
MARCH 3-5	Interviews
MARCH 6,7	Final Decisions Released

PHASE 1: THE WRITTEN APPLICATION

Phase 1 consists of the Written Application. The Selection Committee will review and score the Written Applications based on the criteria contained in the [Phase 1 Scoring Rubric](#). Each applicant will be awarded 1-5 points in each of the categories outlined, which will be summed to develop an overall Written Application score.

Please note that Phase 1 of the application process will be completely anonymous and all names associated with Written Applications will be removed during the assessment period in an effort to maintain hiring equity.

PHASE 2: THE CREATIVE APPLICATION & THE INTERVIEW

Phase 2 consists of the Creative Application and the Interview. After Phase 1, all applicants will be notified to book an interview time slot on the ComSoc shop. Prior to attending their interview, applicants will submit their Creative Application through the same Phase 2 listing they used to book their interview. The Selection Committee will

review and score the Creative Applications and Interviews based on the criteria contained in the [Phase 2 Scoring Rubric](#). Each applicant will be awarded 1-5 points in each of the categories outlined, which will be summed to develop an overall Creative Application and Interview score. Please note that this cumulative Phase 2 score is not mutually exclusive, and will be evaluated alongside each candidate's score achieved in Phase 1.

All successful applicants will be contacted by telephone and all unsuccessful applicants will be contacted by email. If the Selection Committee is unable to reach a successful applicant by telephone, they will receive an email with their position offer.

THE SELECTION COMMITTEES

There are three Selection Committees that each consist of 3-4 members of the CEO of 2024. Every applicant will be assigned to one out of the three Selection Committees for evaluation. That being said, each Selection Committee has been thoughtfully assembled to provide diverse perspectives and expertise to support a fair, equitable, and transparent recruitment process. This supports the CEO's goal of objectivity and diversity, and minimizes bias.

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*Application:
Phase 1*

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THE WRITTEN APPLICATION

DESCRIPTION

The Written Application consists of a selection of questions that assess the candidate's suitability for their desired position. Applicants will be given the opportunity to select the position(s) they are applying to on the Written Application. In the event that the applicant is applying to both positions, they will be asked to rank the positions according to preference and they will be considered for their most preferred position. Should the candidate be unsuccessful in obtaining their most preferred position, they will automatically be considered for their secondary position, if indicated.

APPLICATION QUESTIONS

- 1 Why are you interested in your desired position and how have your previous experiences and/or skills prepared you for this role? How does your response set you apart from other applicants? (Max 300 words)

Note: If you are applying to more than one position, please only address your primary position in your answer.

- 2 The CEO's vision is as follows:

"Smith Commerce Orientation Week 2024 will enhance how transitioning into the program and the university looks and feels. Through elevating past initiatives and cultivating meaningful change, Smith Commerce Orientation Week 2024 will ensure a sense of belonging while providing students with the tools to promote their well-being and achieve their goals."

What does this statement mean to you and how do you plan to embody it on CEO 2024? (Max 250 words)

- 3 What role does your desired position play in ensuring Equity, Diversity, Inclusion, and Indigeneity (EDI+I) within the Smith Commerce program? Please provide a specific example of how you will uphold EDI+I during Orientation Week. (Max 200 words)
- 4 Please describe and/or provide an example of how you will continue to act as a role model and mentor to students in younger classes throughout the rest of your time at Queen's. (Max 150 words)

SUBMISSION METHOD

The Written Application will be released at **11:59 PM EST on Tuesday, February 20th, 2024**, on the ComSoc Shop. Please submit your Written Application to the appropriate Phase 1 listing on the ComSoc Shop by **11:59 PM EST on Tuesday, February 27th, 2024**.

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*Application:
Phase 2*

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STEP 1: THE CREATIVE APPLICATION

DESCRIPTION

The Creative Application is a long-standing tradition of Smith Commerce Orientation Week, however, has been redefined to create a more positive applicant experience. Ultimately, the goal of the Creative Application is to allow applicants to showcase their talents and enthusiasm while allowing for different means of self-expression. We encourage applicants to leverage the Creative Application to demonstrate their suitability for their desired role.

THEME

The CEO of 2024 is excited to announce that the theme for this year's Creative Application is:

“What does being a part of Orientation Week mean to you?”

While we understand that this theme is broad, we hope that it provides structure for your application. Ultimately, we encourage applicants to adhere to this theme while challenging the limits of their creativity and showcasing their strengths. Consequently, the Creative Application may take on a variety of forms that include, but are not limited to, a video, poem, song, skit, drawing, poster, brain map, or dance. We welcome **all** forms of creative expression!

GUIDELINES

Applicants have the option to submit an individual Creative Application or a joint Creative Application with 1 partner. Please note that both applicants will receive the same score for their joint Creative Application.

Please note that if you are submitting a video, it must be no longer than 2 minutes. Lastly, the CEO of 2024 strongly discourages applicants from spending money or unreasonable amounts of time on their Creative Application. The Selection Committee

will only evaluate the Creative Application based on the criteria outlined in the [Phase 2 Scoring Rubric](#). We encourage you to review the Sample Submissions located at the end of this Hiring Package.

PROHIBITED GROUNDS

Please note that any applicants who breach the following prohibited grounds will not be considered for a position within Orientation Week. Moreover, the Selection Committee is responsible for alerting the Smith Commerce Society and the Director of the Commerce Program of any breaches. The expectations for the Creative Application have evolved, so please do not rely on upper-year students for ideas.

1. Actions, comments, texts, etc. must not tarnish the reputation of Smith Commerce, another faculty, or educational institution, and must abide by the Queen's Student Code of Conduct and Human Rights legislation
2. The use of sexual references and/or innuendos is prohibited
3. The use of profanity is prohibited
4. The use of hate speech, including racial and homophobic slurs, is prohibited
5. Any use of or reference to drugs and alcohol is prohibited
6. Any submission that would be deemed inappropriate in an academic and/or professional setting is prohibited

SUBMISSION METHOD

The Phase 2 listing will become available at **11:59 PM EST on Tuesday, February 27th, 2024**, on the ComSoc Shop. Please submit your Creative Application to the appropriate Phase 2-specific listing by **11:59 PM EST on Friday, March 1st, 2024**.

STEP 2: THE INTERVIEW

BOOKING METHOD

Interviews can be booked through the Phase 2 listing that will become available at **11:59 PM EST on Tuesday, February 27th, 2024**, on the ComSoc Shop. Please note that all applicants are required to complete the Interview and must book their time slot through the Phase 2 listing by **11:59 PM EST on Friday, March 1st, 2024**.

INTERVIEW QUESTIONS TO EXPECT

To best prepare for your interview, please take advantage of the prompts provided below. While these prompts act as guiding questions, please be aware that this is not an exhaustive list. In addition to preparing for the following questions, you should be comfortable answering situational questions relating to Orientation Week. We have prepared additional interview resources, including the recommended answer structure and tips from past Orientation Leaders, to help you feel confident going into your interview. These resources can be found under the Interview Toolkit section at the end of this Hiring Package. **Moreover, we want to remind you that no prior interview experience is necessary; just be yourself!**

- 1 Can you please tell us about yourself?
- 2 What do you believe is the purpose of Orientation Week? How does your desired position contribute to achieving this purpose?
- 3 What do you feel is the most important leadership skill? Please describe a time where you demonstrated this skill or had a leader who demonstrated it. How would this skill lend itself to your desired position within Orientation Week?
- 4 What does a commitment to EDI+I look like to you?

If you have any questions about the application process, please contact Saavni Narang the Chair of the Commerce Executive on Orientation, at saavni.narang@queensu.ca

ORIENTATION
WEEK 2024

Resources

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COFFEE CHATS

We have worked hard to ensure that all the information necessary to be successful in your application is included in this Hiring Package. Further, Snowball Gala and Office Hours provide applicants with the important opportunity to ask clarifying questions and meet the CEO of 2024. Thus, **executive members of the CEO will not be accepting coffee chats with applicants**—we feel that this is an important step in keeping the hiring process equitable and unbiased. You may consult past Orientation Leaders and CEO members, however, we would like to emphasize that this is not necessary and recommend first leveraging the aforementioned resources.

INTERVIEW TOOLKIT

We know that interviews can be stressful and overwhelming—thus, we have prepared an Interview Toolkit that contains tips for before, during, and after your interview, advice from past Orientation Leaders, and our recommended answer structure. We want all applicants to have equal access to the tools necessary to ace their interview, and hope that you find the Interview Toolkit helpful!

[CLICK HERE FOR THE INTERVIEW TOOLKIT](#)

CREATIVE SAMPLES

Please note that the attached Creative Samples are intended to provide guidance and are not exact representations of what the Selection Committee is looking for. Moreover, they do not necessarily adhere to this year's Creative Application theme. For these reasons, we encourage you to use the samples as sources of inspiration to jump-start the creative process!

[CLICK HERE FOR CREATIVE SAMPLES](#)

SCORING RUBRIC: PHASE 1

The following Phase 1 Scoring Rubric reflects the criteria that the Hiring Committee will use to evaluate all Written Applications. Applicants will be awarded 1 to 5 points for each application question based on the Scoring Rubric's criteria.

[CLICK HERE FOR THE PHASE 1 SCORING RUBRIC](#)

SCORING RUBRIC: PHASE 2

The following Phase 2 Scoring Rubric reflects the criteria that the Hiring Committee will use to evaluate all Interviews and Creative Applications. Applicants will be awarded 1 to 5 points for each application question based on the Scoring Rubric's criteria.

[CLICK HERE FOR THE PHASE 2 SCORING RUBRIC](#)

COMSOC 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 Orientation Leader (Boss) positions.

For further inquiries, consult the full hiring policy or contact the Talent Strategy Officer, Ally Hamill, at buscomsoctso@queensu.ca.

BCOM

PART OF THE
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