Computer Science Society Documentation

Recruitment Policy

1. Introduction

The **Recruitment Policy of Computer Science Society** outlines the rules, standards, and processes used to select new members across all wings of the society. This policy ensures fairness, transparency, professionalism, and equal opportunity for every student who wishes to join Computer Science Society.

Recruitment plays a vital role in maintaining a high-quality, motivated, and skilled community. Therefore, a structured process is necessary to ensure that each wing receives members who fit their purpose and responsibilities.

2. Purpose of the Recruitment Policy

The purpose of this policy is to:

- Establish a **standardized recruitment procedure** for all wings.
- Ensure **fairness, transparency, and equal opportunity** for all applicants.
- Select candidates with the right skills, talent, and attitude for each wing.
- Maintain professionalism and alignment with society's values.
- Prevent bias, favouritism, or unfair selection practices.
- Ensure proper documentation and record-keeping for every recruitment cycle.

3. Recruitment Cycle Overview

Each recruitment cycle consists of four core phases:

1. Announcement Phase

- Recruitment dates and details are announced on official platforms.
- Posts are created by the PR Wing and reviewed by the PR Wing Head.
- Application forms and instructions are provided clearly.

2. Application Submission Phase

- Students submit their applications through Google Forms or designated portals.

- All applications must include:
  - Basic information
  - Past experience / portfolio
  - Motivation for joining
  - Skills or interests relevant to the chosen wing

3. Screening & Evaluation Phase

- Recruiters or Wing Heads review the applications.
- Candidates may be assigned a short **task/test** depending on the wing.
- Shortlisted candidates proceed to interviews.

4. Interview Phase

- Conducted by Wing Head (Optional) + Top 3.
- Evaluation is based on:
  - Skill level
  - Communication
  - Passion and dedication
  - Professionalism
  - Ability to work in teams

5. Final Selection Phase

- Final decisions are made by: **Top 3**.
- General Secretary documents final selections.
- Selected members receive an official onboarding message.

4. Role-Based Selection Criteria

Each wing has specific selection criteria to ensure suitability.

Innovation & Tech Wing

- Strong interest or background in technology.
- Experience with programming, development, or projects.
- Ability to learn fast and contribute to technical tasks.

Media Wing

- Skills in hosting, research, media production, content creation.
- Confidence in front of camera for host roles.
- Creativity and initiative.

PR Wing

- Communication and public speaking skills.
- Editing or graphic designing experience for relevant roles.
- Ability to represent the society professionally.

Alumni Wing

- Strong communication and networking capability.
- Confidence in contacting professionals.

Research & Career Development Wing

- Research ability, analytical thinking, or academic interest.
- Career-focused mindset and willingness to guide others.

5. Equal Opportunity Statement

Computer Science Society encourages applications from all students regardless of:

- Semester
- Department
- Skill level (beginners welcome)

Selection is based solely on **merit, passion, and alignment with the society**.

6. Probation Period

All newly selected members will undergo a **2–4-week probation period**, during which they must:

- Attend meetings
- Complete assigned tasks
- Display professionalism and consistency

Failure to meet expectations may result in removal or reassignment.

7. Documentation & Record Keeping

The **General Secretary** is responsible for:

- Keeping all application records
- Maintaining recruitment history for future reference

All data will be kept confidential and used only for internal evaluation.

8. Member Onboarding Process

After selection, members will receive:

- An official welcome message
- A briefing meeting invitation
- Role description and responsibilities

- Access to communication groups and documentation

9. Requirements for Recruiters & Interviewers

Recruiters and interviewers must:

- Remain unbiased and professional
- Score candidates objectively
- Avoid favouritism or personal influence
- Respect confidentiality of applications
- Maintain respectful and professional behaviour at all times

10. Conclusion

The Recruitment Policy ensures that Computer Science Society remains a **strong, professional, and skill-driven society**. By following this structured and ethical process, the society can continue attracting top talent and building a community of motivated individuals ready to grow, contribute, and lead.