

## **Stuenterlauget's Recruitment Policy**

Updated September 2021

### **§1 Purpose:**

This is the official recruitment policy of Stuenterlauget (SL). The goal of this policy is to ensure transparency around how Stuenterlauget hires employees. The policy is revised and approved by the SL board in 2021 in close cooperation with the managers of Stuenterlauget

### **§2 Information for applicants:**

- I) SL always appoints the most qualified candidate for any position.
- II) All vacancies at Stuenterlauget will be advertised
  - a. All available vacancies can be found on SL's webpage
- III) Students may work for SL as long as they are students at Aarhus University, School of Business and Social Sciences (BSS).
  - a. Some positions may require a transitional period after the student holding the position concerned has completed his or her studies.
- IV) Special vacancies may be filled by non-students, including but not limited to:
  - a. Managers, Bouncers, DJ's, IT positions, bookkeepers, and graphic designer.
  - b. There must be a significant reason for appointment of non BSS students
- V) A high level of proficiency in Danish is required, unless stated otherwise in the job Description.
- VI) Applicants must apply individually and all interviews will be conducted individually.

### **§3 Information for applicants already employed in SL**

- I) It is not possible to hold more than one position in SL at a time
  - a. However, employees with a regular position can hold certain minor positions: Intro-week instructors, buddy, guides and minor project positions.
    - i. SL employees must obtain permission from their immediate superior before submitting their application for these positions.
    - ii. The management in SL cannot hold other positions.

II) An individual can only coordinate the same project two times

a. However, this cannot be with the same co-organizer.

III) When a former employee at Studenterlauget returns from a study period abroad, the individual managers may, at their own discretion, reinstate the former employee without conducting interviews or advertising the vacancy.

#### **§4 The board**

I) All SL members may run for the board of Studenterlauget.

a. The candidacy must be announced to the chairman of the board one week prior to the annual general assembly .

i. People who are already employed at Studenterlauget may only run for the position as employee representative and must be appointed by employees.

ii. However, as board member it is possible to hold certain position, including: intro week instructor, buddy and skiing trip guide. This has to be approved by the remaining board members.

b. The management in SL cannot run for the board.

#### **§5 Exceptions**

I) As a general rule, exemptions are not granted.

1. The board of Studenterlauget may grant an exception in extraordinary cases. In such cases the consideration will always be made with respect to SL and not the applicants.
2. If applying for an exception, the employee must firstly contact his or her immediate superior, who must give his or her approval. Afterwards the employee must contact the board of director's through the chairman at: [chairman@studenterlauget.dk](mailto:chairman@studenterlauget.dk). The applications will then be processed at the forthcoming boardmeeting.