

The Constitution of Students' Union UCL

Economics and Finance Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL Economics and Finance Society.
- 1.2. The club/society shall be affiliated to Students' Union UCL.

2. Statement of Intent

- 2.1. The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association, Byelaws, Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[how to guides](#)'.
- 2.2. The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to the club/society shall not contravene this policy.
- 2.3. The Club and Society Regulations can be found on the following webpage: <http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

3. The Structure of the Society Committee

- 3.1. The Society Committee shall be comprised of a Leadership Committee, a Mentorship & Technology Committee, an Executive Committee, and a Bloomsbury Capital Committee.
- 3.2. The Leadership Committee shall be comprised of the President, the Treasurer, Welfare Officer, Vice President of Business, Vice President of Client Relations, Vice President of Economics, Vice President of Finance, Vice President of Marketing, Vice President of Socials and Vice President of Alumni Relations.
- 3.3. The Mentorship and Technology Committee shall be comprised of the Vice President of Mentorship and the Vice President of Technology.
- 3.4. The Executive Committee shall be comprised of committee members who are also known as 'executive' who will support the seven elected Vice Presidents and the two appointed Vice Presidents.

4. Committee Rules and Regulations

- 4.1. The President, Treasurer, Welfare Officer, Vice President of Business, Vice President of Client Relations, Vice President of Economics, Vice President of Finance, Vice President of Marketing, Vice President of Socials and Vice President of Alumni Relations must always be elected through a democratic election process.
- 4.2. They shall be elected yearly online through the Student Union's website in Term 2.
- 4.3. The Vice President of Mentorship and Vice President of Technology will be appointed through a standard and transparent application process.
- 4.4. The Executive Committee will be appointed through a standard and transparent application process.

5. Leadership Committee

5.1. President

5.1.1. The President's primary role is laid out in section 5.7 of the Club and Society Regulations.

5.2. Treasurer

5.2.1. The Treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.

5.2.2. The Treasurer is the second in command of the society and will uphold the same responsibilities as the President with regards to the well-functioning of the society

5.2.3. Set the society's annual budget.

5.3. Welfare Officer

5.3.1. The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.

5.4. Vice President of Client Relations

5.4.1. Works closely with the President to ensure that the Society attracts the most prestigious sponsors from across the financial sector. The Client Relations VP will need to draw up sponsorship proposals, pitch to potential sponsors, and manage the relationships with sponsors throughout the year. The Client Relations VP will also work closely with other VPs to organise any relevant corporate events. The Client Relations VP will lead a team of client relations executives throughout the year.

5.5. Vice President of Finance

5.5.1. Responsible for the organisation of Investment Banking, Asset Management, Alternative Investment (such as Private Equity, Hedge Fund, Real Estate, Infrastructure and Private Debt) events as well as providing the Client Relations VP with help with sponsorship deals. The Finance VP will lead a team of finance executives throughout the year to work on organisation and execution of events.

5.6. Vice President of Economics

5.6.1.1. Responsible for the organisation of economics and academic events including The Economist's Symposium. The role also involves hosting renowned economists and exploring the interdisciplinary nature of the subject through competitions and collaborations with other societies and institutions. They will be responsible for leading a team of economics executives throughout the year.

5.7. Vice President of Business

5.7.1. Responsible for leading a team of executives concentrating on the organisation of events relating to consulting, entrepreneurship, venture capital and other business careers. As well as this, the Business VP would be responsible for organising and hosting the London Student Bootcamp and the Consulting Bootcamp. The Business VP will lead a team of business executives throughout the year.

5.8. Vice President of Marketing

5.8.1. Responsible for all marketing of the society and its events, as well as managing the marketing team. The position will include being responsible for the social media content, mailing list, weekly newsletter, freshers stand, developing the membership base, advertising all events around campus. The Marketing VP will lead a team of marketing executives throughout the year.

5.9. Vice President of Socials

5.9.1. Responsible for organising and running EFS social events, including Fresher events and other events not covered by other Division heads. Works closely with the rest of the committee to provide top level social events for the society members to socialise beyond EFS' core career and academic events. The Socials VP will head a team of social executives throughout the year.

5.10. Vice President of Alumni Relations

- 5.10.1. Responsible for building a strong network with EFS Alumni. Importantly, they will always be working with other divisions to make the alumni outreach as relevant to the upcoming event as possible. You have numerous tasks, including the management of the LinkedIn Alumni group chats, and the organisation of events such as Alumni Dinners and Panels for EFS members and mentees, again, through working with all other divisions.
- 5.11. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 5.12. Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

6. Mentorship and Technology Committee

6.1. Vice President of Mentorship

- 6.1.1. The UCL EFS Mentorship Programme: The VP of Mentorship will oversee the society's Mentorship programme, which will include several tasks such as selecting mentors (30-50 typically), recruiting the mentees (mentee cohort size ranges from 60-80 typically), assigning mentors and acquiring & creating resources for the mentees.
- 6.1.2. The group chats: A key responsibility is to oversee all the EFS Whatsapp group chats, which includes monitoring the chat, creating new chats when required, answering any questions, and sending regular updates on new opportunities, such as company events, opening of summer internships and spring weeks.
- 6.1.3. The VP of Mentorship will host several events related to internships across the year. The type of events might include, but is not limited to, workshops, panel events with previous spring and summer interns, networking events and spring week related events such as "How to get a Spring Week"/"How to convert your spring week".
- 6.1.4. The VP of Mentorship will lead a team of executives throughout the year who will help the VP in holding events and organising the different initiatives.

6.2. Vice President of Technology

- 6.2.1. The Vice President of Technology will manage the website and email of the society.
- 6.2.2. The Vice President of Technology will work closely with the other vice presidents to facilitate their work through the use of technology.
- 6.2.3. The Vice President of Technology will improve the experience of the society's members through the use of technology.
- 6.2.4. The VP of Technology will lead a team of executives throughout the year who will help the VP to manage their duties.

7. Executive Committee

- 7.1. The executives will help the elected as well as the appointed Vice Presidents with their tasks and duties as mentioned above.

8. Bloomsbury Capital Committee

- 8.1. Bloomsbury Capital VP: Chair of the Bloomsbury Capital Investment Fund (sub-division of EFS). Responsible to the EFS President and Treasurer for all aspects of the fund's management (details of this can be found in the Bloomsbury Capital Charter). The Chair and Committee of Bloomsbury Capital will be elected, or appointed, in line with current Students' Union UCL regulations.

9. Terms, Aims and Objectives

- 9.1. The club/society shall hold the following as its aims and objectives.
- 9.2. The aims and objectives are to:
 - 9.2.1. Helping members gain insight into careers in banking, finance, consulting, asset management, private equity, hedge fund, real estate, venture capital, economics and entrepreneurship.
 - 9.2.2. Helping students get internships and jobs in the industries mentioned above
 - 9.2.3. Partnering with sponsor firms to hold events, workshops and networking events
 - 9.2.4. Upskilling students through hosting technical workshops and events
 - 9.2.5. Connecting current members of the society with UCL alumni and hosting socials to connect current members
- 9.3. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 9.4. The core activities of the club/society shall be:
 - 9.4.1. Organise a range of Economics related events with a variety of prestigious speakers.
 - 9.4.2. Organise the Investment Banking Conference and the Alternative Investment Series
 - 9.4.3. Organise the London Student Bootcamp and Consulting Bootcamp
 - 9.4.4. Provide opportunities for members to socialise and meet with likeminded people.
 - 9.4.5. Organise the Mentorship Scheme
 - 9.4.6. Provide skills sessions and CV workshops.
 - 9.4.7. Raise awareness of relevant off campus events and internship opportunities.
- 9.5. This constitution shall be binding on the club/society officers, and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting, or via a Students' Union UCL online referendum. The Activities Executive shall ratify any such alterations.
- 9.6. This constitution has been approved and accepted as the Constitution for the Students' Union UCL Economics and Finance Society. By signing this document the president and treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.
- 9.7. All matters pertaining to Bloomsbury Capital and its operations and governance can be found in Appendix 5: 'Bloomsbury Capital Charter', acknowledged and accepted by the EFS as an extension to this constitution.

Appendix

Recruitment Process and Criteria

General Considerations

All applicants must be a current UCL student and a full member of UCL EFS at the time of application and for duration of post, if successful.

Leadership, communication and teamwork

Being part of the UCL EFS Committee will require working with other members within the team as well as collaborating with societies both in and outside of UCL. Candidates must be goal-oriented and perform tasks under pressure while working in teams. Sound communication skills and good organisation skills are highly valued to ensure swift execution of events. It is important that interviewees articulate their answers and present them in a succinct and presentable manner. Vice Presidents must show examples of good leadership skills.

Motivation

Vice Presidents and Executives will be involved in the organisation of many different events and they must have a strong passion towards both the finance, economics and/or consulting industry and the planning and execution of events. It is important that interviewees present their goals and motivations for applying for the position and for it to align with EFS's mission.

Creativity and open-mindedness

This position will require hosting meaningful and informative events that pique the interest of EFS members. Demonstrating good ideas and the ability to think outside of the box will be valued as it will enable Vice Presidents and Executives to better plan beneficial events that better prepare members for their future careers in the industry.

EFS Values

Candidates must strive for inclusivity, social mobility and diversity. They must follow our values which are:

- Integrity (we adhere to strong ethical and moral principles with a zero-tolerance policy)
- Inclusivity (we strive to make everyone feel respected)
- Collaboration (the EFS community fosters friendship and loyalty)
- Ownership (we take accountability for our actions or mistakes)
- Commitment (we are committed in putting our members first)

Vice President of Mentorship

VP of Mentorship will be appointed through an application process that will consist of two rounds:

- 1) A first round containing an application form which will ask for the applicant's CV, contact details and answers for a set of short questions formulated by the President and Current VP of Mentorship.
- 2) A second round consisting of an interview. The set of interview questions will be agreed by the President and Current VP of Mentorship prior to the recruitment process, and all candidates will be asked questions from the same question bank.

All candidates will be informed of whether they have been invited to an interview or not. Following interviews, all candidates will be informed whether they are to be offered the position or not.

The recruitment for VP of Mentorship will occur during March to May. Additional applications could be done at a later date if the position is not filled, or if the VP of Mentorship has stepped down.

Criteria listed are subject to future changes and will be disseminated to eligible members accordingly.

The CV, questions and interviews will be assessed and conducted by at least two people which will include any of the following:

- President
- Treasurer
- Welfare Officer
- Current Vice President of Mentorship
- Current Mentorship Executives

The criteria that their CV, questions and interviews will be assessed on will be based on the following:

Screening Criteria for VP of Mentorship

- Received at least one spring week offer
- Actively applied to spring weeks and shows knowledge of the spring week application process
- Showed involvement in the society by attending events & being active in the group chats
- Helpful, creative and committed individual

Candidate Scoring Criteria

	1 (Best)	2	3	4	5 (Worst)
Motivation	<p>The individual shows a high level of enthusiasm and motivation with genuine reasons to help others and become the Mentorship VP.</p> <p>Show a strong interest in the finance, technology, or consulting industries.</p> <p>High level of communication and leadership skills.</p>	<p>Shows good motivation and enthusiasm for the role.</p> <p>Shows a good interest in an industry.</p> <p>Good communication and leadership skills.</p>	<p>Shows sufficient motivation and enthusiasm for the role. Shows a sufficient interest in an industry.</p> <p>Sufficient communication and leadership skills.</p>	<p>Shows little enthusiasm and motivation for the role. Shows minimal interest in any industry.</p> <p>Low communication and leadership skills.</p>	<p>Enthusiasm and motivation for the role are very poor. Shows no interest in any industry.</p> <p>No communication and leadership skills.</p>
Knowledge	<p>The individual shows that they have an excellent understanding of the Spring Week Application process, with an understanding of the type of tests there are, interview questions one might be asked and how to create effective CVs and CLs.</p>	<p>Shows good understanding of the spring week application process.</p>	<p>Shows sufficient understanding of the spring week application process.</p>	<p>Shows little understanding of the spring week application process.</p>	<p>Shows no understanding of the spring week application process.</p>

If two or more candidates received the highest score then the Current VP of Mentorship, President and Treasurer will have a final say on who to appoint.

Vice President of Technology

VP of Technology will be appointed through an application process that will consist of two rounds:

- 1) A first round containing an application form which will ask for the applicant's CV, contact details and answers for a set of short questions formulated by the President and Current VP of Technology.
- 2) A second round consisting of an interview. The set of interview questions will be agreed by the President and Current VP of Technology prior to the recruitment process, and all candidates will be asked questions from the same question bank.

All candidates will be informed of whether they have been invited to an interview or not. Following interviews, all candidates will be informed whether they are to be offered the position or not.

The recruitment for VP of Technology will occur during March to May. Additional applications could be done at a later date if the position is not filled, or if the VP of Technology has stepped down.

Criteria listed are subject to future changes and will be disseminated to eligible members accordingly.

The CV, questions and interviews will be assessed and conducted by at least two people which will include any of the following:

- President
- Treasurer
- Welfare Officer
- Current Vice President of Technology
- Current Technology Executives

The criteria that their CV, questions and interviews will be assessed on will be based on the following:

Screening Criteria for VP of Technology

- Demonstrates strong understanding of at least one Javascript coding language (Java etc) and one backend coding language (Java, Python etc)
- Has relevant experience in web design and running of web pages, preferably with portfolio in app and web apps
- Demonstrates ways and ideas of improving the experience of society members through the use of technology
- Showed involvement in the society by attending events & being active in the group chats
- Helpful, committed and creative individual

Candidate Scoring Criteria

	1 (Best)	2	3	4	5 (Worst)
Motivation	<p>The individual shows a high level of enthusiasm and motivation with genuine reasons to help others and become the Technology VP.</p> <p>Show a strong interest in the finance, technology, or consulting industries.</p> <p>High level of communication and leadership skills.</p>	<p>Shows good motivation and enthusiasm for the role.</p> <p>Shows a good interest in an industry.</p> <p>Good communication and leadership skills.</p>	<p>Shows sufficient motivation and enthusiasm for the role. Shows a sufficient interest in an industry.</p> <p>Sufficient communication and leadership skills.</p>	<p>Shows little enthusiasm and motivation for the role. Shows minimal interest in any industry.</p> <p>Low communication and leadership skills.</p>	<p>Enthusiasm and motivation for the role are very poor. Shows no interest in any industry.</p> <p>No communication and leadership skills.</p>
Knowledge	<p>The individual shows that they have an excellent understanding of web design and technology implementation, with expertise in automation of basic tasks such as email sending.</p> <p>Has prior experience running a website or mobile app.</p>	<p>The individual shows that they have a good understanding of web design and technology implementation, with experience in automation of basic tasks such as email sending.</p>	<p>The individual shows that they have sufficient understanding of web design and technology implementation, with an understanding of automation of basic tasks such as email sending.</p>	<p>The individual shows that they have basic understanding of web design and technology implementation, with little to no knowledge of automation of basic tasks such as email sending.</p>	<p>The individual shows that they lack understanding of web design and technology implementation, with no knowledge of automation of basic tasks such as email sending.</p>

If two or more candidates received the highest score then the Current VP of Technology, President and Treasurer will have a final say on who to appoint.

Selection process for Executives

Executives will be appointed through an application process that will consist of two rounds:

- 1) A first round containing an application form which will ask for the applicant's CV, contact details and answers for a set of short questions formulated by the President and relevant Vice President. For Marketing Executives, they might be asked for an advert.
- 2) A second round consisting of an interview. The set of interview questions will be agreed by the President and relevant Vice President prior to the recruitment process, and all candidates will be asked questions from the same question bank.

All candidates will be informed of whether they have been invited to an interview or not. Following interviews, all candidates will be informed whether they are to be offered the position or not.

The recruitment for executives will occur during Easter Holidays and/or Term 3. Additional applications could be done at a later date if the position is not filled, or if current executives have stepped down. Each Vice President will recruit for a maximum of three executive positions.

Criteria listed are subject to future changes and will be disseminated to eligible members accordingly.

The CV, questions and interviews will be assessed and conducted by at least two people which will include any of the following:

- President
- Treasurer
- Welfare Officer
- Relevant Vice President
- Current Executives from relevant department

If two or more candidates received the highest score then the current relevant VP, President and current relevant executives will have a final say on who to appoint.

Criteria for the following departments are shown below:

Mentorship Executive

Screening Criteria

- Received at least one spring week offer
- Actively applied to spring weeks and shows knowledge of the spring week application process
- Helpful and committed individual

Candidate Scoring Criteria

	1 (Best)	2	3	4	5 (Worst)
Motivation	The individual shows a high level of enthusiasm and motivation with genuine reasons to help others. High level of communication skills.	Shows good motivation and enthusiasm for the role. Good communication skills.	Shows sufficient motivation and enthusiasm for the role. Sufficient communication skills.	Shows little enthusiasm and motivation for the role. Low communication skills.	Enthusiasm and motivation for the role are very poor.. No communication skills.
Knowledge	The individual shows that they have an excellent understanding of the Spring Week Application process.	Shows no understanding of the spring week application process.	Shows sufficient understanding of the spring week application process.	Shows little understanding of the spring week application process.	Shows no understanding of the spring week application process.

Finance Executive

Screening Criteria

- Sound communication and organisational skills to work well in teams
- Strong passion towards both finance industry and the planning and execution of events
- Demonstrate good ideas and ability to think outside the box

Candidate Scoring Criteria

1 (Best)	2	3	4	5 (Worst)
Enthusiastic, genuine passion for organising and executing finance events. Demonstrates relevant experience and skills that back up a high level of commitment and interest to excel in the role	Interested and curious about the position with sufficient experiences to perform the tasks required	Some interest in organising events. Hold some finance and organisational experiences. Uncertain degree of commitment	Lack of confidence/ understanding of the benefits and considerations in organising an event. Limited personal experiences.	Fundamental lack of interest and knowledge of the responsibilities of the position. Lack of relevant experiences and poor aptitude to take on the role.

Business Executive

Screening Criteria

- Proven interest in management consultancy, entrepreneurship and other business careers
- Highly driven and committed individual fully capable of meeting deadlines
- Experience working in teams and communicating in a professional setting

Candidate Scoring Criteria

	1 (Best)	2	3	4	5 (Worst)
Motivation	The individual shows a high level of enthusiasm and motivation. High level of communication skills.	Shows good motivation and enthusiasm for the role. Good communication skills.	Shows sufficient motivation and enthusiasm for the role. Sufficient communication skills.	Shows little enthusiasm and motivation for the role. Low communication skills.	Enthusiasm and motivation for the role are very poor.. No communication skills.
Capability	The candidate shows that they have an excellent understanding of organising events and driving to meet deadlines, and thrives in teams.	The candidate can organise events and has a good track record of achievement, as well as evidence of working well in teams.	The candidate shows signs of an ability to organise events and complete tasks on time, and can work with others.	The candidate shows little evidence of being able to work in teams and/or organise events, and may not work well with others.	The candidate shows no evidence of being able to work in teams and does not appear to be able to plan and organise events.

Marketing Executive

Screening Criteria

- Highly-driven and committed individual fully capable of meeting deadlines
- Experience working in teams and communicating in a professional setting
- Demonstrate good ideas and ability to think outside the box
- Ability to use content creating platforms such as Canva, Photoshop, iMovie

Candidate Scoring Criteria

	1 (Best)	2	3	4	5 (Worst)
Motivation	The individual shows a high level of enthusiasm and motivation with genuine reasons to help others. High level of communication skills.	Shows good motivation and enthusiasm for the role. Good communication skills.	Shows sufficient motivation and enthusiasm for the role. Sufficient communication skills.	Shows little enthusiasm and motivation for the role. Low communication skills.	Enthusiasm and motivation for the role are very poor. No communication skills.
Capability	The individual shows that they have an excellent understanding of content creating platforms.	The individual shows that they have a good understanding of content creating platforms.	The individual shows that they have a sufficient understanding of content creating platforms.	The individual shows that they have some understanding of content creating platforms.	The individual shows that they have no understanding of content creating platforms.

Economics Executive

Screening Criteria

- Highly driven and committed individual fully capable of organising events and meeting deadlines
- Experience working in teams and communicating in a professional setting
- Proven interest in economics and related subjects

Candidate Scoring Criteria

	1 (Best)	2	3	4	5 (Worst)
Motivation	<p>The individual shows a high level of enthusiasm and motivation with genuine reasons to help others.</p> <p>High level of communication skills.</p>	<p>Shows good motivation and enthusiasm for the role.</p> <p>Good communication skills.</p>	<p>Shows sufficient motivation and enthusiasm for the role.</p> <p>Sufficient communication skills.</p>	<p>Shows little enthusiasm and motivation for the role.</p> <p>Low communication skills.</p>	<p>Enthusiasm and motivation for the role are very poor.</p> <p>No communication skills.</p>
Knowledge	<p>The individual shows that they have an excellent understanding of organising events and thrives in teams.</p> <p>They do need to study an economic related course, but must be able to demonstrate an interest in the field.</p>	<p>The candidate can organise events and has a good record of handling them, working well in teams and a good understanding of economic news.</p>	<p>The candidate shows signs of an ability to organise events and can work well in teams.</p>	<p>The candidate shows little evidence of being able to work in teams, organise events and interest in economics.</p>	<p>The candidate shows no evidence of being able to plan events, work in teams and an interest in economics.</p>

Social Executive

Screening Criteria

- Proven interest in hosting social events for EFS members and Alumni
- Highly driven and committed individual fully capable in planning logistics and event running
- Motivated to create safe and inclusive environment for attending members
- Experience working in teams and communicating in a professional setting

Candidate Scoring Criteria

	1 (Best)	2	3	4	5 (Worst)
Motivation	The individual shows a high level of enthusiasm and motivation. High level of communication skills.	Shows good motivation and enthusiasm for the role. Good communication skills.	Shows sufficient motivation and enthusiasm for the role. Sufficient communication skills.	Shows little enthusiasm and motivation for the role. Low communication skills.	Enthusiasm and motivation for the role are very poor. No communication skills.
Capability	The candidate shows that they have an excellent understanding of organising events, accounting for logistics and thrives in teams.	The candidate can organise events and has a good record of handling events, as well as evidence of working well in teams.	The candidate shows signs of an ability to organise events and can work with others.	The candidate shows little evidence of being able to work in teams and/or organise events, and may not work well with others.	The candidate shows no evidence of being able to work in teams and does not appear to be able to plan and organise events.

Client Relations Executive

Screening Criteria

- Proven interest in the financial services industry (either through work placements, internships, or personal ventures)
- Proven record of being a great team player, who is constantly willing to go the extra mile for the team. Able to consistently meet deadlines.
- Shows clear passion in the role based on personal reasons – for example, wanting to use the opportunity to give back to the society / UCL.

Candidate Scoring Criteria

1 (Best)	2	3	4	5 (Worst)
<p>Have prior experience working in firms (preferably in the Human Resource Division). Good communication skills in emailing and pitching to potential sponsors. Strong understanding of the financial services industry. High level of personal commitment.</p>	<p>Prior experience working in firms. Have done previous cold emailing to multiple firms. Committed to work involved, willing to go above and beyond if necessary.</p>	<p>Minimal experience working in firms. Questionable understanding of the financial services industry. Limited commitment level, where the EFS might not be his/her highest priority.</p>	<p>No experience working in firms and/or sponsorship work. Uncommitted individual who will not see things through. Difficult team player.</p>	<p>No experience working in firms. Clearly an uncommitted individual who does not have the best interests of the EFS at heart.</p>

Technology Executive

Screening Criteria for VP of Technology

- Demonstrates strong understanding of at least one Javascript coding language (Java etc) and one backend coding language (Java, Python etc)
- Has relevant experience in web design and running of web pages, preferably with portfolio in app and web apps
- Helpful, committed and creative individual

Candidate Scoring Criteria

	1 (Best)	2	3	4	5 (Worst)
Motivation	The individual shows a high level of enthusiasm and motivation with genuine reasons to help others. High level of communication.	Shows good motivation and enthusiasm for the role. Shows a good interest in an industry. Good communication.	Shows sufficient motivation and enthusiasm for the role. Shows a sufficient interest in an industry. Sufficient communication.	Shows little enthusiasm and motivation for the role. Shows minimal interest in any industry. Low communication.	Enthusiasm and motivation for the role are very poor. Shows no interest in any industry. No communication.
Knowledge	The individual shows that they have an excellent understanding of web design and technology implementation, with expertise in automation of basic tasks such as email sending. Has prior experience running a website or mobile app.	The individual shows that they have a good understanding of web design and technology implementation, with experience in automation of basic tasks such as email sending.	The individual shows that they have sufficient understanding of web design and technology implementation, with an understanding of automation of basic tasks such as email sending.	The individual shows that they have basic understanding of web design and technology implementation, with little to no knowledge of automation of basic tasks such as email sending.	The individual shows that they lack understanding of web design and technology implementation, with no knowledge of automation of basic tasks such as email sending.

Selection process for Mentorship Scheme

Mentors

Mentors will be selected by the VP of Mentorship and the Mentorship Executives. Selection of mentors will occur on an invite basis utilising the criteria listed below. The selection of 30-50 mentors on a typical year will occur mainly in Term 3.

Screening Criteria

- Received at least one spring week offer
- Actively applied to spring weeks and shows knowledge of the spring week application process
- Being a previous mentee of the scheme is a plus but not a requirement
- Proven interest and enthusiasm in providing advice and support for mentees
- Highly driven and committed individual fully committed to attending mentorship sessions with mentees
- Motivated to maintain safe and inclusive communication with mentees

Mentees

Mentees will be selected through an application process that will consist of two rounds:

- 1) A first round containing an application form which will ask for the applicant's CV, contact details and answers for a set of short questions formulated by the Current VP of Mentorship and mentorship executives.
- 2) A second round consisting of an interview. The set of interview questions will be agreed by the Current VP of Mentorship and mentorship executives prior to the recruitment process, and all candidates will be asked questions from the same question bank.

All candidates will be informed of whether they have been invited to an interview or not. Following interviews, all candidates will be informed whether they are to be offered the position or not.

The application process for mentees will open during August to October. It will look to select 60-80 mentees on a typical year. Additional applications could be done at a later date if the position is not filled.

Criteria listed are subject to future changes and will be disseminated to eligible members accordingly.

The CV, questions and interviews will be assessed and conducted by at least two people which will include any of the following:

- President
- Treasurer
- Vice President of Mentorship
- Current Mentorship Executives

The criteria that their CV, questions and interviews will be assessed on will be based on the following:

Screening Criteria

- Proven interest in applying to spring week programmes in finance, banking and consulting
- Good relevant previous experience in the industry is a plus but not a requirement

- Attended a range of extracurricular and work experience programmes
- Ambitious, motivated and ready to learn individual
- Good leadership, communication and team working skill

Candidate Scoring Criteria

1 (Best)	2	3	4	5 (Worst)
<p>The individual shows a high level of interest in at least one of the following industries – Finance, Consulting or Technology. Shows excellent motivation and commitment. The individual is very enthusiastic and supportive with excellent communication skills.</p>	<p>The individual shows a good interest in at least one of the following industries – Finance, Consulting or Technology. Shows good motivation and commitment. The individual is enthusiastic and supportive with good communication skills.</p>	<p>The individual shows a sufficient interest in at least one of the following industries – Finance, Consulting or Technology. Shows sufficient motivation and commitment. The individual is enthusiastic and has some communication skills.</p>	<p>The individual shows a little interest in at least one of the following industries – Finance, Consulting or Technology. Shows little motivation and commitment. The individual has some communication skills.</p>	<p>The individual shows no interest in at least one of the following industries – Finance, Consulting or Technology. Shows no motivation and commitment. The individual has no communication skills.</p>

If two or more candidates received the highest score then the VP of Mentorship, President and Mentorship Executives will have a final say on who to select as mentee.

President name:	Haoyu Wang
President signature:	
Date:	30/05/2023
Treasurer name:	Sunny Qian
Treasurer signature:	
Date:	30/05/2023