Club Recruitment Policies 2023-2024

Dear Club Leaders,

The Wharton co-curricular experience wouldn't be possible without you and for that we are sincerely grateful.

There are a few changes to Fall 2023 club policies as compared to Spring 2023. With your help, we hope to ultimately create a community that reduces the stress of, is welcoming towards, and provides equal opportunities for students to learn, socialize, and grow within the Wharton co-curricular community. The policies below have a twofold purpose:
1. to prioritize the wellness of all students interested in joining Wharton-recognized student organizations.
2. to make recruitment effective and efficient for your club, so you can continue with the great work you do.

Furthermore, please make sure that you and your board, including transitioning club leaders, take the opportunity to review ALL of our policies that are entailed with being a Wharton recognized club:
- **If your leadership is changing between semesters, fill out the Leadership Change Form.**
- Keep an active dialogue with the Wharton Council through your Club Resources Committee Liaison.
- Participate in the Wharton Undergraduate Leadership Forum (WULF) in the fall and Club Leader Retreat in the spring.
- Participate in the Wharton Clubbing Fair during any semester in which your club recruits new members.
- Actively attend Office of Student Life Meetings with the Director of Student Life, Lee Kramer.
- At least 25 club members are undergraduate students of the University of Pennsylvania.
- Hold one GBM (with either 25 attendees or 40% of the general body) per semester.
- A simple majority of the club's executive board must be composed of Wharton undergraduate students.
- A simple majority of the club's committee members must be composed of Wharton undergraduate students.

Going forward, we will continue to revisit and improve these policies based on the feedback we receive from students and the club leaders in order to achieve the two goals stated above. If you have any questions regarding the policy changes below, we encourage you to contact your club liaison or review our website for more information. Thank you for taking the time to understand the purpose and content of the updated recruitment process for the 2023-2024 academic year.

Sincerely,
Wharton Council

The following policies remain in place for the Fall 2023 academic semester with revisions in red:

Transparency and Communication in the Process
- Descriptions of all club positions (committee, board, etc.) will be available for new students. This information will be shared during information sessions, to the club listserv and through the E-Booklet. Clubs will be responsible for updating this information every semester.
- Clubs will provide an outline of their recruitment process to be included in the e-booklet.

Information Sessions
- Clubs may accept applications only after the club has hosted at least one info session (must be hosted before the application closes on **Sunday, September 17, 2023)**. **Information session attendance <u>must</u> be tracked through Campus Groups.**
- Clubs will hold **at least one information session** during the Fall semester and will be required to make the information presented available to the entire club listserv. However, we highly encourage clubs to host two information sessions to allow as many students to attend as possible.

The Application Process and Interview Process
- Clubs will be prohibited from requesting resumes. A list of past activities is permitted.
- Clubs will be allowed **a maximum of two rounds of interviews per applicant** during the recruitment process.
- There will be no group case interviews.
- Clubs may not ask any "networking" questions in relation to asking if the applicant is related to anyone of interest, knows anyone specific in the industry, or can bring someone to the club through his or her connections.
- Brainteasers will be prohibited during the interview process (committee, board, etc.).
- **The application process and all interview questions must be standardized for each candidate to avoid bias.**
- Wharton Council will provide all applicants with a general interview guide with tips on answering behavioral questions, presenting personal stories, showcasing interest in a club, and a list of some industry-specific questions directly from clubs. **Clubs are encouraged to provide applicants with a more specialized guide if they ask questions not covered in the Wharton Council guide.**

The Notification Process
- **For every round of the application, club acceptance and rejection emails must be sent through the Penn Labs system within 2 weeks of the application deadline (before September 29th).**
- **Every rejection email sent to applicants must include non-applicant opportunities within the respective club.** <u>**This means offering the opportunity to join the GBM program in a way that does not promote it as "lesser than."**</u> **For example:**
  - **Bad Rejection:** "*I'm sorry to inform you that you have not been accepted into this club, but you can still join our GBM Program.*"
  - **Good Rejection: "***While you didn't get your first choice committee, you have been invited to join our (GBM Program name). We feel as if you would be a great addition to our club in this role.*" Then, proceed to explain the GBM Program.
- Clubs must send personalized rejections after each stage of the recruitment process before moving on to the next step (if applicable).

The Timeline

Similar to last year, applications for all positions may be due no earlier than 11:59 pm **Sunday, September 17**. For fairness, the policy will apply to all students, including first-years, sophomores, juniors, seniors, transfers, etc.

- No information can be collected for the purpose of assessing a student's candidacy before the Centralized Application opens.
- All interest forms, evaluative touchpoints, and other communication that defines or signals a formal membership commitment is prohibited before this deadline.

August 29	First day of classes
August 28 - August 31	Clubs will update their individual applications
	● Office Hours with Wharton Council & Penn Labs will be available by request (by emailing jsaldana@wharton.upenn.edu)
August 29 - August 31	SAC Fair
September 1	Wharton Clubbing Fair
September 1	**Centralized Application will open**
September 17	**Centralized Application deadline**
September 29	All interview notifications/acceptances/rejections must be sent out through Penn Clubs
October 2	Clubs can choose to opt into a second recruitment cycle
October 13	Second Club Application Deadline

<div align="center">**The following policies will be in effect in for the Fall 2023 academic semester:**</div>

Ensuring full inclusion of Study Abroad/Exchange Students
We want to promote a welcoming co-curricular environment for everyone at Wharton, and this should include study abroad/foreign exchange students
- Foreign exchange students must be able to join club committees or GBM engagement programs that match their program time interval, allowing them to explore their interests while also providing a community for them to make friends.
  - For clubs who recruit students for yearly commitment, there will be a field on the Penn Club's Centralized Application to let clubs know if students are studying abroad/foreign exchange students.
- Foreign exchange students are considered full club members for the purposes of a simple majority of the club's committee(s) being composed of Wharton undergraduate students. Foreign exchange students shall be accounted for in the purposes of determining a club's membership composition requirements, as stated in the policy:a simple majority of the club's committee(s)/board must composed of Wharton undergraduate students.

Case/Technicals Guidelines for Students
Wharton Council will provide a general guideline for students to prepare for behavioral and technical club interviews
- These guidelines will encompass a range of industry-specific questions that are commonly seen in club recruiting processes.
- In addition, Wharton Council **strongly encourages club leaders to host workshops** for students as preparation for their club's recruiting process.
  - Clubs may also co-host a workshop with another club who shares a similar recruitment process.

Penn Labs Centralized Application Platform for Written Applications
All written applications have to be submitted through the centralized platform made by Penn Labs
- **The word limit is 500 words per committee. Each applicant can only apply to a maximum of 2 committees per club.**
- Each Club will be able to ask club specific questions and can decide on how to break down the total word limit into questions.
  - We may provide exceptions to the 500-word limit on a case-by-case basis for larger clubs with numerous subcommittees.
  - If your club would like to have an exception, please send our club recruitment chair a paragraph about the limitations you encountered, as well as the number of committees; the total number of club members (GBMers and board members) broken down by school year, and the number of positions you recruited for in the prior two semesters. This request must be made prior to the start of the semester.
- The Wharton Centralized question is not required to be included in your application and does not count as part of the word limit.

Event Tracking Requirement
Attendance at all external events must be tracked through Campus Groups.
- External events are defined as any event open to the entire club or which utilized Wharton Council funding , excluding committee meetings. This includes programming events, GBM events, or socials which utilize Wharton Council funding. Clubs must indicate what the position of the person attending the event is (an exec board member, committee member, a GBMer, a non-club participant, etc.).
- The Campus Groups platform includes easy tracking functionality where students can type in their Penn IDs to sign in. Campus GroupsYou can also generate a QR code for attendees to scan. Alternatively,you can borrow the

card reader from the Undergrad Division Office (SHDH 1400) for students to tap at the event. If you have any questions about this, contact your club liaison.

GBM Engagement Program
- The GBM Engagement Program helps to alleviate school-wide concerns regarding club involvement and enhance opportunities to meaningfully participate in club activities, acquire hands-on experience with various topics/industries, and form connections between passionate students and clubs.
- GBM engagement benefits a club by expanding its audience and providing more touchpoints to identify strong potential candidates. Each club must finalize and submit a solidified GBMer Engagement Plan prior to the start of recruitment in order to provide information to interested students.

All clubs must follow the GBM Engagement Policies outlined in detail [here.](here)

Clubs <u>will not</u> be included on the centralized application without satisfying these requirements, and clubs in violation of these policies may face derecognition.

Adrian Massuet	Ashley Song	Lee Kramer
Wharton Council Co-Chair	Wharton Council Co-Chair	Director of Student Life