



## **COMPETITION GUIDE FOR MUSEUM SUMMER STUDENT**

References: Nil

### **BACKGROUND**

1. To prevent any complaint of biased hiring the position of summer student should be competed for on an equitable basis. The following is a guide that can be used during that competition. While not binding the command prerogative of the current or future Commanding Officers, using the following as the basis of any future competitions is prudent.

### **RATIONALE**

2. When offered, the post of Summer Student offers a college age youth the opportunity for suitable summer employment, in a field that might will provide practical experience to those students of history, military or otherwise. As a result, we will hold a competition for summer student position.

### **COMPETITION CRITERIA**

3. The competition will be carried out by a committee of three. Ideally this committee will be comprised of the same persons who make up the Senate Museum Committee. At minimum it shall be composed of a member of the Senate or Foundation as the employing agency, the DCO or Adjt as his representative and the Museum Curator. The committee, after reviewing the applications, will rank each applicant according to criteria within three categories:

- a. Military Knowledge. (Knowledge of the Canadian Armed Forces in general and the Princess of Wales' Own Regiment in specific. A demonstrated interest in history, both local and military, and an understanding of the uniqueness of the Military Ethos, the traditions of service and the major conflict that the Canadian Forces have been engaged in.)
- b. Community Knowledge. (Knowledge of both the history and uniqueness of the Kingston Community as a Garrison town. Knowledge of the academic resources available to the museum and other nearby locations of historical importance.)
- c. General Skills and Abilities. (Ability to multitask with solid written and oral communications skills, proficiency in Microsoft Office products, experience working with children or in public settings, public speaking ability and program delivery ability. Candidates should be outgoing, enjoy history and working with people.)

### **SCORE AND RESULTS**

4. Each category will be worth 10 points for a maximum of 30 points. The committee will provide an explanation of each score with their recommendation. The final decision will be made by the Chairman of the Board of Directors of the Senate Museum Committee, or his representative. The Commanding Officer will be advised of the successful application.