

# Job Specification – SFS

The Nomination Committee's suggested profile for members of the SFS Nominations committee.

This profile contains information about which personal traits, relevant experience, and other attributes that the current SFS Nominations Committee feels are appropriate for a person applying for a position on the SFS Nominations Committee.

## Relevant Experience

As a member of the SFS Nominations Committee, having experience from and knowledge about SFS as an organization is highly valued. It is also important for a member of the nominations committee to have previous experience with holding interviews, and making objective choices for positions of trust.

## Knowledge and Skills

Those who are nominated or wish to run for a position as a member of the SFS nominations committee should be able to work well with others, and have an understanding of various practices within HR. Nominees should also be able to function well within highly social environments.

## Personal Traits

As a member of the Nominations Committee it is important to be able to keep an objective perspective and base your decision on the nominees competence and not personal interests. The ability to handle stress and good communication skills are desirable, as well as an interest in HR-strategies and SFS as an organization.

## Scope of the Position

Some of the tasks of the Nominations Committee include online interviews with the nominees, in person interviews of the nominees to the posts on the Presidium (Committee of Executive Officers) in Stockholm, attendance at the member meetings, SFS council and approximately ten meetings of which two are in person. The Nominations Committee is especially active during the spring term, during which the members of the committee will be expected to be able to attend several in-person meetings. The position will start in July and run for one fiscal year.

## Merited Traits

In addition to the traits and experiences written above it is, merited if the nominee:

- Has previous experience as a member of a nominations committee.
- Has previous experience within HR or a similar field.
- Has previous experience working within a Union.
- Has experience working with graphic design.