

INTRODUCTION TO HIRING CANDIDATES

MacTRAC requires the approval of a requisition prior to initiating an offer to your candidate. Once approval is received, (which means that all approvers have approved the requisition), MacTRAC will facilitate your online creation and forwarding of the offer letter by email, the electronic acceptance of that offer by your candidate, and provide the candidate with the forms they need to complete for the first day. The documentation below describes how to complete this process.

Although your candidate doesn't require an account on the system, hiring managers are strongly encouraged to ask their candidate to create this account. This is a simple process at: http://workingatmcmaster.hua.hrsmart.com/ats/career_center.php.

ATTACHING A CANDIDATE (ADDING A RESUME TO A REQUISITION)

Once your requisition has completed the approval process, you will need to attach your candidate(s) to the requisition.

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Quick Stats: 1 Pending Approval, 19 Pending Review/Rejected, 1 Declined, 11 Open, 53 Internal, 53 Assigned to Me 0 Routed to Me

This list is displaying filtered results. View is filtered by:

- Req. Code = 487

[Clear Filter](#)

	SQ	CP	Created	Modified	Division	Req. Code	Open Positions	Job Title	Views	New	Candidates	Status	Recruiter	HM
			02/12/10	02/19/10		487	1	TEST - Admin Assistant	0	0	0	Requisition Approved	Steinke, Tiffany	Steinke, Tiffany

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- Clone
- Cross-Post this Job
- Screening Questionnaires
- Add a Resume**
- Find Matching Resumes
- Find Matching Employees
- Notes & Transaction Log
- Add Attachment

- 1) Click the "More Options" icon from the first column next to your requisition.
- 2) Select "Add a Resume" from the menu.
- 3) When prompted, enter the candidate's email address as provided by the candidate.
- 4) The candidate's information will be pre-populated from their account. (NOTE: If the candidate has not previously created an account on MacTRAC, you will be prompted to enter: (a) Referral Source (from a dropdown), (b) First Name and (c) Last Name of the candidate. Then click [Continue].)
- 5) Review and confirm the information provided by the candidate, confirm that all mandatory fields are completed and then click [Next].
- 6) Your candidate has now been successfully attached to the Requisition and you will return to the "Manage Requisitions" screen.
- 7) From "Manage Requisitions" find the appropriate requisition. You will now see a number that represents the candidate(s) that have been added to your requisition.

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EXTENDING AN OFFER LETTER

Once you have added your Candidate(s) to the requisition, you will be able to extend an offer and forward an offer letter electronically to the individual(s).

- 1) Click on the hyperlinked number in the “Candidates” column which will take you to the “Active Candidates” screen.
- 2) From the “Active Candidates” screen for that particular requisition, find the candidate to whom you would like to extend the offer.

Active Candidates [Personalize this Page](#) | [Show Instructions](#)

Job: TESTING - 576 [See New Resumes submitted to this Job](#) :: [Historical View](#)

Action: -- Select -- Filter by Status: -- Select --

<input type="checkbox"/>	Status	Type	Name	Description	Date Applied	Last Activity	Salary Desired	Recruiter	Source
<input type="checkbox"/>	Route to Hiring Manager	Internal	Tiffany Steinke	N/A	Feb 8, 2010	Feb 22, 2010	0.00	Steinke, Tiffany	Job Board

Action: -- Select --

- 3) This candidate’s status will display as “Route to Hiring Manager”. Click on this hyperlinked “Route to Hiring Manager” to be taken to the “Candidate Workbench.” From the “Candidate Workbench,” change the status of the individual to “Offer Extended.” You may also add a comment if you wish.
- 4) After selecting “Offer Extended”, click the “Change Status” button.

Candidate Workbench [Show Instructions](#)

Steinke, Tiffany

[Resume Dashboard](#) :: [Checklist](#) :: [Candidates in the Same Requisition](#)

Requisition Not Available.: Requisition Approved

Job Title	TEST - Admin Assistant - 487
Submit Date	Feb 19, 2010
Current Status	Route to Hiring Manager
Comments	
Change Status	<div style="border: 1px solid black; padding: 2px;"> - Move to next Status - - Move to next Status - - Move to previous Status - 1st Interview Declined Final Interview Hired Offer Accepted Offer Declined Offer Extended Offer Rejected by Approver Pending Phone Screen Reference Check Removed Self from Consideration Resume Submitted Route to Hiring Manager Selected for Interview Skills Testing </div>

Status	Comments	Action Taken By
Resume Submitted		Tiffany Steinke
Route to Hiring Manager		Tiffany Steinke
Selected for Interview		
Phone Screen		
1st Interview		

- 5) You will receive a “Success: Candidate Status Changed” message. To initiate the Offer Management process and to create the offer letter, scroll to the bottom of the “Candidate Workbench” and select “Initiate the Offer Management Process” under Tasks & Actions. This will take you to a screen that will allow you to populate the offer details.

Hired			
Declined			

Tasks & Actions

Task	Triggered By	When	Outcome	Action(s)
Initiate the Offer Management process	Offer Extended	Feb 8, 2010	red	

6) Enter the Offer Details – these details will be used to populate the electronic offer letter sent to the successful Candidate.

[Show Instructions](#)

[My Pending Approvals](#) :: [View Active Offers](#) :: [Print as PDF](#)

Offer Management
[Enter Offer Details](#)

At least one of the fields marked with a (*) is required.
 NOTE: Please fill this page out carefully and accurately. Once an offer is accepted by the candidate, this page cannot be edited.

Name: Two Candidate
 Requisition: TEST - DMA IIII - 799
 Department Name (system default): HUMAN RESOURCES SERVICES
 Overwrite Department Name?
 Department Name (preferred presentation):
 Salary: * 0.00 Annually -- Or -- 20.00 Hourly -- Or -- 0.00 Special Premium Payment
 Shift Premium: 0.00
 Career Growth: * Yes No

If supervisory role, please indicate names of direct reports and employee ID#

Start Date: *
 End Date (Term): *
 Supervisor Name: *
 Additional Information:

Offer Letter: -- Select --

At least one of the fields marked with a (*) is required.
 NOTE: Please fill this page out carefully and accurately. Once an offer is accepted by the candidate, this page cannot be edited.

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The following lists each field with general instructions:

Name	Pre-populated from Candidate information
Requisition	Pre-populated from Requisition selection
Department Name (system default)	Pre-populated from Associations selection (as it appears in ViP)
Overwrite Department Name	Check here if the system default name is not sufficiently reflective of your department name
Department Name (preferred presentation)	Type here your preferred presentation of your department name for the Offer Letter
Salary / Hourly / Special Premium Payment	Pre-populated from the 'Rate (\$)' entered in the Requisition
Shift Premium	This field is not usually applicable for Temp / Casual hires and is not included in the offer letter
Career Growth	This field is not applicable for Temp / Casual hires and is disabled
If supervisory role...	This field is not applicable for Temp / Casual hires and is disabled
Start Date	Select the Start Date using the Calendar icon to the right of this field
End Date (Term)	Select the End Date of the Temporary or Casual position using the Calendar icon to the right of this field
Supervisor Name	Enter the name of the individual directly responsible for this employee
Additional Information	This field is not applicable for Temp / Casual hires and is disabled

7) Select one of the following Offer Letters from the dropdown:

- Temporary Assignment Offer Letter
- Temporary Assignment Offer Letter (on behalf of)
- Casual Assignment Offer Letter
- Casual Assignment Offer Letter” (on behalf of).

Note: If you are not the supervisor (as entered on the Position Information 1 tab) for this employee, select the “On Behalf of...” letter.

- 8) Before completing the Offer Management process be sure to PREVIEW the offer letter that will be sent to the Candidate using the preview icon  to the right of the Offer Letter dropdown.

Correspondence Administration Tools Help

Letter Templates [Back to Letter Templates](#)

Letter: Temporary Assignment Offer Letter

07/29/2010

STRICTLY PRIVATE AND CONFIDENTIAL

[applicants_first_name] [applicants_last_name]
 [applicants_address]
 [applicants_city], [applicants_state] [applicants_zip]

Dear [applicants_first_name]:

I am pleased to offer you the temporary position of [job_title], in the [offer_req_department] of McMaster University. Reporting to [offer_supervisor_name], you will be responsible for those duties discussed with you. These duties may be reviewed and modified from time to time based on departmental/organizational needs.

Term of Appointment
 Your temporary appointment will commence on [start_date] and will end on [end_date]. The scheduled hours of work for this position are [schedule], and will equal [req_estimated_weekly_hours] hours per week. At least one 30 minute unpaid meal break will be provided to you for every 5 consecutive hours that you are scheduled to work. You will be given one week's written notice of any change in this schedule. This appointment is subject to the continuance of a mutually satisfactory working relationship. Absent just cause, your employment may be ended sooner than [end_date] by the University providing you with notice of termination or pay in lieu of such notice as required by the *Employment Standards Act, 2000*.

Work Authorization
 If you are not currently eligible to work in Canada, you are responsible for obtaining the necessary documentation for admission to Canada, and the right to work at McMaster University. You should contact the nearest Canadian Consulate as soon as possible in order to arrange for the appropriate Visa/Work Permit for your entry into Canada. You will have to show them this letter and, if you require any additional documentation from the University, please let me know. This offer is made on the condition that, on or before [start_date], you will obtain all necessary documentation and clearances to enable you to enter Canada and work at McMaster. If you are unable to do so on or before [start_date], this offer and any acceptance of it by you will be null and void.

Remuneration
 Your rate of pay for this assignment will be \$[basehourly]/hour, less applicable deductions. Also, as per the *Employment Standards Act, S.O. 2000*, you agree that any vacation pay owing to you will be paid on every wage payment made to you. Your pay will be deposited directly into a Canadian bank account of your choice. A statement of earnings will be sent to your office address each pay.

As a temporary employee, you will be entitled to statutory holiday pay as per the *Employment Standards Act, S.O. 2000*. Any additional "floater" holidays provided by the University will be provided to you without pay. (See www.workingatmcmaster.ca for a list of the applicable "floater" holidays.)

University Policies
 You are responsible to follow University policies, procedures and guidelines as they may apply to you. Policies, procedures, and guidelines may be accessed at <http://www.mcmaster.ca/policy>.

Confidentiality
 As an employee of McMaster University, you must maintain the confidentiality of information to which you have access. This includes, but is not limited to information associated with students, study subjects, staff and faculty. Confidential information is to be held by McMaster employees in the possession of access to such information is not to be disclosed, communicated, disseminated, or otherwise made available to any person not authorized to receive such information.

- 9) After reviewing the offer letter, you have the option to use the [Go Back] link above the letter to return to the Offer Details screen if changes are required.
- 10) When your offer letter is complete, select the [Complete] button at the bottom of the Offer Details / Management screen. Upon hitting this button, your Candidate will be sent your offer letter to the email address on file.



MONITORING YOUR OFFERS

From your left-hand menu, select Offers > My Offers

Offer Management [Show Instructions](#)

[All Offers](#) [My Pending Approvals :: View Archive](#)

My Offers

<input type="checkbox"/>	Requisition	Candidate	Offer Date	Approvers	Offer Status	Action(s)
<input type="checkbox"/>	Temp / Casual - TEST - 590	Steinke, Tiffany	Feb 8, 2010	No approvers.		 

[Archive](#)

This screen will allow you to monitor the status of the offers you have sent to successful candidates. After an offer has been sent, the Candidate is required to log into the system and accept the offer electronically via their Career Centre.

NOTE: If the candidate does not have access to email and authorizes you to act on their behalf in accepting your offer, you may also do so from this screen. Click on the hyperlink [Act on Behalf of Candidate](#).

You will receive an email when your Candidate has accepted the offer. The Offer Status on the "My Offers" screen will also switch to "Accepted by Candidate."

Once your Candidate has accepted the offer, you will change the candidate’s status from “Offer Extended” to “Offer Accepted” then proceed to initiate the Onboarding process within the MacTRAC system and electronically send them the forms the candidate is to complete for their first day on the job.

CHANGE CANDIDATE’S STATUS FROM “OFFER EXTENDED” TO “OFFER ACCEPTED”

Once you have received an email indicating that your Candidate has accepted your offer, logon to MacTRAC and update the candidate’s status from Offer Extended to Offer Accepted.

Candidates > Active Candidates > Select Job (from drop down) > Click on the Status for the Candidate > Change status to Offer Accepted > click on Change Status.

INITIATE ONBOARDING OF CANDIDATE

Onboarding is the step in the hiring process where you forward to the candidate all the forms necessary in order for them to be set up as an employee of McMaster University.

You may initiate onboarding in one of two ways:

- a) By scrolling down on the same screen you were on to change the candidates status (the Candidate Workbench) and clicking on the hyperlink: Initiate Onboarding:

Candidate Workbench
 Candidate, Two
 Requisition Not Available.: Requisition Approved

Job Title TEST - Temp/Cas - 771
 Submit Date May 27, 2010
 Current Status Offer Accepted
 Comments
 Change Status - Move to next Status -

Recruiting Workflow

Status	When	Comments	Action Taken By
Route to Hiring Manager	May 27, 2010		Two Recruiter
Selected for Interview			
1st Interview			
Final Interview			
Offer Extended	May 27, 2010		Two Hiringmana
Offer Accepted	May 27, 2010		Two Hiringmana
Offer Declined			
Reference Check			
Skills Testing			
Hired			
Declined			
Phone Screen			

Tasks & Actions

Task	Triggered By	When	Outcome	Action(s)
Initiate Onboarding	Offer Accepted			Mark as Passed :: Mark as Incomplete




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- b) Or, you may also initiate the Onboarding process from Offers > My Offers where you can also confirm that the candidate Offer Status reflects their acceptance of your offer:

Offer Management [Show Instructions](#)





[All Offers](#) [My Pending Approvals :: View Archive](#)

My Offers

Requisition	Candidate	Offer Date	Approvers	Offer Status	Action(s)
Temp / Casual - TEST - 590	Steinke, Tiffany	Feb 8, 2010	No approvers.	Accepted by candidate.	  

[Archive](#)

ONBOARDING CANDIDATE

- 1) From the Candidate Workbench, click on the hyperlink Initiate Onboarding (and proceed to step 5), or
- 2) From the “My Offers” screen (left-hand menu or through the notification email hyperlink – select Offers > My Offers) find the individual to onboard. Ensure the Offer Status shows as: Accepted by Candidate (or Accepted on Behalf of Candidate).
- 3) From the My Offers screen, in the Action(s) column at the right you may View Offer Details , View Letter , or Initiate Onboarding 
- 4) Select the Initiate Onboarding icon .
- 5) You will now be taken to the “Onboarding” screen:


- 6) Enter required information not pre-populated by the system. **If the candidate does not have an Employee ID, enter TBD.**

- 7) Clicking “Continue” will take you to the Select Documents page.
- 8) On the Select Documents page, the documents required for a Temporary/Casual hire will be preselected for you. These include: Candidate Information Form, TD1, TD1ON and the Employee Deposit & Work Authorization Information Form.
- 9) Clicking “Continue” which will take you to the Select Letter to Send page.
- 10) On the Select Letter to Send page, click in the “radio” button to select the welcome letter that will be sent to the Candidate along with the onboarding documents. You may preview the letter by clicking on its hyperlinked title.
- 11) Clicking “Continue” which will take you to the New Hire Notification page, which is not used at this time. Simply click “Continue” to the Review Onboarding for: screen.
- 12) This last screen allows you to review all the information and documents that you are sending.
- 13) Click the “Initiate Onboarding” button at the bottom of the Review screen. This will send an email to the Candidate along with the documents they will need to complete (online or hard copy) as per the welcome letter.

 Selected Forms

- Candidate Information Form

 Letter Selected

- Employee Welcome Letter 

 New Hire Notifications

There is no data to display.

[Initiate Onboarding](#)

CHANGE CANDIDATE’S STATUS FROM “OFFER ACCEPTED” TO “HIRED’

Once the candidate “completes” the first set of “hardcopy” onboarding documents (TD1, TD1ON, Employee Deposit & Work Authorization Information Form) you will receive an email indicating that the candidate has “completed one or more onboarding document(s)”. In this case, the word “complete” indicates that the candidate has viewed, printed and electronically “signed” the document.

You will also receive an identical email when the candidate has completed the online Candidate Information Form, which indicates that the online form was accessed through the system and all required informational fields were filled in.

NOTE: If the candidate does not have access to email and authorizes you to act on their behalf in accepting your offer, you may also do so from the screen: Onboarding > Active Onboarding. Click View Onboarding Details in the Actions column next to the candidate’s name. On the Onboarding Details screen, click on the hyperlink(s) Complete on Behalf of Candidate.

Once you have received both emails indicating that your Candidate has completed all of the onboarding documentation (or you have completed the documents on the candidate’s behalf, update the candidate’s status from Offer Accepted to Hired.

Candidates > Active Candidates > Select Job (from drop down) > Click on the Status for the Candidate > Change status to Hired. Then click on the first [Hire Candidate Without a Position] button, ignoring the fields for Location and Position Code.

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[Resume Dashboard](#) :: [Checklist](#) :: [Candidates in the Same Requisition](#)

Candidate Workbench

Candidate, Two

Requisition Not Available.: Requisition Approved

Hire Candidate

Position

Create New Position

Location *

Position Code *

Job Title Administrative Assistant - 774

Submit Date May 27, 2010

Current Status Offer Accepted

Comments

Change Status

You have just hired the Candidate and all the required information will be available to Human Resources to onboard the candidate into the HRIS.