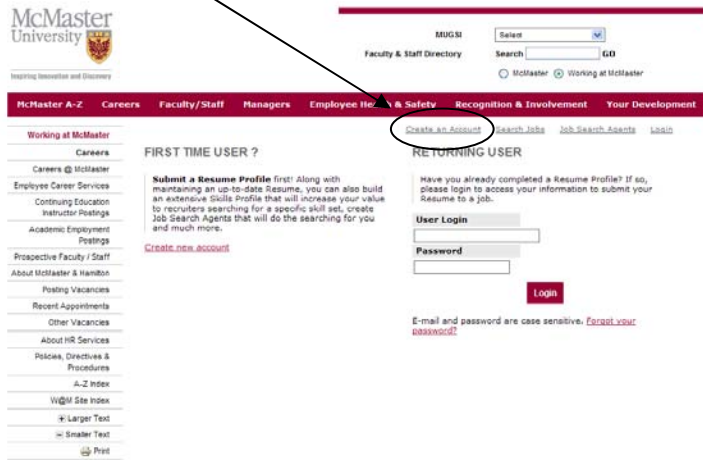
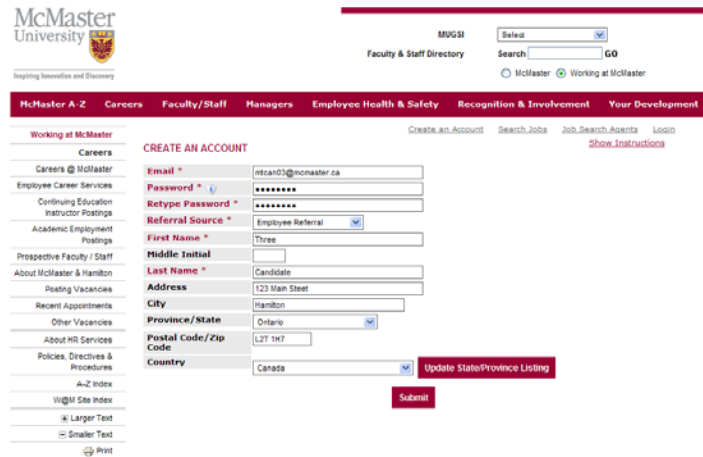


CREATING AN ACCOUNT

1. Access the login page for MacTRAC at:
https://workingatmcmaster.hua.hrsmart.com/ats/career_center.php
2. Click on [Create an Account](#).



3. Fill in all of the relevant fields as known. The mandatory fields are indicated in red with an asterisk (*).



4. Click [Submit].
5. At the next screen you may either (a) upload your resume, or (b) fill in all of the mandatory and other relevant fields as known.
 - a. If you wish to upload your resume, which will then automatically populate fields on this screen, copy your resume first to MS WordPad in order to remove all of the special (and complicating!) characters that most word processors insert.
 - b. If you do not wish to upload your resume, or a resume is not required for the position, simply insert a few characters in the **Resume*** field. E.g. “Resume not required.” Or “Resume submitted separately.”
6. Then, complete all other fields as required and any as known:

COMPLETE YOUR RESUME PROFILE

Resume

Upload Resume

If you are uploading your resume, do so BEFORE completing requested information below. The recommended file types are: doc(x), txt, rtf. For best results, please avoid the use of images (i.e. non-editable pdfs) and complex tables.

RESUME PROFILE

CONTACT INFORMATION

Are you a current employee? Yes No

If yes, what is your employee ID?

If yes, what is your employee group?

Are you a Priority Placement candidate? Yes No

If you are a Priority Placement, please indicate grade:

Last Name:

First Name:

Address:

City:

Province/State:

Country:

Zip/Postal Code:

Primary Phone:

Secondary Phone:

Email:

How did you hear about this opportunity?

EDUCATION

Highest Level of Education:

University/College:

Other Educational Institution/Certification:

Other areas of specialization:

WORK EXPERIENCE

Level of Experience:

Current Job Title:

Years in current position:

Previous Job Title (1):

Previous Job Title (2):

ADDITIONAL INFORMATION

Resume

If you use the 'Upload your Resume' button, McMaster will have access to your original resume. The version of your resume displayed below is converted to HTML, so please do not be concerned about the simplistic formatting.

Source:

Format:

Font:

Size:

What kind of job are you looking for?

Date Available:

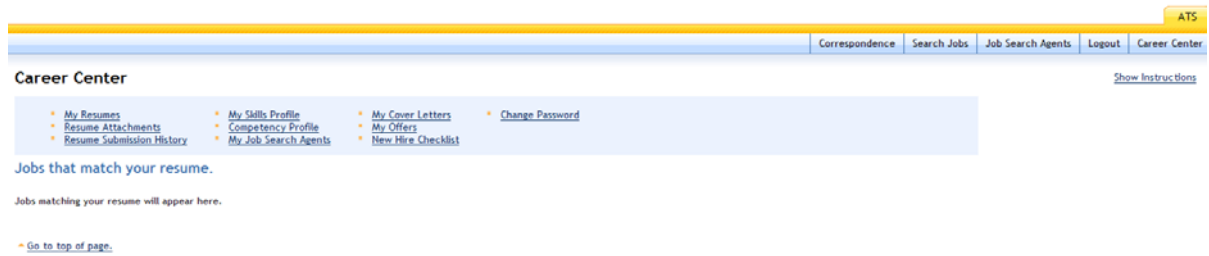
Are you eligible to work in Canada? Yes No

I indicate acceptance of the terms outlined in Section 13 of our Terms of Use and Privacy Policy. I Agree

Next

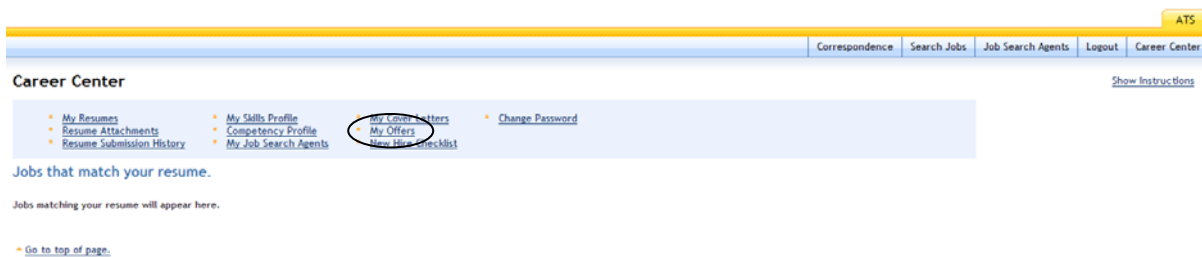
Enter into this mandatory field either your resume (after you have re-edited it in MS WordPad!) or a simple phrase, such as “Resume not required for this position.” or “Resume submitted under separate cover.”

7. Click [Next].
8. You will then advance to your “Career Centre” page, to which you will return when communication with your hiring department begins.



ACCEPTING AN OFFER

1. Depending upon the type of position you are being offered, an Offer Letter will be emailed to you with a subject line of either (a) “McMaster University Offer of Temporary Employment” or (b) “McMaster University Offer of Casual Employment”.
2. Read your Offer Letter carefully.
3. If you wish, you may accept the offer by
 - a. Clicking on the link Careers@McMaster
 - b. Logging into MacTRAC using the email address that you originally used to create your account
 - c. From the Career Centre (see above), click on My Offers.



4. You will be brought to your My Offers page where you can accept (or reject) the letter offering employment and include a comment.

My Offers [Show Instructions](#)

Job	Salary	Hourly	Bonus (if applicable)	Relocation	Start Date	Action(s)	Status	Comment
TEST - HM Add Resume - 677	-	\$10.25	\$0.00	5	May 3, 2010		Accepted	
TEST Position to Eval. Job Details - 118	-	\$10.25	\$0.00	50	May 3, 2010		Declined	
TEST Position to Eval. Job Details - 118	-	\$11.00	\$0.00	50	May 3, 2010		Accepted	
TEST - Temporary / Casual - 700	-	\$20.00	\$0.00	5	May 3, 2010		Pending	<input type="text"/>

COMPLETE ONBOARDING DOCUMENTS

1. You will receive an email welcoming you to your new position. This email includes instructions for you to login to your MacTRAC and access your New Hire Checklist in order to complete the required onboarding documents:

Welcome to McMaster University. McMaster is a great place to work and I am sure you will find your new position to be both challenging and rewarding.

In preparation for your start date of _____, please log into your account at Careers@McMaster and click on 'New Hire Checklist' to complete your onboarding documents.

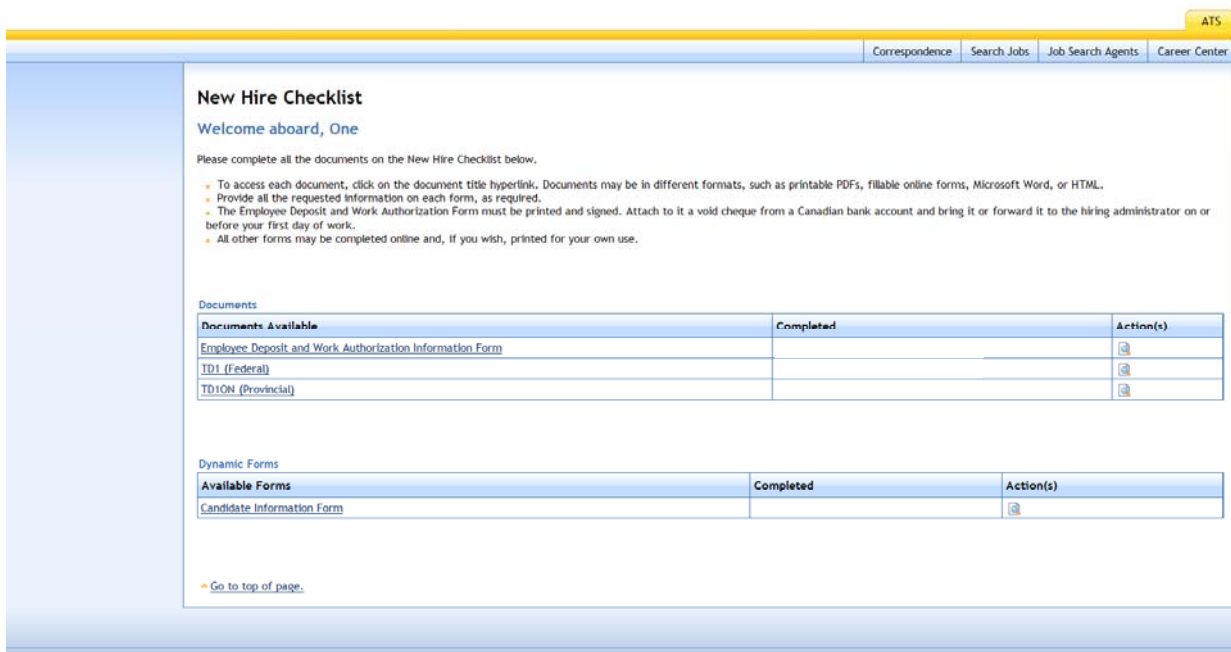
Note: Your username is your email address used when you first applied. If you have forgotten your password, please click on the 'Forgot your password?' link.

Please complete each form required in the New Hire Checklist and, together with your signed offer letter, forward or bring them no later than your first day of work on _____. You will also need to bring the following:

- Social Insurance Card
- Voided cheque (for Direct Deposit)
- Work Permits, Work Visa, and / or Professional Licenses (as applicable)

As there is a great deal of information contained in this package, please feel free to contact me at _____@mcmaster.ca should you have any questions or concerns prior to our meeting.

2. Click on the Career Center tab on the ATS Dashboard of your MacTRAC account.
3. Select New Hire Checklist from the drop down menu.



4. You will be brought to a View Onboarding Document screen.
5. Click on the hyperlink for each document in turn.

6. The Employee Deposit and Work Authorization Information Form must be printed and completed in hard copy. As well, the form requires that a void Canadian bank account cheque be attached.
7. The other forms are completed online. For each form complete the required fields and then complete the electronic signature process:
 - a. Click on the box following the statement: I acknowledge the receipt of this document.
 - b. Type your MacTRAC login and password.
 - c. Click the COMPLETE button.
8. As each document is completed, your New Hire Checklist will update with your name and the date in the completed column.
9. Deliver the completed Employee Deposit and Work Authorization Information form along with your Workstudy form, if applicable, and / or any applicable work authorization forms to your supervisor or hiring contact. You must also bring your SIN card for confirmation.

NOTE: MacTRAC forms indicate that you should bring these documents with you on or before the first day of work. In order to avoid the huge volume of hiring at the beginning of term we encourage students to bring in the required documents as soon as possible.