How to Post a Vacancy for CAW and TMG Positions

The following document is intended to provide guidance and instructions and where applicable complements the “How to Post a CAW and TMG Vacancy” flowchart.

1) IDENTIFY YOUR RECRUITMENT NEEDS:

Carefully assess your department or faculty needs to accurately determine the details of the vacant position. Factors to consider in this assessment include:

- Why has this vacancy arisen? (e.g. leave of absence, new project, increased demand, reorganization of work)
- How long will this position be required? (e.g. to the end of the project, for the duration of a leave, ongoing)
- Does this position exist elsewhere in the University? (e.g. similar positions such as an Administrative Assistant position in another department)
- How will this position be funded?

2) DETERMINE APPOINTMENT STATUS:

**Temporary:** Temporary employees work in a position with a duration of less than 12 months (inclusive of any extensions that may be offered). Temporary employees are typically hired to cover for short-term leaves of absence, special projects and provide assistance during peak periods. If an external candidate is hired into a temporary position, the candidate is not eligible for benefits, group RRSP or pension plan participation.

**Casual Employees**
Casual employees work in a position having no specified schedule and that may be of indefinite duration. They have neither guaranteed hours per day or days of work per week; rather, they are contacted when work is available at which time they may elect to accept or decline the work opportunity. Casual employees are not eligible for benefits, group RRSP or pension plan participation.

More information on temporary and casual employees can be found at: [http://www.workingatmcmaster.ca/hris/managers/temp/](http://www.workingatmcmaster.ca/hris/managers/temp/).

**Limited Term:** Positions that are a minimum of 12 months up to a maximum of 24 months in duration and that have an end date are “Limited Term”. If an external candidate is hired into a Limited Term position, the candidate is eligible for benefits and will be a member of the appropriate employee group. Employees who are part of CAW Unit 1 who are employed in a Limited Term CAW position greater than 24 months in duration will have rights as a continuing employee under the CAW Unit 1 collective agreement.

**Career Growth Opportunities:** All posted Limited Term positions between 3 and 24 months in duration will be Career Growth Opportunities for CAW employees, unless specifically stated otherwise. Should a CAW employee be selected as the best candidate for such a competition, his/her home job will be held for his/her return upon completion of the career growth assignment (provided he/she is eligible in accordance with the criteria described in Article 19 of the CAW Unit 1 Collective Agreement). Career Growth Opportunities for CAW employees into temporary TMG positions will be limited to 15 months in duration.

**Continuing:** Positions that are required on an ongoing basis are continuing in nature. If funded on soft money, but required on an ongoing basis, a position is continuing subject to the availability of funding.
Employees hired into this appointment status are continuing employees eligible for benefits, group RRSP or pension entitlement.

**Seasonal:** Positions required on an ongoing basis for only a part of every year (minimum of 6 months each year with annually scheduled start and end dates) are seasonal. Employees hired a Seasonal appointment status are continuing employees eligible for benefits, group RRSP or pension entitlement.

3) DEVELOP A JOB DESCRIPTION (JD)

* If a Job Content Questionnaire (JCQ) already exists please contact Total Compensation prior to completing the recruitment information in order to transition over to a Job Description (JD). A JD will be required in order to proceed with posting a position.

CAW (Unit 1) JD requests should be directed to David Ryan, Total Compensation Strategist in Total Compensation. If a finalized Job Description exists, no further action is required and the hiring department can proceed with the hiring process. If a finalized Job Description does not exist, the hiring department will work with Total Compensation to develop a Job Description for evaluation.

TMG job description requests should be directed to Jeff Chuchman, Total Compensation Strategist in Total Compensation. If a finalized Job Description exists, no further action is required and the hiring department can proceed with the hiring process. If a new job is required or an existing job requires a re-evaluation, please contact Total Compensation.

3) COMPLETE THE NECESSARY RECRUITMENT DOCUMENTATION:

a) The Recruit & Position form is designed for you to complete electronically and print off for signatures. Information to be completed on this form includes:
   - Position title
   - Department
   - Date new incumbent is required
   - Position type (is this a newly created position or a replacement position)
   - Appointment status and duration (e.g. limited term, seasonal, etc.)
   - Regular hours per week, and normal work schedule information including days per week and hours per day (it is important to note any expected variations in this schedule, e.g. occasional evening and/or weekend work)
   - Immediate supervisor(s)
   - Mail stop
   - Salary account and appropriate Departmental and Finance signatures

b) The Budget form, available in 2 formats below, is required to post a vacant position. This form must be completed and printed for authorized signatures. All required signatures must be obtained prior to submission to Human Resources for posting the position
   - Budget Form [Staff]
   - Budget Form [Research]

* The Budget form should be sent to the appropriate Finance office directly by the Department along with the Recruit and Position form. If approved, the Recruit and Position form is signed by the Finance office and should then be forwarded to Human Resources along with a copy of the budget form.

c) Compose a brief Job Posting:
There are 2 parts to the job posting – the Job Description and the Job Requirements. These 2 items will be posted on the Working at McMaster website as the advertisement for the open position.

If the job is in CAW Unit 1, you will be provided with the Job Description Posting. The content of the Job Description Posting is set and is aligned with the job description. You will be able to add a brief description of your work unit or project, assets and any additional information that is important for the applicants to know.

If the job is in TMG, you will be required to write the Job Posting, as described below.

**Job Description:**
- Briefly outline the primary purpose and objectives of the position. (e.g. what the incumbent will be doing), in an enthusiastic and inviting tone. Ensure that you use gender-neutral terms.
- The information provided must be consistent with the information provided in the job description, which was evaluated for the position.

**Job Requirements:**
- Lists the skills, qualifications, ability and relevant job experience.
- Distinguishes between required and desired skills/experience.
- Ensure language is inclusive and skills, qualifications, and abilities identified are bona fide requirements of the job.
- Ensure requirements are consistent with the information provided in the job description, which was evaluated for the position.

4) **SUBMIT THE NECESSARY DOCUMENTATION TO HUMAN RESOURCES SERVICES:**

1) Recruit and Position Form: Finance approval is required prior to submission to Human Resources (HR).
2) Job posting: Please email this in word format to your Human Resources representative. The information provided must be consistent with the information provided in the JD rating which was evaluated for the position.
3) Electronic copy of the evaluated JD.

Include the date on which you would like the posting to open on the Working at McMaster website. The posting can then be viewed at: https://workingatmcmaster.hua.hrsmart.com/ats/job_search.php?view_all=1&clear=1

Please allow between 3-6 business days for processing this information. All positions must be posted on the Working at McMaster website for a minimum of 5 business days.

If, following the 5 business days of posting on the Working at McMaster website, you would like to post on an external site please contact your Human Resources representative for more information.

**CONSIDERATIONS:**

1. Accommodation Review

For all positions 3 months or greater consideration is made for Accommodation Candidates prior to the vacant position being posted. Before a vacancy can be posted Human Resources Services will ensure that an accommodation review is conducted. This review is completed by Employee/Labour Relations (E/LR).
2. Priority Placement and Recall Candidates Review

For all CAW vacancies, Priority Placement and Layoff/Recall candidates who have elected to forego red-circling must be considered concurrently with other candidates. Employees on the Priority Placement and Layoff/Recall list who elected to maintain red-circling will not be considered for CAW vacancies which are funded by research grants, contracts or physicians' billings. These initial reviews are completed by Employee/Labour Relations (E/LR) or the Faculty of Health Sciences (FHS) HR Consultant. The Hiring Manager will be contacted by the appropriate HR office for further review of these candidates. Hiring managers are required to conduct a review of eligible Priority Placement and Recall candidates to ensure a fair and equitable criteria based assessment is completed.

CANDIDATE MANAGEMENT:

Using the online system, Hiring Managers can easily and electronically view all applications to their posted vacancy. Hiring Managers are responsible for managing the candidate pool via the Careers @ McMaster online system-MacTRAC https://workingatmcmaster.hua.hrsmart.com/ats/career_center.php

QUESTIONS & CONTACT INFORMATION:

Please contact your HR Advisor or for Faculty of Health Sciences, your HR Consultant. The contact information can be found at http://www.workingatmcmaster.ca/contacts/index.php

Please note the above document is intended to be a summary and guideline to assist with the posting of a TMG or CAW Unit 1 vacancy process. Should a discrepancy arise the source documents shall govern.