Process for Hiring Temporary* Employees

Step 1	Determine needs of the temporary position	• Manager ensures the position is correctly categorized as temporary, casual or interim • Manager determines the roles and responsibilities of the position
Step 2	Select a job description *Option A* → *Option B* → *Option C* **Option A** Review Unifor, TMG or other employee group's job descriptions and select if it reflects job requirements. If no similar job exists, proceed to option B. **Option B** Review temporary generic job descriptions and select the one that best describes the job. If no similar job exists, proceed to option C. **Option C** Contact your HR Advisor to review your job needs and determine next steps. If no other suitable job is identified, develop a job description. Human Resources will evaluate the description to determine the pay grid level.	Option A • Manager reviews Unifor job descriptions and selects the Job Description that is the same or substantially similar to the duties to be performed in the job. • Manager contacts HR Advisor or calls ext. 22247 to review TMG or other employee group's job descriptions, if you feel there is a similar role in these groups that best meets your job requirements. Option B • Manager reviews generic temporary job descriptions and selects the job description that is the same or substantially similar to the duties performed in the job. Option C • If job requirements are not defined within any of the existing employee groups or temporary, generic job descriptions listed, the manager can contact their HR Advisor or call ext. 22247 for further review and direction.

Step 3	Review associated pay grade (unionized employee group) or band (TMG), to determine wage range. Review Temporary, Casual and Interim Employees Pay Grid to determine wage range for selected role.	• The manager uses applicable pay grid or salary range to review associated wage range for the job selected.
		  • Unifor (hiring range is between the Hire Rate and Step 3 for the corresponding Grade)
		  • TMG (hiring range is between the minimum and 89.9% of the FCT for the corresponding Band)
		  • Job Levels and Pay Grid for Temporary, Casual and Interim Employees

Step 4	Contact your HR Advisor to obtain the job code and next steps to create a position number. Use job code from the selected job description to create a position number.	• The manager uses the Job Code listed on the Job Description or obtained through the appropriate HR Advisor to request the positon number in Mosaic.
Step 5	Create job opening for posting.	• The manager utilizes the information in the Job Description to populate the job posting. Information regarding the department may be provided in the Unit/Project Description section and Assets/Skills may be included in the Assets section of the job posting. The Additional Information section allows you to provide additional pertinent details about the role. Responsibilities and requirements must remain unchanged in the job posting. • Job posting templates for temporary generic jobs can be found here.
Step 6	Review/Manage Applicants	• Review all applicants using the agreed upon selection criteria. Contact your HR Advisor or call ext. 22247 if you require support in this process. • For additional information, please refer to the Staff Hiring Guidelines, which provides guidance and consolidates resources to assist in conducting fair and equitable searches for staff at McMaster University.
Step 7	Create job offer	• Based on the selected incumbent experience and skill in relation to the role, the manager determines the starting salary/hourly rate using the associated pay grid (refer to step 3). • The manager populates the applicable offer letter template found here with the incumbent and job details.
Step 8	Send approved offer letter to candidate	• The manager issues the offer of employment to the selected incumbent.
Step 9	Send signed offer and onboarding documents to your HR Advisor	• Your HR Advisor will complete the process in Mosaic once all documents have been received.

McMaster University