Instructions for Initiating Faculty Recruitment

1. Submit a PERMISSION TO RECRUIT form to the FHS Faculty relations office. Once approved, this will be returned to you with a position number. Note – you can submit the signed form electronically to the FR office.

2. At the same time, submit an electronic (word) version of the proposed advertising to Rebecca Collier and include the position number in the email.

3. You will receive the edited word document back. Instructions are below on how to add this to Mosaic.

4. Use this position number to begin the recruitment process in Mosaic.

Instructions for Initiating Recruitment in Mosaic

1. Initiate the process – go to Recruiting – Create Job Opening
   a. Enter the Job Family (ACADEM), Position Number, and Recruiting Location to create the opening.
2. Click the Details tab
   a. Under Recruitment Details
      i. Under Justification for Hiring - Provide a one sentence reason for hiring (match this to the info on the permission to recruit)
      ii. Under Employee Class - Add in the appointment category (ie special, tenure-track, teaching-track, tenure, CAWAR, CLA)
         * If category is tenure, tenure-track, teaching-track, ensure you reference the Budget Line # in the Justification for Hiring box (provided to you on the permission to recruit form)

   iii. Add in all funding sources and provide explanations if required
b. Screening settings – we are not currently using this screen.
c. Job Postings – see detailed explanation below
d. Recruitment team – Click on Recruitment Team tab and ensure that you and Rebecca Collier are BOTH added as Hiring Managers and Jenn Borowicz as the Recruiter

Creating a Job Posting

1. Click Add Job Posting

2. Update the position title to reflect the actual position. i.e. change the generic Faculty Member to “Dept. of Medicine, Gastroenterologist”
3. Under Job Descriptions:
   
a. Do not add the “Posting details” this section is not used for Faculty.

b. Begin the posting by choosing the drop down “Job Description” – do not use the supplied template. Set visibility to Internal and External and paste in the text from the approved advertising.

c. Click Add Posting Description
d. Set the type to “how to apply” and set visibility to Internal and external

![Image of how to apply setting]

e. Click Add Posting Description

![Image of add posting description]

f. Set the type to “Employment equity statement” and set visibility to Internal and external. Use the supplied template “McMaster Employment Equity” – do not change this wording.

![Image of employment equity statement setting]
4. Job Posting Destinations

   a. Add a posting destination – Choose “McMaster Academic Postings”, Posting type “internal postings”, relative open date “0 – on approval”. Do not add a removal date.

   b. Add a posting destination – Choose “McMaster Academic Postings”, Posting type “external postings”, relative open date “0 – on approval”. Do not add a removal date.

   Note – no removal date is applied at this stage so that if you need to request an LMIA, you have complied with CIC’s rules – in those cases, you will need to have had the posting up until the LMIA is issued.

Click OK and the postings will be saved and will post on final approval.