

## 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.

Favorites ▾ | Main Menu ▾ > Human Resources ▾ > Recruiting ▾ > Create Job Opening

McMaster University **Mosaic**

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### Primary Job Opening Information

[Recruiting Home](#)

Job Details ?

Job Opening Type: Standard Requisition ▾

\*Business Unit: MAC01 McMaster University

\*Job Family: ACADEM Academic

\*Position Number:

Department:

Job Code:

\*Recruiting Location:

\*Job Posting Title:

Continue

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)

McMaster Specific Info

Additional Attributes

Justification for Hiring

Contract Details

Contract Start Date

Contract End Date

Total Weeks  Total Months

1000 Characters Left

Employee Class  Estimated Weekly Hours

Position Hours 35.00 Job Code Hours 35.00

Posting Waiver

Request for Waiver of Posting

Justification for Waiver

1000 Characters Left

iii. Add in all funding sources and provide explanations if required

Funding Information

Annual/Contract Salary

Estimated Annual/Contract Salary Cost  0.00

Funding Source 1	<input type="text"/>	Code 1 Allocation	<input type="text"/>
Funding Source 2	<input type="text"/>	Code 2 Allocation	<input type="text"/>
Funding Source 3	<input type="text"/>	Code 3 Allocation	<input type="text"/>
Funding Source 4	<input type="text"/>	Code 4 Allocation	<input type="text"/>
Funding Source 5	<input type="text"/>	Code 5 Allocation	<input type="text"/>

Other Fund Sources (Describe)

1000 Characters Left

Fringe/Benefits

Estimated Annual/Contract Fringe/Benefit Cost  0.00

Funding Source 1	<input type="text"/>	Code 1 Allocation	<input type="text"/>
Funding Source 2	<input type="text"/>	Code 2 Allocation	<input type="text"/>
Funding Source 3	<input type="text"/>	Code 3 Allocation	<input type="text"/>
Funding Source 4	<input type="text"/>	Code 4 Allocation	<input type="text"/>
Funding Source 5	<input type="text"/>	Code 5 Allocation	<input type="text"/>

Other Fund Sources (Describe)

1000 Characters Left

- 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.

Posting Information

Job Postings ?

\*Posting Title Dept. of Medicine, Gastroenterologist

Job Descriptions ? First 1 of 1 Last

\*Description Type Job Description

\*Visibility Internal and External

Template

Format Font Size B I U abc

Add Posting Description Delete Posting Description

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)

Add Posting Destination

OK Cancel Preview

c. Click Add Posting Description

Posting Information

Job Postings ?

\*Posting Title Dept. of Medicine, Gastroenterologist

Job Descriptions ? First 1 of 1 Last

\*Description Type Job Description

\*Visibility Internal and External

Template

Format Font Size B I U abc

Add Posting Description Delete Posting Description

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)

Add Posting Destination

OK Cancel Preview

d. Set the type to “how to apply” and set visibility to Internal and external

\*Description Type: How To Apply  
\*Visible: Internal and External  
Template: [Empty]

Format: [Empty] Font: [Empty] Size: [Empty] B I U abc

Add Posting Description Delete Posting Description

e. Click Add Posting Description

\*Description Type: How To Apply  
\*Visible: Internal and External  
Template: [Empty]

Format: [Empty] Font: [Empty] Size: [Empty] B I U abc

Add Posting Description Delete 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.

\*Description Type: Employment Equity Statement  
\*Visible: Internal and External  
Template: McMaster Employment Equity

Format: [Empty] Font: [Empty] Size: [Empty] B I U abc

McMaster University is strongly committed to employment equity within its community and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates including women, persons with disabilities, First Nations, Métis and Inuit persons, members of racialized communities and LGBTQ-identified persons. If you require any form of accommodation throughout the recruitment and selection procedure, please contact the [Human Resources Service Centre](#) at 905-525-9140 ext. 222-HR (22247).

Add Posting Description Delete Posting Description

#### 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.

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
McMaster Academic Postings	Internal Posting	0 - On Approval Date	2015/09/22	<input type="text"/>	<input type="text"/>	
McMaster Academic Postings	External Posting	0 - On Approval Date	2015/09/22	<input type="text"/>	<input type="text"/>	

Add Posting Destination

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