

Process for Hiring Temporary* Employees

*Effective May 2, 2021, “temporary employee” is any employee who works in a position with a duration of less than 6 months. If the employee works in a position for at least 6 months, and no more than 12 months, they are categorized as a “Short-Term Employee (STE)” and are included in the UNIFOR Unit 1 bargaining unit. Please refer to the [Unifor Unit 1 Collective Agreement](#) for additional information

Step 1	Determine recruitment need for temporary position and establish initial duration of contract	<ul style="list-style-type: none"> • Manager ensures the position is correctly categorized as temporary/casual/interim or STE • Manager determines the roles and responsibilities of the position.
Step 2	<p style="text-align: center;">Select a job description</p> <p style="text-align: center;"><i>Option A</i> <i>Option B</i> <i>Option C</i></p> <p>Review Unifor, TMG or other employee group’s job descriptions and determine if existing job reflects temporary or short-term job requirements.</p> <p>If no similar job exists, proceed to option B.</p> <p>Review temporary generic job descriptions and determine if existing job reflects temporary job requirements.</p> <p>If no similar job exists, proceed to option C.</p> <p>If no other suitable job is identified, contact your HR Contact to review your job needs and develop a job description using the template.</p> <p>Total Rewards will evaluate the description to determine the pay grid level.</p>	<p>Option A</p> <ul style="list-style-type: none"> • 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 Contact 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. <p>Option B</p> <ul style="list-style-type: none"> • 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. <p>Option C</p> <ul style="list-style-type: none"> • 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 Contact or call ext. 22247 for further review and direction. • The template for temporary job descriptions can be found here.
Step 3	<p>Review associated Pay Grade to determine wage range for selected role</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; background-color: #4a6984; color: white; text-align: center; width: 60px;">UF1 (including STE)</div> <div style="border: 1px solid black; padding: 5px; background-color: #4a6984; color: white; text-align: center; width: 60px;">TMG</div> <div style="border: 1px solid black; padding: 5px; background-color: #4a6984; color: white; text-align: center; width: 60px;">Temp/Casual/Interim</div> </div>	<ul style="list-style-type: none"> • The manager uses applicable pay grid or salary range to review associated wage range for the job selected. <ul style="list-style-type: none"> ▪ Unifor (including STE) – Unifor employees (excluding STE), the normal range for hiring is between the Step 0 and Step 3 of the corresponding Pay Grade. For Unifor STE, the normal hiring range is between the Minimum Rate and Step 3 of the corresponding Pay Grade. ▪ TMG – the normal range for hiring is between the minimum and 94.9% of the target of the corresponding Band. ▪ Temporary/Casual/ Interim Employees – hiring range is anywhere between minimum and maximum of the pay range.
Step 4	In order to create a position number, use the job code from the selected job description or contact your HR Contact to obtain the job code	<ul style="list-style-type: none"> • The manager uses the Job Code listed on the Job Description or obtained through their assigned HR Contact to request the position number in Mosaic.
Step 5	Create job opening for posting	<ul style="list-style-type: none"> • The job posting template for temporary/casual/interim jobs has fillable sections for “Unit/Project Description”, “Assets/Skills” and “Additional Information.” • Information regarding the department, unit and/or project can be listed in the Unit/Project Description section and assets/skills for the job 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.
Step 6	Review/Manage Applicants	<ul style="list-style-type: none"> • Review all applicants using the agreed upon selection criteria. Contact your HR Contact 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	<ul style="list-style-type: none"> • 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 above). • The manager populates the applicable offer letter template found here with the incumbent and job details. • The hiring rate will be between the minimum and maximum of the pay grid of the corresponding level.
Step 8	Send approved offer letter to candidate	<ul style="list-style-type: none"> • The manager issues the offer of employment to the selected incumbent.
Step 9	Send signed offer and onboarding documents to your HR Contact	<ul style="list-style-type: none"> • Your HR Contact will process the hire in Mosaic once all documents have been received.