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| **Step 1** | Determine recruitment need for temporary position | * Manager ensures the position is correctly categorized as temporary, casual or interim
* Manager determines the roles and responsibilities of the position
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| **Step 2** | Select a job description  | Option A * Manager reviews [Unifor job descriptions](https://hr.mcmaster.ca/managers/job-design-job-evaluation/unifor-unit-1-job-descriptions-and-job-postings/) 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](https://hr.mcmaster.ca/about-us/our-services/human-resources-service-desk/) 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](https://hr.mcmaster.ca/managers/job-design-job-evaluation/temporary-casual-interim-employees/) 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](https://hr.mcmaster.ca/about-us/our-services/human-resources-service-desk/) or call ext. 22247 for further review and direction. The template for temporary job descriptions can be found here.
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| *Option A* | *Option B* | *Option C* |
| Review Unifor, TMG or other employee group’s job descriptions and determine if existing job reflects temporary job requirements. If no similar job exists, proceed to option B. | Review temporary generic job descriptions and determine if existing job reflects temporary job requirements. If no similar job exists, proceed to 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 using the template. Human Resources will evaluate the description to determine the pay grid level. |
| **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](https://hr.mcmaster.ca/resources/collective-agreement-unifor-local-5555-unit-1/) (hiring range is between the Hire Rate and Step 3 for the corresponding Grade)
* [TMG](https://hr.mcmaster.ca/app/uploads/2019/01/TMG-Salary-Ranges-effective-July-14-2019-for-web-posting.pdf) (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](https://hr.mcmaster.ca/managers/job-design-job-evaluation/temporary-casual-interim-employees/)
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| **Step 4** |  | Use job code from the selected job description or contact your HR Advisor to obtain the job code in order to create a position number.  | * The manager uses the Job Code listed on the Job Description or obtained through their assigned HR Advisor in order to request the positon number in Mosaic.
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| **Step 5** | Create job opening for posting.  | * The job posting template 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.
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| **Step 6** | Review/Manage Applicants | * Review all applicants using the agreed upon selection criteria. Contact your [HR Advisor](https://hr.mcmaster.ca/about-us/our-services/human-resources-service-desk/) or call ext. 22247 if you require support in this process.
* For additional information, please refer to the [Staff Hiring Guidelines](https://hr.mcmaster.ca/managers/hiring-recruitment/staff-hiring-guidelines/), which provides guidance and consolidates resources to assist in conducting fair and equitable searches for staff at McMaster University.
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| **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 above).
* The manager populates the applicable offer letter template with the incumbent and job details. If the hourly rate proposed is beyond the above hiring ranges, please contact your HR Advisor prior to proceeding with the hire to discuss the exception request process.
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| **Step 8** | Send approved offer letter to candidate | * The manager issues the offer of employment to the selected incumbent.
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| **Step 9** | Send signed offer and onboarding documents to your HR Advisor | * Your [HR Advisor](https://hr.mcmaster.ca/about-us/our-services/human-resources-service-desk/) will process the hire in Mosaic once all documents have been received.
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