Guidelines for a Successful Unifor Local 5555, Unit 1 Selection Process

as of November 2019

hr.mcmaster.ca

McMaster
University

Introduction

The diversity of our workforce is at the core of our innovation and creativity.

The *Guidelines for a Successful Unifor Local 5555, Unit 1 (UF1) Selection Process* have been prepared to help support the recruitment and selection process for UF1 vacancies. The primary focus of these guidelines are to help ensure alignment with McMaster University's best hiring practices for equity, diversity and inclusion, while meeting the recruitment and selection provisions for UF1, as outlined in the collective agreement (CBA).

Additional information, including tips, tools and resources to help support you further with the full recruitment cycle and hiring process can be found online:

https://hr.mcmaster.ca/managers/hiring-recruitment/

In the event of any discrepancies between these *Guidelines* and the CBA for UF1, the CBA will prevail. A copy of the current CBA can be located here:

https://hr.mcmaster.ca/employees/labour-relations/unifor-local-5555/

McMaster University

Recruitment Cycle

Who we are, what we're looking for, and how we get there.

- These Guidelines assume familiarly with the general recruitment and selection processes in place at the McMaster University

- As you can see, the **Resume Screening Tool (RST)** is designed to be utilized during the preliminary review and screening process, as part of the recruitment cycle

Evaluating the Need

Preparing & Posting

Form Selection Committee & Hiring Criteria

Review & Screen Applicants

Resume Screening Tool

Conduct Interviews

Selection

Wrapping Up

McMaster University

Resume Screening Tool

What exactly is a 'Resume Screening Tool', and why do we need one?

RESUME SCREENING TOOL

- **A Resume Screening Tool (RST)** is an assessment document that helps to organize recruitment efforts and selection criteria

- The RST helps to ensure we are consistent in the evaluation of applicant's resumes, based on the required skills, abilities, qualifications and relevant experience, as it specifically relates to the posted vacancy

- To access a copy of an RST, please visit: https://hr.mcmaster.ca/managers/hiring-recruitment/resume-screening-resources/

Step by Step

How do we access the information we need in Mosaic?

From the *Manage Job Opening* screen in Mosaic, consider the list of applicants.

The *Type* column will help to identify which applicants are Employees, and which applicants are external to McMaster.

Review the *Internal Applicant Report* by clicking on the link at the bottom of the *Manage Job Opening* home screen.

This list will specify if the Employee is part of a bargaining unit, TMG or Interim.

Look out for **Unifor Unit 1** or **UF1** in the Union Code Description.

Did the Internal Applicant Report identify a *Priority Application Status* Employee?

Should the Internal Applicant Report identify an Employee with PAS, please refer to **Appendix I** for more information on how to proceed.*

*Please note, effective October 1, 2019, Priority Application Status (PAS) has been eliminated on a go-forward basis, however, notwithstanding Articles 17.01 to 17.06, the processes in place on April 30, 2019 shall continue to apply with respect to those Employees who received notice of layoff on or before September 30, 2019. Please refer to Appendix I for additional information.

McMaster University

Next Steps

- Assess all applicants' overall skills, qualifications, abilities, and relevant experience using the **Resume Screening Tool (RST)**

  o Identify Internal UF1 Applicants and group together, or on a separate page

- Following the completion of your review, determine the applicants to be considered further (invited for an interview, etc.), based on pre-determined threshold and criteria

- If the selection is to be made from two or more internal applicants with qualifications, skills, abilities and relevant experiences that are considered to be reasonably equal, the Employee with the greater seniority shall be selected

- Following the selection of the successful candidate, feedback from the recruitment process needs to be provided to the Union before we are able to proceed forward with the offer to the successful candidate

McMaster University

Notifying the Union

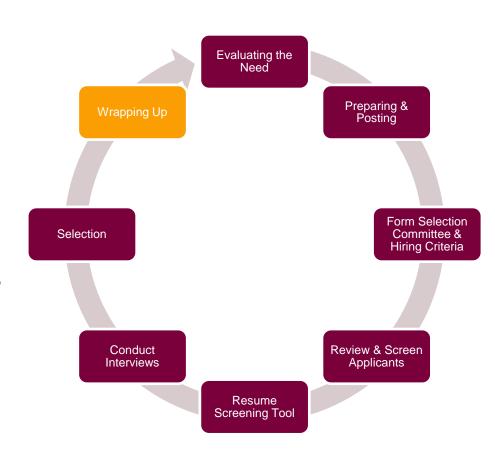*We found the right candidate(!), what do we need to send, where?*

FEEDBACK

- Further to **Article 18.06(b) of CBA,** *"Prior to an offer of employment being made, the Employer will notify the Unit 1 Chairperson in writing of the selection decision. This communication will include a resume screening tool for the top 10 internal applicants."*

- RST@mcmaster.ca will advise the Union of the selection decision, and provide them with a copy of the completed Resume Screening Tool from the Hiring Manager

- Confirmation will be provided to the Hiring Manager & HR Service Centre or FHS HR when they may proceed with the offer of employment

- The HR Service Centre / FHS HR will prepare the offer of employment and extend the offer to the successful candidate

McMaster University

Wrapping Up

Almost there!

- Once the successful candidate has accepted the offer of employment, please proceed in notifying the unsuccessful applicants (that were interviewed) of the selection decision

- Sample Unsuccessful Applicant Letters are available online (refer to *Resources and Reference Materials*)

- Unsuccessful candidates may request a follow-up meeting with the Hiring Manager for the purpose of receiving feedback on their application as part of the competitive process

- Article 18.06(b) advises that "*within 5 working days of notification to an unsuccessful internal applicant who attended an interview/testing, the Union may request an assessment summary for the applicant*"

  - As the Candidate Assessment Form is no longer required, it is encouraged that this summary be recorded for each interviewee, as it may be requested at a later date

- Feel free to contact E/LR or your FHS HR Consultant for assistance or guidance with respect to providing feedback to unsuccessful candidates

Evaluating the Need

Preparing & Posting

Form Selection Committee & Hiring Criteria

Review & Screen Applicants

Resume Screening Tool

Conduct Interviews

Selection

Wrapping Up

McMaster University

Appendix I: Priority Applicant Status

How should we be considering those with Priority Application Status now?

- Effective October 1, 2019: Priority Application Status (PAS) has been eliminated on a go-forward basis, however;

- Employees who were previously afforded PAS will maintain this heightened recruitment status

- In addition to the *Internal Applicant Report*, to verify an applicant listed as having PAS, please visit: https://hr.mcmaster.ca/app/uploads/2019/07/Priority-Application-Candidates-as-of-October-24-2019.pdf

McMaster University

Appendix I: Priority Applicant Status

PRIORITY APPLICANT IDENTIFIED

- Assess the Priority Applicant's skills, qualifications, abilities, and relevant experience as it relates to the vacant position using the **Resume Screening Tool (RST)**

- Assess whether the Priority Applicant could perform the work of the vacant position with minimal training

  - *Minimal Training* is practical training and orientation provided by the Employer with the intent to enable Employees to effectively perform the duties of the position, the duration of which shall be 15 working days

- This may require inviting the Priority Applicant to attend an interview and/or testing

- Where multiple PAS candidates are equally qualified, the most senior applicant will be offered the job

McMaster University

Resources and Reference Materials

- **Recruitment & Selection at McMaster:** including the Recruitment & Selection Process Checklist https://hr.mcmaster.ca/managers/hiring-recruitment/

- **Diversity & Equitable Recruitment:** https://hr.mcmaster.ca/managers/hiring-recruitment/posting-and-sourcing-resources/

- **Resume Screening Resources:** Resume Screening Tool (RST), Priority Applicant Status (PAS) Listing, Sample Unsuccessful Applicant Letters, etc. https://hr.mcmaster.ca/managers/hiring-recruitment/resume-screening-resources/

- **UNIFOR, Unit 1 Collective Agreement:** https://hr.mcmaster.ca/employees/labour-relations/unifor-local-5555/

McMaster University