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

Human Resources Services - Last Updated: November, 2016
Step 1: Sort Resumes

Sort applicants into 3 categories:

- Priority Applicants (PAS)
- Internal Unifor Unit 1 Applicants
- All Other Applicants

- In the “Manage Job Opening” screen in Mosaic, consider the list of applicants. The “Type” column will identify which applicants are employees and which are external to McMaster.

- Run the “Internal Applicant Report” by clicking on link at bottom of “Manage Job Opening” screen. This list will identify if the employee is part of a bargaining unit, TMG or Interim under the “Union Code Description” column – look for “Unifor Unit 1” or “UF1”

- “Internal Applicant Report” includes PAS details (status & end date). In process of adding grade details.

- Verify eligibility for PAS applicants by using the “List of Priority Application Candidates” posted online at: [http://www.workingatmcmaster.ca/managers/hrlinc.php](http://www.workingatmcmaster.ca/managers/hrlinc.php)
Step 2: Assess Priority Applicants

Assessing Priority Applicants:

- Assess the Priority Applicant’s skills, qualifications, abilities, and relevant experience (SQuARE) 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 perform effectively 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, and completing a Candidate Assessment Form (CAF)

- Assess who is the most qualified of those who have applied with PAS

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

**Priority Applicants (PAS)**

- Contact E/LR Administrator (or HSc HR Consultant) with:
  - Name of successful PAS applicant
  - RST used to assess all PAS applicants
  - CAF for each unsuccessful PAS that was interviewed and/or brought in for testing
  - List of all Internal Applicants

- Add the **Priority Applicants** to the **Internal Applicants** pile, and move to open competition

**E/LR Administrator:**
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Human Resources Services, GH-304
**Step 3 (if required):** Assess All Applicants in an Open Competition

**Assessing All Applicants:**

- Determine threshold of scoring for those to be interviewed

- Assess all applicants’ overall skills, qualifications, abilities, and relevant experience (SQuARE) using the **Resume Screening Tool (RST)** – identify “Internal” for Unifor Unit 1 Internal Applicants and group together, or on a separate page

- Determine applicants to be considered further, based on pre-determined threshold

- For any Unifor Unit 1 Internal applicants that attend an interview and/or testing, complete a **Candidate Assessment Form (CAF)**

- If the selection is to be made from two or more applicants whose qualifications, skill, ability and relevant experience are considered to be relatively equal, the Employee with the greater seniority shall be selected.

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**Contact E/LR Administrator (or HSc HR Consultant) with:**

- Name of successful candidate
- **RST** for the top 10 Unifor Unit 1 Internal applicants
- **CAF** for each unsuccessful Internal applicant that was interviewed and/or brought in for testing
- If more than 10 Internal applicants, a list of the names of all Internal applicants (including PAS)

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**Consult with E/LR or HSc. HR to expand your recruitment efforts**

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Step 4: Feedback

Summary of documents required to be sent to E/LR (or HSc HR) from either HRSC or Hiring Manager:

- Resume Screening Tool listing the top 10 Internal and PAS applicants
- If more than 10 Internal applicants, a list of the names of all Internal and PAS applicants
- Candidate Assessment Form for all Internal applicants who attended an interview and/or testing

PRIOR TO AN OFFER BEING MADE:

- E/LR (or HSc HR Consultant) will advise Unifor of the selection decision and provide all Candidate Assessment Forms and the Resume Screening Tool
- E/LR (or HSc HR Consultant) will provide the Candidate Assessment Form to each Priority Applicant who attended an interview and/or testing

Article 18.05(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 list of all internal applicants, a resume screening tool for the top 10 internal applicants, and a candidate assessment form for unsuccessful internal applicants who attend interviews and/or testing with the hiring Supervisor.”

Step 5: Offer Employment

- E/LR will advise the Hiring Manager and the HR Service Centre or HSc HR when they can proceed with an offer of employment
- The HR Service Centre (or HSc HR Consultant) will prepare an offer of employment for the Hiring Manager’s signature, and will provide the offer to the successful candidate
**Step 6: Advise all Unsuccessful Applicants**

- Once the successful candidate has accepted the offer of employment, notify the unsuccessful applicants that were interviewed of the selection decision
  
  Timelines for any grievances brought forward by unsuccessful applicants will start on the date that the applicant was notified that they were not successful

- Sample “regret” template letters are available online at: http://www.workingatmcmaster.ca/managers/hrlinc.php

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

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