



# Recruitment & Selection Process of Faculty Members

SPS A1

## 1. PREPARATION FOR THE SEARCH PROCESS

- 1.1 Review Applicable Policies/Consider Workforce Gaps
- 1.2 Drafting the Advertisement
- 1.3 Obtaining Approval to Recruit & Budget Authorization
- 1.4 Assembling and Training the Search Committee
- 1.5 Establishing Evaluation Criteria and Developing the Assessment Rubric

## 2. ADVERTISING AND OUTREACH

- 2.1 Finalizing and Placement of the Advertisement
- 2.3 Active Targeted Recruitment Strategy

## 3. ASSESSMENT OF APPLICANTS

- 3.1 Screening Applicants
- 3.2 Developing the Longlist
- 3.3 Preparing the Shortlist of Candidates to be Interviewed
- 3.4 Interviews and Associated Activities

## 4. SELECTION

- 4.1 The Employment Offer
- 4.2 Record Keeping

## McMaster University Faculty Recruitment and Selection Process

McMaster University aims to ensure the advancement of academic excellence through inclusive, fair, equitable and meritorious consideration of prospective applicants throughout the appointments/search preparation, recruitment, assessment, and selection processes.

As part of the application process, all applicants submitting applications through Mosaic are invited to complete a voluntary self-identification survey, with respect to Indigenous (First Nations, Métis and Inuit) peoples, members of racialized communities, persons with disabilities, women and LGBTQ+ persons of marginalized sexual orientation and gender identities.

The data collected is confidential and will be provided in aggregate and disaggregate form to Department Chairs and Employment Equity Facilitators, during the candidate assessment and selection process. The recruitment, selection and data collection process is outlined below.

### PROCESS GUIDELINES

#### Department Chairs

Department Chairs should refer to the Policy and Handbook for more details and guidelines about the process.

#### Employment Equity Facilitators

Employment Equity Facilitators shall act as process consultants, receive and steward self-ID data and liaise between the Chair and Employment Equity Specialist.

## Supporting Contacts

### FACULTY RELATIONS

#### Office of the Provost

- Manager, Faculty Appointments And Records
- Coordinator, Academic Appointments And Records

### FACULTY OF HEALTH SCIENCES

- Manager, Academic Advancement

### HUMAN RESOURCES SERVICES

Contact Human Resources Employment Equity at [hr.empequity@mcmaster.ca](mailto:hr.empequity@mcmaster.ca)

- For assistance with upcoming recruitment searches (e.g. search strategies, posting language etc.)
- To arrange training for search committees or employment equity training for your team
- To discuss McMaster's Employment Equity Program

# SPS A1 Process Map Recruitment & Selection Process

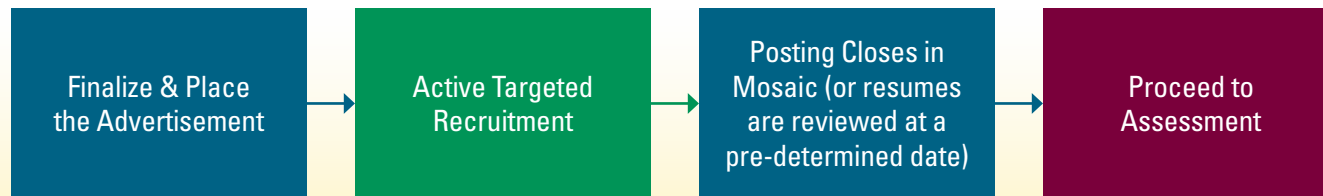
**COLOUR KEY**

- Current Action Item
- New Action Item
- Gap Analysis - New
- Transition Step

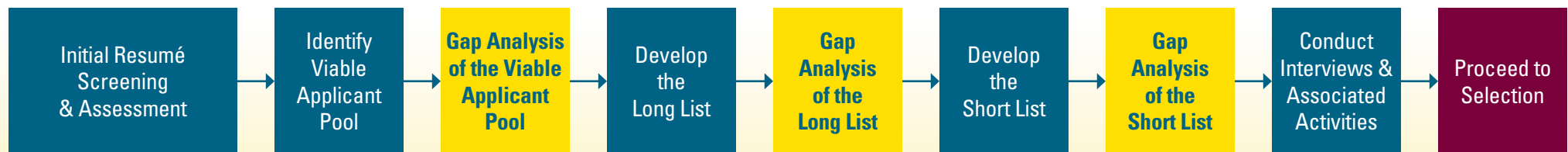
## PREPARATION FOR THE SEARCH PROCESS



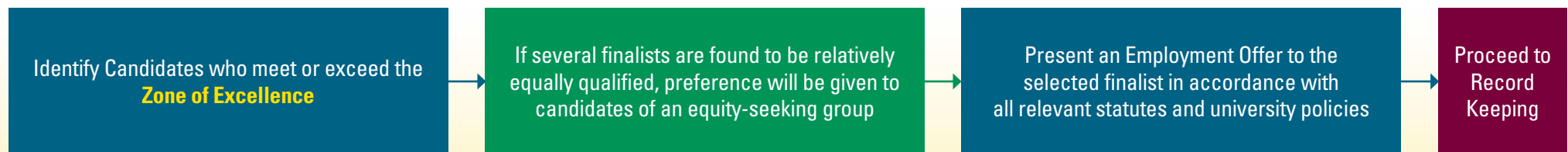
## ADVERTISEMENT AND OUTREACH



## ASSESSMENT OF APPLICANTS



## SELECTION



## RECORD KEEPING

