

# The (SPS A1) Self-ID Analysis Hub How to Guide (Submit the Search Summary Form)

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## The Self-ID Analysis Hub

The Self-ID Analysis Hub is a collection of navigation links that lead the user to information and features designed to support stakeholders, as they work within the SPS A1 Policy.

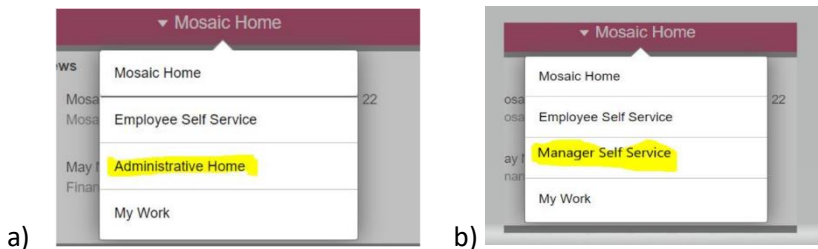
**Steps to follow:** This guide will help you navigate the steps to Submit the Search Summary Form and complete related actions within the Self ID Analysis Hub.

**IMPORTANT:** If you currently do NOT have Hiring Manager or Recruitment Coordinator access to the Mosaic Recruitment Module and/or require additional access to the 'Self-ID Analysis' Hub, please submit a request via <https://macservicedesk.mcmaster.ca/servicedesk/customer/portal/22/group/161> Select 9- Mosaic → HR Access Request to access the request form.

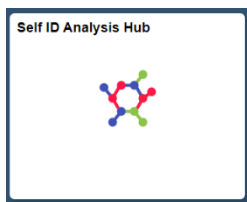
## Access Self-ID Analysis Hub

Step 1: Login to [Mosaic](#)

Step 2: At the Mosaic Homepage screen, click on the dropdown to select a) 'Administrative Home' or b) 'Manager Self Service', depending on your access rights



Step 3: Click on the **Self-ID Analysis Hub** Tile



Step 4: Arrive at the **Self-ID Analysis Hub** Screen



## Access SPS A1 Resources

**Employment Equity Homepage** -this is where you can access information about the SPS A1 Policy and McMaster's commitment to Employment Equity, as well as resources to navigate the 'Hub', interpret the Gap Analysis Report, and work within the SPS A1 Policy for MUFA Faculty Recruitment and Selection.

Resources Include:

- SPS A1 Policy and Handbook
- Self-ID Analysis User Guide
- Links to EDI Related Policies
- Guides to Navigate SPS A1
  - Instructional Guide to 'Hub'
  - Process Flows and Activity Steps
- FAQs – Coming Soon
- Employment Equity Reports
  - By Institution – Coming Soon
  - By Faculty- Coming Soon

Note: Employment Equity Reports by Department are available on request. Please send your request to [hr.empequity@mcmaster.ca](mailto:hr.empequity@mcmaster.ca)

Step 5: At the Self-ID Analysis screen, click on **Employment Equity Homepage**

**RESULT:** Arrive at SPS A1 Resource page



Step 6: Scroll down page to see,

- Search/Selection Committee Resources
- Policy Resources
- Instructional Guides

Step 7: Select Required Resource(s)

## Submit Search Summary Form

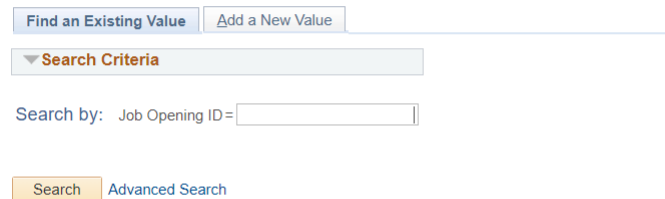
**Search Summary Form**- this is where the content of a completed and approved Search Summary Form is entered into Mosaic. Reports are generated by the Employment Equity Team, based on the Search Summary Form information within Mosaic. Aggregate Search Summary form reports will be presented to the Senate Committee on Appointments (**SCA**) at specified intervals (6 months after July 1<sup>st</sup> effective date, and every year, thereafter).

Step 8: Navigate to 'Self-ID Analysis Hub' screen, if not already there

Step 9: Click on **Submit Search Summary Form** link to arrive at the 'Search Summary Form' screen

### Search Summary Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

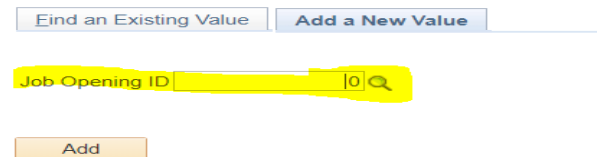


Find an Existing Value | Add a New Value



Step 10: To enter a New Search Summary form for a Job Opening, click on the 'Add a New Value' tab

### Search Summary Form



Find an Existing Value | Add a New Value

Step 11: Enter Job Opening ID, as prompted on screen, to see the digitized version of the Search Summary Form Template on screen

Step 12: Using the completed Search Summary Form endorsed by the Dean as your guide, enter all the information, as prompted by the form.

**Note 1: One completed search summary form is required for each job opening**

**Note 2: A search summary form is completed for one candidate of choice only**

**Note 3: Ensure that the applicable attachments are uploaded within the digitized form:**

- the Rubric Template used in the Assessment Phase (upload when entering the information for the Assessment Phase section within the digitized form)

- a soft copy of the Completed Search Summary Form (upload in the 'Attach Additional files' section within the digitized form)

Step 13: Click 'Save' button

**RESULT:** The information entered is saved within Mosaic

## View/Edit Search Summary Form Information

Did you save the form and exit the Search Summary Form screen before you have entered all the form information? If so, or if you need to confirm or view the information entered, you have the ability to return to the form to view, edit (or complete) the digitized form.

Step 14: Navigate to 'Self-ID Analysis Hub' screen, if not already there

Step 15: Click on **Submit Search Summary Form** link to arrive at the 'Search Summary Form' screen

Search Summary Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Search by: Job Opening ID= [input field]

Search | Advanced Search

Find an Existing Value | Add a New Value

Step 16: Stay on the 'Find an Existing Value' tab and enter the Job Opening ID, at the prompt

Step 17: Click on the 'Search' button

**RESULT:** You will arrive on the digitized version of the Search Summary Form for the applicable Job Opening. All the information you previously entered and saved will still be populated within the form.

Step 18: Finish entering all the information within the form

Step 19: Click on the 'Save' button to save the form information within Mosaic

## Provide Feedback via 'Share your Feedback'

**Feedback Form-** *in the spirit of continuous improvement, we encourage you, as users of the 'Hub' to provide feedback on their experience and interactions with resources and services provided within the 'Hub'.*

Step 20: Navigate to 'Self-ID Analysis Hub' screen, if not already there

Step 21: Click on the **Feedback Form** link

Step 22: Enter responses to survey questions

Step 23: Click on 'submit' button to submit form

## Questions?

Please contact [hr.empequity@mcmaster.ca](mailto:hr.empequity@mcmaster.ca)