The (SPS A1) Self-ID Analysis Hub
How to Guide

Contents

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.
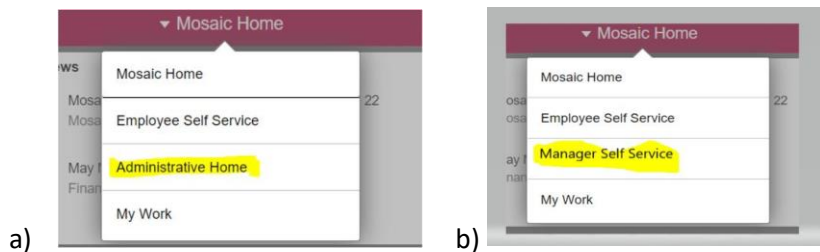
Steps to follow: This guide will help you navigate the steps to access information and complete actions within the Self ID Analysis Hub.

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.
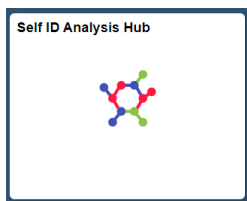

Access Self-ID Analysis Hub

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

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)

Manage Applicant Dispositions

Search Job Openings – *this allows you to change the dispositions of applicants for a specified job opening. You will only have access to the Job Openings within your respective Faculty. You must manage the dispositions for your applicants within a specific job opening prior to requesting a Self-ID Analysis Report.*

IMPORTANT: In order to <u>request a report</u>, the applicant dispositions within a Job Opening must reflect the report requested. The report is based on the status/dispositions of the applicants. If this step is missed, the Self-ID Analysis report will not yield the expected/correct results.

The criteria for each of the report types throughout the Faculty recruitment process is as follows:

Viable Applicant report
- This will pull data for all applicants that have not had their application 'rejected' or the application is not in draft mode

Long List Applicant report
- This will pull data for all applicants that have had their disposition changed to 'long list'

Short List Applicant report
- This will pull data for all applicants that have had their disposition changed to 'short list'

Step 8: At the Self-ID Analysis screen, click on **Search Job Openings**

Find Job Opening

Step 9: At 'Search Job Openings' screen, enter Job ID # (i.e., 30397)

Step 10: Click on 'Search' button

Open Applicable Job Title

Step 11: At the Job Opening screen, Click on applicable **Job Title** link

Step 12: View list of applicants on the 'Manage Job Opening' screen

Related Content ▾

Manage Job Opening

| Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note | No Category | Print Job Opening | | Personalize |

Job Opening ID 30397
Job Posting Title Teaching-Track Assistant Professor in Mathematics
Job Code FACMEM (Faculty Member)
Position Number 00114554 (Faculty Member)

Status 010 Open
Business Unit MAC01 (McMaster University)
Department 10324 (Mathematics and Statistics)
Job Family ACADEM (Academic)

| Applicants | Applicant Search | Activity & Attachments | Details |

| All (49) | Applied (39) | Reviewed (0) | Screen (7) | Route (0) | Interview (1) | Offer (0) | Hire (0) | Hold (0) | Reject (2) |

Applicants ?

Personalize | Find | View All | | First ◀ 1-25 of 49 ▶ Last

Select	Applicant Name	Applicant ID	Type	Disposition ▾	Application	Resume	Mark Reviewed	Route	Interview	Reject

Change Dispositions

Step 13: At the 'Manage Job Opening' screen, select applicant(s) for status/disposition change

A. Are you at the 'Viable' applicant stage of the recruitment and selection process?

Step 14: For each applicant selected, determine what applicant status change is needed: Reviewed or Reject

Step 14.1: To change disposition status to Reviewed or Reject, click on the 'other actions' dropdown arrow for a selected applicant

Step 14.2: Click on 'Recruiting Actions'

Step 14.3: Click on 'Edit Disposition'

Step 14.4: At 'New Disposition', select Reviewed or Reject as applicable for the applicant

Step 14.5: At 'Status Reason' select status reason applicable for the applicant

Step 14.6: Click save button to change disposition

RESULT: Now you are ready to request a **Viable** applicant Self-ID Report

B. Are you at the 'Long List' applicant stage of the recruitment and selection process?

Step 15: Identify applicants to screen for 'Long List'

Step 15.1: To change disposition status to Long List, click on the 'other actions' dropdown arrow for a selected applicant

Step 15.2: Click on 'Recruiting Actions'

Step 15.3: Click on 'Edit Disposition'

Step 15.4: At 'New Disposition', select Long List as applicable for the applicant

Step 15.5: At 'Status Reason' select status reason applicable for the applicant

Step 15.6: Click save button to change disposition

RESULT: Now you are ready to request a **Long List** applicant Self-ID Report

C. Are you at the 'Short List' applicant stage of the recruitment and selection process?

Step 16: Identify applicants to screen for 'Short List'

Step 16.1: To change disposition status to Short List, click on the 'other actions' dropdown arrow for a selected applicant

Step 16.2: Click on 'Recruiting Actions'
Step 16.3: Click on 'Edit Disposition'

Step 16.4: At 'New Disposition', select Short List as applicable for the applicant

Step 16.5: At 'Status Reason' select status reason applicable for the applicant

Step 16.6: Click save button to change disposition

RESULT: Now you are ready to request a **Short List** applicant Self-ID Report

Request Self-ID Analysis Report

Request Self-ID Report- *this is where you access a Self-ID Report request form, fill out the requisite fields and submit the request for the report.*

Complete Request Form

Step 17: Within the Self-ID Analysis Hub, click on **Request Self-ID Report** link to display a request form

Step 18: The Request form contains a mixture of auto populated information within the fields and fields that require self-population. Populate/Edit the required fields as indicated with an asterisk.

- o Summary Field: This field is auto populated with your name, as the requestor. See **Step 18 A and B** for an Optional Action
- o Job ID: Enter Job ID Number
- o Report Version: Select Report version from the dropdown menu

Note 1: Select Report Version, Viable Applicants, Long List, Short List as required
Note 2: Department ID, Faculty and Other Faculty are not required fields.
Note 3: ADMIN – The All Applicants Report Version is used by the Employment Equity Team

Optional Action

The 'Summary' Field auto populates the following information: Request for Self-ID Analysis Report for [Insert Name of Requestor] You have the option of editing this field to include the Job Opening Title by editing the "Summary" Field content. To do this,

Step 18a: Delete [Name of Requestor] section of the content

Step 18b: Enter New Text (i.e., 'Job Opening ID # 30397)

RESULT: The 'Summary' field reads as follows: Request for Self-ID Analysis Report for Job Opening ID # 30397

Step 19: Submit Form

RESULT: Upon submission, you will receive an email notification that reads, 'Thank you for contacting Employment Equity, Human Resources Services. We are currently processing your request and will provide an update within 2 business days. For immediate assistance or additional questions, please contact Program Coordinator, Employment Equity at hr.empequity@mcmaster.ca or at 905-525-9140 ext. 28223, 8:30 am – 4:30 pm, Monday through Friday. General information, resources and updates are also available on our Employment Equity website. Have a Brighter day!'

Receive Report

Within 2 business days, you will receive an email notification from jiraservicedesk@mcmaster.ca, which will include a link to access your report.

Step 20: Open Jira ticket notification

RESULT: You will see a message that reads as follows:
Your report is ready!
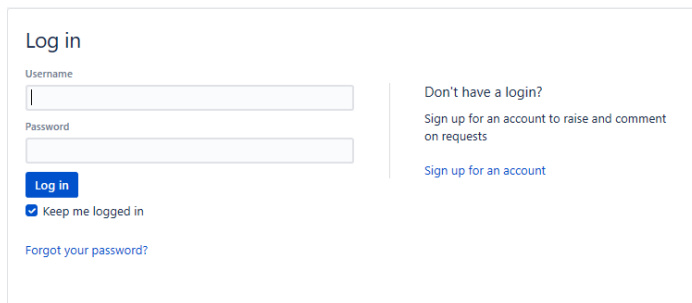Log in with your MacID and password at https://macservicedesk.mcmaster.ca/servicedesk/customer/user/requests?portalId=642&requestTypeId=2594&page=1 to view your ticket and pick up your report.

This report is attached to Request ID:[Displays Request ID]. For immediate assistance or additional questions, please contact the Program Coordinator, Employment Equity at hr.empequity@mcmaster.ca ✉ ,citing Job Opening ID or at 905-525-9140 ext. 28223, 8:30 am – 4:30 pm, Monday through Friday.

Thank you!

Step 21: Click on the provided link:
https://macservicedesk.mcmaster.ca/servicedesk/customer/user/requests?portalId=642&requestTypeId=2594&page=1 to arrive at Jira Service Desk login page

Log in

Username
[   ]

Password
[   ]

[Log in]
☑ Keep me logged in

Forgot your password?

Don't have a login?
Sign up for an account to raise and comment on requests

Sign up for an account

Step 22: Enter your MACID and password

RESULT: You will arrive at a page that contains all your SPS A1 Report Requests, listed by Report Request ID (i.e., SAR-58)

Note: Your most recent request will be listed at the top of the page.

Requests

Type	Reference	Summary	Service desk	Status	Requester
📖	SAR-58	Request for Self-ID Analysis Report for	Self-ID Analysis Report	CLOSED	D. Oliver
📖	SAR-57	Request for Self-ID Analysis Report for	Self-ID Analysis Report	CLOSED	D. Oliver

Step 23: Click on the Request link (either the Report Request ID within the 'Reference' column or the link within the 'Summary' column)

Step 24: The pdf report will appear on screen, at the end of the 'Your report is ready!' message

Your report is ready!

Log in with your MacID and password at https://macservicedesk.mcmaster.ca/servicedesk/customer/user/requests? portalId=642&requestTypeId=2594&page=1 to view your ticket and pick up your report.

This report is attached to Request ID: SAR-28. For immediate assistance or additional questions, please contact the Program Coordinator, Employment Equity at hr.empequity@mcmaster.ca ✉ citing the Job Opening ID or at 905-525-9140 ext. 28223, 8:30 am – 4:30 pm, Monday through Friday.

Thank you!

Applicant_Gap_Analysis_1187281.pdf

Step 25: Click on the Report pdf link to view, print, save the report

Note: Consult the Self-ID Analysis User Guide for guidance on report interpretation

Note: You will also receive a Jira notification advising that the ticket has been closed, once the report link is provided.

Access the Self-ID Analysis User Guide

Self-ID Report User Guide – *this is the User Guide that provides instructions on how to review and interpret the Self-ID Reports at the Viable, Long List, and Short List applicant pool stages.*

Step 26: Navigate to 'Self-ID Analysis Hub' screen, if not already there

Step 27: Click on **Self- ID Analysis User Guide** link

RESULT: The Self-ID Analysis User Guide pdf will open on screen

Step 28: Read Guide on screen, Download and/or Print the Self-ID Analysis User Guide, as required

Step 29: Use the Self-ID Analysis User Guide to assist in interpreting the results within your Self-ID Analysis Report(s)
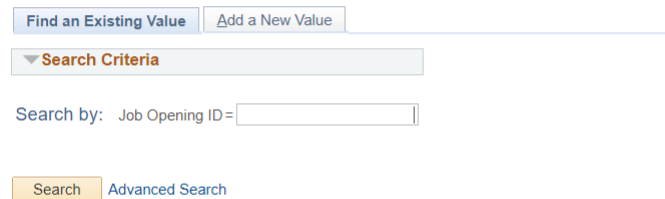
Submit Search Summary Form

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 1st effective date, and every year, thereafter).

Step 30: Navigate to 'Self-ID Analysis Hub' screen, if not already there

Step 31: 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 = [   ]
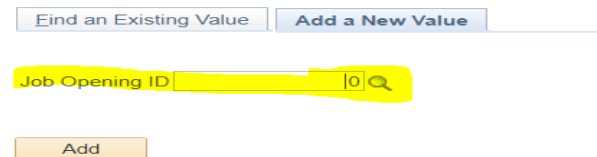
[Search] Advanced Search

Find an Existing Value | Add a New Value

Step 32: 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 |

Job Opening ID [   ] 0 🔍

[Add]

Find an Existing Value | Add a New Value

Step 33: Enter Job Opening ID, as prompted on screen, to see the digitized version of the Search Summary Form Template on screen

Step 34: 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:
- o the Rubric Template used in the Assessment Phase (upload when entering the information for the Assessment Phase section within the digitized form)

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

Step 35: 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 36: Navigate to 'Self-ID Analysis Hub' screen, if not already there

Step 37: Click on **Submit Search Summary Form** link to arrive at the 'Search Summary Form' screen

Step 38: Stay on the 'Find an Existing Value' tab and enter the Job Opening ID, at the prompt

Step 39: 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 40: Finish entering all the information within the form

Step 41: 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 42: Navigate to 'Self-ID Analysis Hub' screen, if not already there

Step 43: Click on the **Feedback Form** link

Step 44: Enter responses to survey questions

Step 45: Click on 'submit' button to submit form

Questions?

Please contact hr.empequity@mcmaster.ca