

How to Hire a Work Program Student

Work Program Overview:

The McMaster Work Program gives students who demonstrate financial need opportunities to work on campus part-time (max 10 hours/week) during the fall/winter terms and part- or full-time (max 35-40 hours/week) over the summer. The work program helps campus employers by subsidizing wages for temporary student employees. This allows McMaster departments/offices to create meaningful job opportunities for students who demonstrate financial need.

Purpose: This Job Aid describes the activities required to identify and select a job description & wage rate, prepare a job opening, link successful applicant (if applicable), prepare and issue a job offer to successful candidate, and submit hire/rehire package to HR Operations.

Work Program jobs must meet the following criteria:

- Be on a McMaster campus/site
- Not replace or subsidize existing positions
- Not conflict with any existing collective agreements
- Pay at least minimum wage

To obtain further program information please visit the Office of the Registrar – Work Program – Info For Employers page: <https://registrar.mcmaster.ca/aid-awards/work-program/>.

Roles & Responsibilities

Role	Responsibilities
Department Administrator/ Hiring Manager	<ul style="list-style-type: none"> • Identify a job opportunity that meets the Work Program criteria. • Select a job description that reflects your current job requirements and wage range. • Create a job opening and submit it for approval. • Link successful applicant(s) (if applicable). • Prepare and submit job offer in Mosaic to the Aid & Awards team for approval. • Send an offer letter to the successful candidate(s). • Accept job offer on behalf of successful candidate(s). • Submit the Hire/Rehire Package to HR Operations.
HR Operations	<ul style="list-style-type: none"> • Verify department and student have been approved for the Work Program. • Complete hire in Mosaic.
HR Total Rewards Team	<ul style="list-style-type: none"> • Assist Department Administrator/Hiring Managers with developing a new temporary/casual/interim job description in cases where a job that reflects the job requirements does not exist. • Inform Department Administrator/Hiring Managers of the wage level rating and Student Work Program Job Code when a new job description has been developed.
Aids & Awards Office	<ul style="list-style-type: none"> • Review job opening details and approve/ deny department for work program funding. • Review work program offers in Mosaic and approve/deny based on student's eligibility.


Task 1: Selecting a Job Description and Identifying Wage Range

On November 22, 2017, the Ontario Government passed Bill 148, Fair Workplaces, Better Jobs Act. The Equal Pay for Equal Work provision of Bill 148 affects the McMaster Work Program process. Effective April 1, 2018, employees are entitled to equal pay for equal work, regardless of employment status. If temporary workers in your area are performing the same or substantially similar work as may be performed by employees in other employment groups, such as Unifor or TMG, the temporary worker is to be assigned the appropriate job description and paid according to the hiring rate or hiring range of the corresponding pay grid or salary range, as applicable.

There are 3 options for identifying a job description that meets the needs of your job.

Option	Action
A.	<p>Review Unifor job descriptions and select one that reflects your job requirements. If you would like to review a job description from another employee group (TMG, BUC, etc.), contact your HR advisor. If work to be performed by the McMaster Work Programs student employee is the same or substantially similar work as employees in Unifor or another employee group (TMG, BUC, etc.), the job description and hiring range of the corresponding pay grid must be used. If no similar job exists, proceed to option B.</p> <p>If a Unifor job description is chosen, you will find the pay grade at the top of the job description. Refer to the Unifor wage rate grid for corresponding wage range. If the job is the same or substantially similar to a Unifor role, the hire rate for work program students should be between the Hire Rate and Step 3 of the Unifor wage rate grid.</p>
B.	<p>Review temporary/casual/interim generic job descriptions and select the one that reflects your job requirements. If no similar job exists, proceed to option C.</p> <p>If a temporary generic job description is selected, you will find the wage level at the top of the job description. Refer to temporary/casual salary grid, to determine corresponding wage range.</p>
C.	<p>Contact Total Rewards to develop a unique temporary/casual/interim job description. Once developed Total Rewards will inform you of the wage level.</p>

Task 2: Create a Job Opening

Step	Action
1.	<p>Identify a suitable vacant position by running the Vacant Position Attributes query available on the HR Reporting Hub.</p>  <p>If a position does not exist, proceed to Step 2. If a suitable position exists, proceed to Step 3.</p>
2.	<p>Submit a <i>Request New Position</i> eForm to create a new position. Please follow the How to Submit the Request New Position eForm Job Aid. Additional information on the Position Management eForms may be viewed here.</p>
3.	<p>Navigate to the Primary Job Opening Information page in Mosaic via Navigator → Human Resources → Recruiting → Create Job Opening</p> <p>Note: Please view the How to Create a Job Opening Job Aid for a step-by-step description of the activities required to create a job opening. The following steps highlight the specific information required to create a Work Program job opening.</p>

4. Enter the Primary Job Opening Information:

- Job Opening Type: Standard Requisition
- Business Unit: MAC01
- Job Family: WRKPRG
- Position Number: Identified in Step 1 or Step 2
- Department: 5-digit department code
- Job Code: WPS###
- Recruiting Location: your location on campus
- Job Posting Title: Job Title

The screenshot shows a web form titled "Primary Job Opening Information" with a "Recruiting Home" link. Under "Job Details", there are several fields: "Job Opening Type" (Standard Requisition), "*Business Unit" (MAC01, McMaster University), "*Job Family" (WRKPRG, Student Work Program), "Position Number", "Department", "Job Code" (WPS001, Office Assistant I), "*Recruiting Location", and "*Job Posting Title" (Office Assistant I). A "Continue" button is at the bottom right.

Click continue.

5. At the top of the **Job Opening** screen, information has been pre-populated from the Primary Job Opening Information screen. The Job Opening is in draft status, and can be submitted by clicking **Save and Submit**, or saved by clicking **Save as Draft**.

The screenshot shows the "Job Opening" summary screen. At the top, there are buttons for "Save and Submit" and "Save as Draft", along with links for "Recruiting Home", "Notification", and "Start Over". Below this, the job opening details are displayed in two columns: "Job Opening ID NEW", "Job Posting Title BUSINESS ANALYST", "Job Code", "Position Number", and "Primary Recruiting Location 1003 (Central Campus)" on the left; and "Status 005 Draft", "Business Unit MAC01 (McMaster University)", "Department", "Job Family TMG (TMG)" on the right.

6. In the **Opening Information** section, validate that the pre-populated information is accurate. Note that all unpopulated fields can remain blank.

- Update the **Target Openings** and **Available Openings** fields from '1' to the number of Work Program positions you are requesting.

The screenshot shows the "Opening Information" section of the job opening screen. It includes tabs for "Recruitment Details", "Screening Settings", "Job Postings", and "Recruitment Team". The "Opening Information" section contains: "Job Opening Type" (Standard Requisition), "Created By" (with a search icon), "Created" (01/06/2023), "*Openings to Fill" (Limited Number of Openings), "Target Openings" (1), and "Available Openings" (1). The "Target Openings" and "Available Openings" fields are highlighted with red boxes.

7. In the McMaster Specific Info section, and enter the following fields:

- Justification for Hiring: Type the reason for hiring the individual
- Contract details: Enter the estimated start date. Please ensure you are following the eligible dates outlined by the [Work Program Employer Dates and Deadlines](#)
- Employee Class: STU
- Estimated weekly hours: as applicable

8. This task can be skipped if an individual has already been recruited for the role and a posting is not required.

Click **Add Job Posting** to create the **Posting Information** page.

In the **Job Postings** section, select the required option from the **Description Type** dropdown menu.

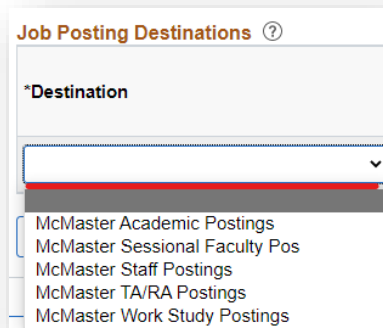
In the **Job Postings** section, select the required option from the **Description Type** dropdown menu.

At minimum, descriptions for the following should be added:

- Job Description
- How to Apply
- Employment Equity Statement
- Vaccination Policy Statement

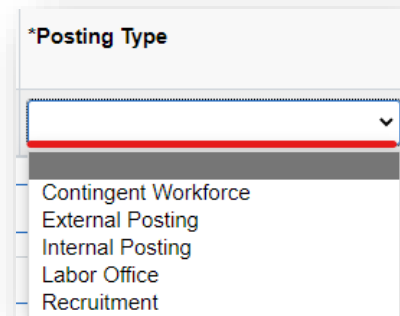
9. In the Job Posting Destinations section, select the job boards where the postings will be visible in the Destination field.

Note: For Work Program positions, select McMaster Work Study Postings.



The screenshot shows a dropdown menu titled "Job Posting Destinations" with a help icon. Below the title is a label "*Destination". The dropdown is open, showing a list of options: McMaster Academic Postings, McMaster Sessional Faculty Pos, McMaster Staff Postings, McMaster TA/RA Postings, and McMaster Work Study Postings. A red horizontal line is drawn under the "McMaster Work Study Postings" option.

10. In the Posting Type field, select Internal Posting from the dropdown. Please note, currently, only the External Posting and Internal Posting types are available for use and post to the job board.

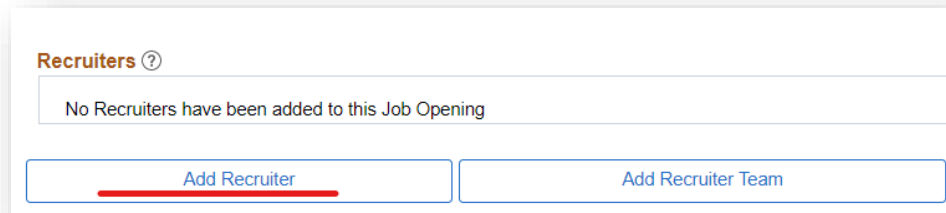


The screenshot shows a dropdown menu titled "*Posting Type". The dropdown is open, showing a list of options: Contingent Workforce, External Posting, Internal Posting, Labor Office, and Recruitment. A red horizontal line is drawn under the "Internal Posting" option.

Note: The Post Date is outlined on the [Work Program Employer Dates and Deadlines](#) page.

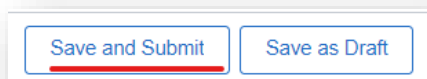
11. Populate the Recruitment Team tab on the Job Opening.

- Recruiters: Add your [HR Operations Consultant](#) or for FHS departments, your [HR Representative](#)
- Hiring Managers: as applicable



The screenshot shows a section titled "Recruiters" with a help icon. Below the title is a text box containing the message "No Recruiters have been added to this Job Opening". Below the text box are two buttons: "Add Recruiter" and "Add Recruiter Team". A red horizontal line is drawn under the "Add Recruiter" button.

12. Click **Save and Submit** to submit the Job Opening and start the approval workflow. The status is now **Pending**. If you are not ready to submit, click **Save as Draft**.



The screenshot shows two buttons: "Save and Submit" and "Save as Draft". A red horizontal line is drawn under the "Save and Submit" button.

Note: The Aid & Awards office will indicate how many Work Program positions have been approved in the **Work Study Approvals (For Office Use Only)** section on the Recruitment Details tab of the Job Opening

Work Study Approvals (For Office Use Only)

Approved Work Study Positions

Task 2: Link the Successful Applicant

Step Action

1. This step is completed in cases where the successful applicant did not apply to the Job Opening in Mosaic and must be linked. Skip to **Task 3** if the successful applicant applied to the Job Opening.

Navigate to the **Applicant Search** page in Mosaic via Navigator → Human Resources → Recruiting → Search Applicants.

2. Search for successful applicant by selecting and typing the below criteria.

- Unclick Search My Applicants
- Change Applicant Status from 010 Active to Blank field
- Add applicant first and last name
- Click Search

▼ Search Criteria ?

Search My Applicants

First Name

Last Name

Alternate Character Name

Applicant Status 010 Active ▼

Applicant Type ▼

Applied Within ▼

Applied Between And

Job Opening ID

Applicant ID

Proceed to Step 3, to link your successful applicant to the Job Opening. If your search returns no results, proceed to Step 2, Create an Applicant.

2. Navigate to the **Create Applicant** page in Mosaic via Navigator → Human Resources → Recruiting → Create Applicant

Enter your successful applicant details:

- Applicant Type: Select Non-Employee
- Employee ID: Enter the 9 digit student number
- First Name: Enter applicants first name
- Last Name: Enter applicants last name
- Address: Enter the applicants address
- Status Code: Select Active

Create Applicant

Save Save and Create Another Recruiting Home Personal

Personal Information References Eligibility and Identity

Applicant

*Applicant Type External Applicant Employee ID

Preferred Contact Not Specified

Applicant Status

*Status Code Active Status Reason

Status Date

Name

Name Format English

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Email Addresses

No Email Addresses have been added for this applicant.

Add Email Address

Phone Numbers

No Phone Numbers have been added for this applicant.

Add Phone Number

Address

Country Canada

Address 1

Address 2

Click Save.

3. Select Actions and click Link Applicant to Job.

Search Results ?

1-1 of 1 View All

Select	Applicant	Applicant ID	Type	Status	Phone	Email Address	Date Applied	Jobs Applied	Actions
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	010 Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	<ul style="list-style-type: none"> Add Applicant to List Change Applicant Status Forward Applicant Link Applicant to Job Send Correspondence

Select All Deselect All Group Actions

4. Enter the Job Opening ID number then Link.

Applicants to be Linked

Applicant	Name	Status	Email Address
<input type="text"/>	<input type="text"/>	010 Active	<input type="text"/>

Add Applicant

Job Openings

Job Opening ID	Posting Title	Job Posted	Questionnaire
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Job Opening

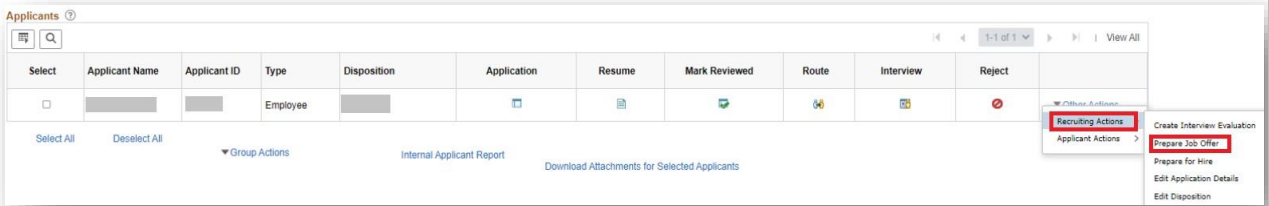

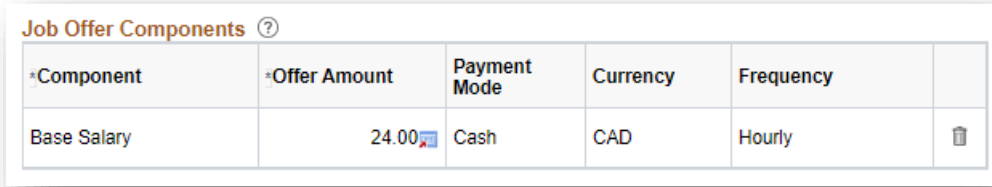
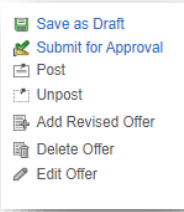
Disposition Information

*Disposition 015 Linked

Reason

Date 03/26/2024

Task 3: Prepare/Create Job Offer

Step	Action										
1.	<p>Navigate to your Job Opening. On the Applicants Tab, find your candidate. Select Other Actions → Recruiting Actions → Prepare Job Offer.</p> 										
2.	<p>Fill in the Offer Details Fields</p> <ul style="list-style-type: none"> • Offer Date • Start Date • Offer Expiration Date 										
3.	<p>Complete the Job Components:</p> <ul style="list-style-type: none"> • Component: Select Base Salary • Offer Amount: Enter hourly rate of pay. Please ensure it is in alignment with the Compensation Range of the associated job description. • Currency: CAD • Frequency: Hourly  <table border="1"> <caption>Job Offer Components</caption> <thead> <tr> <th>*Component</th> <th>*Offer Amount</th> <th>Payment Mode</th> <th>Currency</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Base Salary</td> <td>24.00</td> <td>Cash</td> <td>CAD</td> <td>Hourly</td> </tr> </tbody> </table>	*Component	*Offer Amount	Payment Mode	Currency	Frequency	Base Salary	24.00	Cash	CAD	Hourly
*Component	*Offer Amount	Payment Mode	Currency	Frequency							
Base Salary	24.00	Cash	CAD	Hourly							
4.	<p>Click Submit for Approval to route the offer to the Aid & Awards team.</p> 										

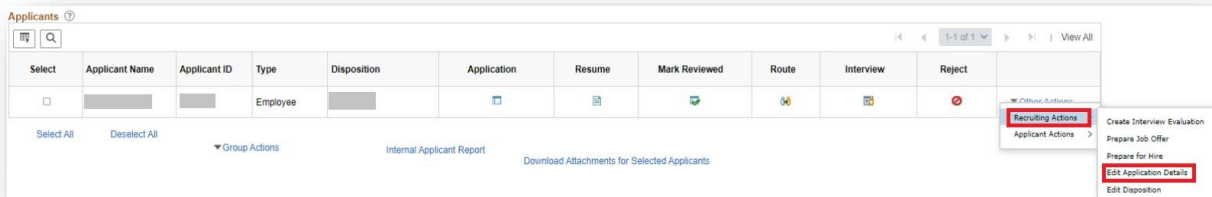
5. Aid & Awards team will review the successful candidate's information to determine if they are eligible for the Work Program. To check the status of your offer, click on the Approvals tab in the Prepare Job Offer window.



6. Populate applicable offer letter template from the [MacDrive](#) and share the offer with the candidate.

7. Once the candidate has accepted the offer, you can proceed with editing their Disposition in the Job Opening:
- Other Actions
 - Recruiting Actions
 - Edit Disposition

New Disposition: Offer Accepted



Task 4: Submit Hire/Rehire Package to HR Operation

Please send the Hire/Rehire Package to the Employee Contact Centre at hr.mcmaster@mcmaster.ca for processing. Please review the [Guide for Submitting New Hire/Rehire Package to HR Operations](#) for a complete listing of the onboarding paperwork and submission instructions.

For timely processing, please ensure the Hire/Rehire Packages are submitted to the Employee Contact Centre before the [Payroll Deadlines](#).

For any addition questions related to funding and eligibility, please contact Aid & Awards at awards@mcmaster.ca. For any questions related to the recruitment process, please contact the Employee Contact Centre at hr.mcmaster@mcmaster.ca.