



2016/2017 CAREER PLACEMENT INFORMATION FORM

HUMAN RESOURCES SERVICES, MCMASTER UNIVERSITY

Please read this page carefully and keep for your information.

PLACEMENT DETAILS:

The Office of Experiential Education and Human Resources Services, McMaster University are pleased to offer a five (5) week **job shadow** experience that will provide students with exposure to various professions in the human resources field. No work tasks or projects will be completed during the placement – this is a job shadow learning experience only.

There are five (5) student spaces available. Successful applicants will spend time each week meeting and interacting with professionals in the following department areas (see following page for a description of each department):

- Organizational Development
- HR Service Centre
- Employee and Labour Relations
- Human Resources Area Partners
- Health, Safety & Risk Management

Students are required to attend, in full, all scheduled placement times. The placement will take place on **Wednesdays from 9:30am – 11:30am** on the following dates:

- January 11
- January 18
- January 25
- February 1
- February 8

Students must also submit a reflection paper and evaluation form within two weeks after the final placement date. Further information, including an outline for the reflection will be provided.

TO APPLY:

Please follow the instructions listed on the Application Form (found here: <http://experiential-ed.mcmaster.ca/students/career-placements>) and submit your application before the application deadline of 4:00pm on November 18, 2016.

STATEMENT OF INTEREST INFORMATION:

All applications require a statement of interest. A statement of interest is different from a cover letter used to apply for a job. The statement of interest should focus on why/how this experience would be beneficial for you. You should consider the following questions when writing your statement:

- Why am I interested in this placement?
- What do I expect to learn from this placement?
- How will this placement be beneficial to me? my education? my career?
- How does this placement link to things I've already completed or am planning on doing? (e.g. volunteer placement, specific courses, graduate school, etc.)

The statement of interest should be typed, approximately one page in length (single spaced) and written in the first person.

McMASTER UNIVERSITY HUMAN RESOURCES DEPARTMENT DESCRIPTIONS

Organizational Development (OD)

OD recognizes that our employees and partners are our most valuable assets. We foster a collaborative, diverse and inclusive working environment through:

- Employee engagement, recognition and wellness programs
- Volunteer and networking opportunities
- Personal and professional development experiences
- Building Leadership and organizational capability
- Consultation and program design
- Partner support with new and existing OD initiatives

HR Service Centre

The HR Service Centre (HRSC) is the initial point of contact for professional human resources and pay-related support to McMaster managers, faculty, staff and retirees, the HR Service Centre team is dedicated to delivering accurate, timely and consistent service and advice.

Employee and Labour Relations

The Employee & Labour Relations Team leads in the provision of Human Resources Services in these areas:

- Collective Bargaining
- Collective Agreement Administration
- Labour Relations
- Employee Relations
- Manager Training
- Compensation Programs

Human Resources Area Partners

Human Resources area partners lead the full talent management cycle initiatives and all day-to-day HR activities for their client group(s) including: recruitment, selection, orientation, service recognition, retirement, compensation and benefits, attendance and performance management, HR systems integrity and reporting, policy development and interpretation, employee relations, and budget management.

Health, Safety and Risk Management

The Health, Safety and Risk Management Unit is focused on environmental and occupational health, safety, loss prevention and mitigation in addition to supporting employees in returning to work following an injury or illness, facilitating workplace accommodations and fostering healthier work environments.