Please read this document carefully and keep for your information.

Placement Details
The Office of Experiential Education and Human Resources Services, McMaster University are pleased to offer a six (6) 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 six (6) spaces available. Successful applicants will spend time each week meeting and interacting with professionals in the following department areas (see below for a description of each department):

- Organizational Development
- HR Service Centre
- Employee and Labour Relations
- HR Area Partners (recruitment, benefits)
- Health, Safety & Risk Management
- Total Rewards (compensation, job evaluation)

Students are required to attend, in full, all scheduled placement times. The placement will take place on Tuesdays from 9:30am – 11:00am on the following dates:

- January 8
- January 15
- January 22
- January 29
- February 5
- February 12

In addition, students who attend all scheduled time slots will be eligible to attend 2-4 additional times (optional and to be scheduled independently) where they will be able to observe and experience various meetings, activities and/or events. More information will be provided once the placement has been secured.

Students must 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 (http://experiential-ed.mcmaster.ca/students/career-placements) and submit your application before the application deadline of 4:00pm on November 16, 2018.

Statement of Interest Information
All applications require a statement of interest. This is different from a cover letter used to apply for a job. The statement of interest should focus on why/how this experience is beneficial for you. 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 done or am planning on doing? (e.g. volunteer placement, specific courses, further education, etc.)

The statement of interest should be typed, approximately one page in length and written in the first person.
McMaster University Human Resources Department Descriptions

Organizational Development (OD)
Organizational Development fosters a collaborative, healthy and inclusive workplace culture through:

- Employee engagement, recognition and wellness strategies
- Enabling community volunteerism and citizenship
- Personal and professional development experiences
- Building Leadership and organizational capability
- Consultation and program design
- Partner support with new and existing OD initiatives
- Employee Empowerment (on boarding through pre-retirement planning)
- Employment Equity and Diversity initiatives

HR Service Centre
The HRSC acts as the initial point of contact for professional human resources and pay-related inquiries and support to all McMaster employees (Faculty, staff, managers, retirees). Our HR Operations and HR Reporting & Control teams provide support including:

- Employment Services (hiring, on-boarding, immigration)
- Employment documentation and verification
- Status Change Requests
- Benefits and Retirement Plan administration
- Time and Payroll inquiries
- Reporting and Analytics requests
- General policy and legislation interpretation

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

- Collective Bargaining
- Collective Agreement interpretation and administration
- Labour Relations and employment expertise and advice
- Employee Relations
- Strategic grievance, arbitration and/or litigation processes
- Dispute resolution
- Training related to labour and employment
- Intake and investigation of employee discrimination, harassment and sexual harassment complaints
- Independent Contractor (ICQ) administration
- Tuition Assistance and Dependent Bursary administration

HR 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.

Total Rewards
This team of HR professionals are available to answer any questions you may have regarding:

- Compensation policies and program design
- Benefits and Retirement Plans policy and program design
- Job Evaluation for TMG and Unifor
- TMG Total Rewards
- Pay Equity