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MITACS GRI FACULTY MEMBER MATCHING PHASE GUIDE

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Introduction

Welcome to the Mitacs GRI Faculty Member Matching Phase. This guide is designed to help you navigate the matching process effectively, ensuring that faculty members have a seamless experience. Conducting thorough interviews with candidates is crucial for aligning project goals and establishing expectations.

Key Guidelines for Faculty Members

Candidate Selection and Matching Process

- All candidates must be sourced through Mitacs. Personal or external funding for additional candidates beyond those provided by Mitacs is not permitted.

University or Country Preferences

- Mitacs will not prioritize specific universities or countries for candidate matches. Strict adherence to partnership agreements is required.

Interview Feedback and Ranking

- Mitacs strongly recommends that you interview all suitable candidates via a face-to-face online platform (e.g., MS Teams, Zoom, or Google Meet) before providing your feedback.
- Mark all candidates as either **"Suitable"** or **"Unsuitable"** – Please do not leave any empty rankings.
- Declining all currently matched candidates can result in project cancellation. Additional candidates are not guaranteed and are only considered for active projects.
- **All saved information is automatically updated in your profile**. You do not need to notify Mitacs that you have saved your rankings.

Internship Offers

- Only Mitacs is authorized to extend official internship offers. Faculty members should refrain from making direct offers to candidates.
- Rankings will be consolidated by Mitacs, and further offers will be communicated by late December 2024.

- Mitacs will not disclose whether a candidate has been matched to another project.

Importance of Conducting Interviews

Conducting interviews is critical in determining the suitability of candidates for your project needs. Successful interviews contribute to higher levels of satisfaction with selected interns.

These interactions enable you to:

- Clarify project objectives with candidates.
- Understand the candidate's motivation and personal goals.
- Assess the candidate's skills and compatibility with your project and team.

For more guidance, read materials on cultural differences and equity, diversity, and inclusion measures being implemented and promoted in Canada (external non-Mitacs links):

- Human Rights at Work – Interviewing and making hiring decisions
- Privy Council Office – Call to Action on Anti-Racism, Equity and Inclusion in the Federal Public Service
- Inter-agency Charter – Equity, Diversity and Inclusion

If logistical questions arise during interviews, focus solely on project specifics and remind candidates Mitacs will provide logistical details.

Note: Some students who are not featured on your project(s) may contact you during the matching phase with their resumes seeking to have an interview with you to be part of your project, please redirect them to helpdesk@mitacs.ca.

Additional Instructions

Platform Access

- Access the portal using your credentials. Reset your password if necessary.
- Navigate to the **"2025 Faculty Matching Platform"** and agree to the privacy terms.
- Review candidate profiles and download necessary documents for thorough evaluation.
- Submit your evaluations by the deadline to ensure consideration for the 2025 GRI program.

Security Exception:

Please note that Mitacs will try to match eligible candidates with projects within the scope of Government of Canada guidelines and directives on research security. Mitacs reserves the right to decline applications on the grounds of research security concerns or approve applications conditional on additional research security requirements as appropriate.

Thank you for your candidate feedback. Mitacs Globalink Research Internship would not be possible without the support of Canadian faculty members.

If you have any specific inquiries or experience technical difficulties, please do not hesitate to contact us at our designated email address: helpdesk@mitacs.ca.