Faculty eRecruit Quick Steps

Self-Identification for Faculty Candidates

As CVs are received for your faculty posting, self-identification information must be solicited regularly from all faculty applicants. It is the responsibility of the hiring department to regularly enter candidate email addresses into FASIS for this function.

It is essential that this step be completed on a regular basis to ensure compliance with federal law. Please ensure that someone in your department is tasked with sending Self-Identification emails for each faculty opening; access to send these emails may be provided to any employee upon request and does not require access to other FASIS Faculty or administrative functions.

Procedure

1. Log in to the FASIS Self Service Portal with your NetID and password, and select:
   MANAGER SELF SERVICE > MANAGER RECRUITING > FACULTY RECRUITING > SELF IDENTIFICATION EMAIL

2. Enter the Job Opening ID or click ⬤ to search for a Job Opening.

3. Obtain an applicant’s email address from their CV and add it to the list.
   Note: Only one email address is allowed per line; click ⬤ to add a blank line for each applicant.

4. Click Next == to preview the email. The email will be sent from a central mailbox and responses will be monitored by the Office of Equal Opportunity and Access.

5. Click Send. The request will be sent to any address that has not already received the email.
   Note: Candidates will only receive the email request once. If a candidate has been sent an email previously, he/she will not receive another copy. Upon sending the email, no other action needs to be taken by the department.

Rules & Tips

• Do not remove email address from the list; the system will know not to send a duplicate message to the same person.
• If you try to add an email address that already exists (e.g. a candidate that has applied twice), you will receive an error message.
• To ensure compliance, departments must process these emails on a regular basis for each CV that is received. Do not wait until the opening is filled.
• The email sent to each candidate asks for a response to basic demographic questions. It also includes the Posting Title and Department/School, which serves as a generic confirmation that you have received the candidate’s CV.
• Although departments must initiate this request, you are not responsible for any follow-up. The email will be sent from and monitored by the Office for Equal Opportunity and Access.

Tracking Email Progress

The Self-Identification page contains three buttons at the top to assist you in tracking the status of sent emails:

• Choose VIEW UNSENT to see all candidate email addresses that have been entered, but have not yet been sent the email.
• Choose VIEW SENT to see all addresses that have already received the Self-Identification email.
• Choose VIEW ALL to see all addresses that have been entered, whether or not an email has been sent to them.