

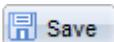
**Access Recruiting Home in myHR:**

- a) Log in to myHR at [myHR.northwestern.edu](http://myHR.northwestern.edu) with your NetID and NetID Password.
- b) Click "SELF SERVICE" in the top center of the screen and select "MANAGER SELF SERVICE."
- c) Click the RECRUITING tile.

**A. Create a New Faculty Position for Posting**

Before a faculty opening can be posted, a position must be created for review by the Office of the Provost. This position will be matched to your school's hiring plan and, if approved, will be used for posting the position on Northwestern's Careers website.

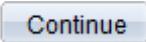
*Note:* This will not be the position number into which the employee is ultimately hired; this position number is used as a placeholder solely for posting the job opening online.

Procedure	
1.	From your RECRUITING HOME, click <b>Create Faculty Position</b> quick link in the left menu.
2.	Leave the <b>Effective Date</b> as today's date; this is the date the request is created.
3.	Enter a 6-digit <b>Job Code</b> for the posting title of your faculty position (click  to choose from a list).
4.	Enter a <b>Position End Date</b> <i>or</i> select the <b>Indefinite End</b> box.
5.	Change the <b>Percent Full Time</b> if the default value is incorrect.
6.	<i>(optional)</i> Enter the department number for the <b>Salary Admin Unit</b> that will be used for this position.
7.	Enter the department number for the primary hiring <b>Department</b> , or click  to choose from a list of Dept IDs to which you have access.
8.	If the correct department <b>Location</b> is not selected, click  and choose from a list of addresses.
9.	Add the <b>Reports To</b> by clicking  .  <i>Note:</i> Although it is required to proceed with the posting, this does not necessarily have to be the final Reports To of the faculty member.
10.	Enter a brief description for <b>Specialty/Area</b> to better define the position's scope.  This field assists the Office of the Provost in matching the request to your hiring plan; it will also carry forward to the Job Posting (see next section, CREATE THE JOB OPENING).  <i>Example:</i> A position for an Assistant Professor in the History department may indicate a specialty such as "European History" or "Colonial North American History."
11.	Click  .
12.	A <b>Position Number</b> will be assigned and an email is automatically sent to the Office of the Provost for approval.  If the request is approved, you will receive an email notifying you that you may proceed to the next section: CREATE THE JOB OPENING.

## B. Create the Job Opening

After your position has been approved by the Office of the Provost, you will be notified with an automatic email that you may continue with the posting process.

*Note:* The system email will be sent from myHR Help ([myHRhelp@northwestern.edu](mailto:myHRhelp@northwestern.edu)); it will include the Position Number required in Step #2 below.

Procedure	
1.	From your RECRUITING HOME, click <b>Create Job Opening</b> quick link in the left menu.
2.	Enter the 8-digit <b>Position Number</b> of your approved positing position. The Department, Job Code, and Job Posting Title will update automatically.
3.	Click  to select a campus <b>Recruiting Location</b> .
4.	Click  . Then complete the information on each of the three tabs as follows.

**Job Information**

Search Committee

Faculty Job Posting

5.	<i>(optional)</i> If you entered a <b>Specialty/Area</b> when you created the Position, it will auto-fill here. You may edit, add, or delete the Specialty/Area if necessary for the Job Posting.
6.	Specify if this is a <b>Joint Appointment</b> with another department/school. If "Yes," a box will appear to enter the Department ID of the joint department.
7.	Click the SEARCH COMMITTEE tab.

Job Information

**Search Committee**

Faculty Job Posting

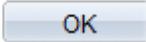
8.	Click the <b>Add Provost Office Authorizer Team</b> button. Check the <b>Select</b> checkbox, and click <b>OK</b> . All Provost Authorizers will be added to your list; select the <b>Primary</b> checkbox for Alex Rot.
9.	Click the <b>Add Search Committee Members</b> button; then click  and search by EmplID or Name to add a search committee member. Select the <b>Chair</b> or <b>Equity Representative</b> checkboxes as appropriate. Repeat this process to add all search committee members.
10.	Complete the <b>School Authorizer</b> and <b>Department Authorizer</b> sections in the same manner. <i>Note:</i> You must enter at least one School Authorizer and one Department Authorizer, but both may be the same person. More than one School or Department Authorizer may be added, if appropriate.
11.	<i>(optional)</i> If necessary, add any <b>Resume Receivers</b> . Any individual entered in this section will have view-only access to this job opening.
12.	Click the JOB POSTING tab.

Job Information

Search Committee

**Faculty Job Posting**

13.	Click the underlined <b>Title</b> for your position.
14.	If necessary, edit the <b>Posting Title</b> .

15.	<p>Enter a detailed <b>Description</b> for the posting, <i>including where applicants will send their credentials</i>. All text added in this area will be visible to applicants.</p> <p><i>To add a clickable link to the posting:</i></p> <ul style="list-style-type: none"> <li>• Type your link into the text box, then highlight it with your mouse.</li> <li>• Click the  button.</li> <li>• Enter the website for the link in the <b>URL</b> box.</li> <li>• Click the <b>TARGET</b> tab and select "New Window."</li> <li>• Click <b>OK</b>.</li> </ul> <p><i>Important!</i> Northwestern's EEO statement will automatically appear in this section. Enter your information <i>above</i> the EEO statement; it is imperative that the EEO paragraph remains intact.</p>
16.	<p>By default, your opening will be posted on the Northwestern Careers website and to GCM HERC.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;"><b>Graystone Advertising:</b></p> <p><i>(optional)</i> If you wish to utilize the University's relationship with Graystone to promote your position, click the <b>Third Party Advertising</b> link and enter the appropriate <b>Destination</b> and posting details. Graystone will assist in advertising your opening to any number of print and electronic publications, including most industry journals and professional organizations. After saving your job opening, a Graystone representative will contact you within 24 hours to finalize your ad, provide a quote, and confirm posting destinations. You will receive one consolidated invoice for all confirmed postings destinations, at or below market price. There is no charge for using Graystone, for the development of your ad, or for the price quote.</p> </div>
17.	<p>Click  .</p>
22.	<p>Click  . The Job Opening has been created, and a <b>Job Opening ID</b> will be displayed at the top of the page.</p>

**Job Posting Approval:** Upon saving the job opening, an email is automatically sent to the **Department Authorizer(s)** requesting approval; then the **School Authorizer(s)** will be notified, and finally the **Provost Authorizers**. When all approvals are received, the opening will be posted publicly on the Northwestern Careers webpage and the Greater Chicago Midwest Higher Education Consortium (GCM HERC) job board.