When a search committee has identified its candidate of choice and your Dean’s Office has signed off on that candidate, the candidate’s information and materials can be sent to myHR eOffer directly from FRS. This guide will walk you through how to send these materials over, and it will also walk you through the process of sending an offer to the Provost’s Office for review (via eOffer) and marking a final offer status in eOffer.

Before you can send the candidate of choice to eOffer, the Search Administrator needs to have entered “Reject”, “Withdrawn”, or “Accepted Another Position at NU” disposition codes for all non-selected candidates. They should also move any candidates who advanced to the Finalist stage to the finalist tab.
**Note:** to send a candidate to eOffer, that candidate must have a mailing address and highest degree granting institution entered on their application. This data was most-likely captured as part of their application, but see the next page for instructions to edit these items if needed.

Next, navigate to the Finalists tab. Ensure that any non-selected finalists have also been given a “Reject”, “Withdrawn”, or “Accepted Another Position at NU” disposition code by the Search Administrator.

Note that you can preview the Search Summary form before sending it over to eOffer. This form will auto-populate in eOffer along with the candidate-of-choice’s materials and information.

When you are ready to send the candidate-of-choice’s materials to eOffer, change the candidate’s disposition to Offer, and click the “Send” button.
In the event that your candidate of choice does not have a mailing address and/or a highest degree granting institution entered on their application (note: if this is the case, you will receive a warning message when trying to transmit this candidate to eOffer), click on the candidate’s last name to drill into their application, and use the pencil icons to make edits.
The process to pull data from FRS to eOffer runs automatically every 15 minutes. So, once you have clicked to “Send to eOffer” button noted in the earlier pages, the candidate’s information and documents should be available for you in eOffer within 15 minutes.

Navigate to eOffer, and search for the candidate’s information using the last name/first name search fields.

Offer status will initially populate as “Offer Requested”.

Information populates from FRS.

(image continued on next page)
Complete remaining information as you normally would. In event that candidate is being hired into a different department than the department that ran the search, change the Dept ID under Hiring Department.

When file is ready for review by the Office of the Provost, press Send Email.

Links to candidate’s documents will pre-populate here (when you click on “View”, a new window will open and take you into FRS to view these documents). In addition, you should upload any additional materials that are part of the candidate’s offer request file, such as the Search Committee’s report or the Dean’s memo of endorsement.
If the Provost approves of the offer request, an e-mail will be sent to your Dean with approval to make the offer. The following pages contain instructions for taking action in the event that the offer is accepted, or in the event that the offer is refused.

Offer Accepted:

Once the offer has been accepted, navigate to eOffer and click the + sign next to Offer Status. Change the offer status to Offer Accepted, and click Save at the bottom of the screen.

If you know the faculty member’s start date at this time, you can proceed to place the individual in Ready To Hire status, which will send their information to HR Operations in preparation for hiring the individual into the myHR system (once the appointment/position form and personal data form are received). If you do not yet know the start date, you may save this next step until the start date has been determined.

Click the + sign, change the Offer Status to Ready To Hire, enter a start date, and select whether the hire type is a Hire (individual is new to NU), or a Rehire (individual already has an Empl ID from a previous NU role). If unknown, use Hire.

Placing a candidate in Ready To Hire status will: a) send their information to HR Operations in preparation for receiving an appointment/position form and personal data form to hire them, and b) send the candidate the Post-Offer Self-Identification notice (see below).

If you do not intend to hire more faculty from this search, notify facultyrecords@northwestern.edu to have the job opening closed.

If you are performing this step on the same day that you recorded the candidate’s offer acceptance in the previous step, set the Effective Date forward by one day – the system requires different effective dates, but this will not impact the process in any way.
Informational message regarding processes that will run behind the scenes after moving candidate to Ready To Hire status.
Offer refused:

If a candidate refuses an offer, navigate to eOffer, click the + sign, and enter an offer status of Refused. Select a reason for the refusal from the Reason Refused dropdown. If a candidate was lost to a competing school, this data can be entered as well.

Click Save at the bottom of the screen. This messaging will flow back into FRS, placing the candidate in the Offer Refused status in FRS as well.

If your school wishes to make an offer to a second-choice finalist, return to the beginning of this guide and follow the process to send that candidate’s materials forward from FRS to eOffer.
Appendix: copy of post-offer-acceptance self-identification request

As noted in earlier pages, when a candidate is moved into Ready To Hire status, the system will send them an e-mail providing them with the opportunity to update their Self-Identification disclosures, if they wish. This is entirely voluntary, and has no impact on their start date at the University. **Their response is not required – if they entirely miss or disregard the e-mail, there is no adverse effect.**

This appendix shows a copy of the e-mail they will receive, as well as the interface to update their disclosures in myHR. This is purely informational for Data Coordinators; there is no expectation that Data Coordinators will follow-up with the candidate regarding these items.

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As a Federal Government Contractor, Northwestern University is subject to and complies with applicable federal and state regulations. As part of those regulations, Northwestern University must provide persons who have been extended a job offer the opportunity to self-identify race, ethnicity, sex, disability status, and veteran status. This information is used to monitor and report on the University’s equal employment opportunity/affirmative action programs. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

If you have already provided information regarding your race, ethnicity, sex, disability status, and veteran status, no further steps are needed. If you have not provided this information, or if you would like to make changes to your information, we invite you to take a moment to visit the following link [Check Here](#) and complete the voluntary self-identification form.

Northwestern’s office of Equal Opportunity and Access (“OEOA”) strives to support diversity and equity initiatives to foster an inclusive campus culture that embraces the talents and achievements of all individuals regardless of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, or generic information. To learn more about OEOA and the services it provides, please email oeo@northwestern.edu or visit [http://www.northwestern.edu/hr/equalopp-access/index.html](http://www.northwestern.edu/hr/equalopp-access/index.html).
Self-Identify Veteran

- Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans’ Reemployment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment, (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A “disabled veteran” is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
  - A person who was discharged or released from active duty because of a service-connected disability.

- A “recently separated veteran” means any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty in the U.S. military, ground, naval or air service.

- An “active duty wartime or campaign badge veteran” means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

- An “Armed Forces service medal veteran” means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under VERRA, the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor’s Veterans Employment and Training Service (VETS), toll-free at 1-866-4-USA-DOL.

Self-Identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I identify as one or more of the classifications of protected veteran listed
  - Disabled Veteran
  - Recently Separated Veteran
  - Active Duty Wartime or Campaign Badge Veteran
  - Armed Forces Service Medal Veteran

- I am a protected veteran, but I choose not to self-identify the classification to which I belong.

- I am a veteran, but not a protected veteran as defined above.

- I am not a veteran.

- I don’t wish to answer.

Reasonable Accommodations Notice

If you are a disabled veteran, it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability. Applicants and employees may request a reasonable accommodation by contacting Northwestern’s Office of Equal Opportunity and Access at (412) 677-7486, or via email at LEO@northwestern.edu.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans’ Reemployment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.