Before a faculty search can be opened with the Faculty Recruiting System, a new position must be created for review by the Office of the Provost, and the job advertisement text and search committee membership must be submitted for review by the Office of the Provost. The steps below demonstrate these processes. The individual completing the Job Opening step of this process will be assigned the Search Administrator role in FRS. If needed, this individual can then log into FRS and delegate this role.

Login to MyHR (http://www.northwestern.edu/myhr/) using NetID and Password.
Select “Recruiting” from Self Service dropdown.

Select “Recruiting Activities” tile
Click “Create Faculty Position” to begin the process of initiating a faculty search.

Complete position information based on approved hiring plan or proposed search details. Items marked in red are required fields.
Once your position request is approved, you will receive an approval e-mail with a position number. Select Create Job Opening from the Recruiting Home menu, enter the position number and other information, and click “Continue”.

On the next screen, shown at left, complete all pertinent information on the Job Information tab.

See following pages for instructions to complete Search Committee and Job Posting tabs.

**NOTE:** The individual completing these three tabs will be assigned the Search Administrator role when this search populates into the Faculty Recruiting System (FRS). They can log into FRS once the search has been created and delegate the Search Administrator role to another individual if needed, or they may pre-assign this role by entering the individual’s Empl ID in the “Created By” field.

If desired, enter Empl ID of individual who should be given Search Administrator access to this search in FRS.
Click “Add Provost Office Authorizer Team” and select the “Provost Authorizer” team. All members of this team will auto-populate; ensure that Alex Rot is selected as the Primary authorizer.

Enter all search committee members, making sure to denote the Search Chair and Equity Representative.

Enter the individuals who will review and the job opening information at the department and school levels.
Next, navigate to the “Job Posting” tab and click the link with the job title. The screen shown below will open.

Adjust posting title if desired.

In the Job Description section shown at left, enter the text of the job advertisement. Basic instructional text preparing an applicant to apply through FRS will prepopulate. Minor editing is allowed, but the \texttt{\textless \textgreater hyperlink} token must not be altered or the URL will not post properly. The University’s EEO statement will also pre-populate, and should not be edited.

Internal posting date will automatically delay until search status is made “Active” in FRS. External posting can be delayed as desired.

\textbf{NOTE:} If the job advertisement text contains a hyperlink within the body of the advertisement, additional steps are necessary – see next page.

To utilize Graystone or other third party advertisement functionality, click here.
If the body of the job advertisement contains a URL or website address, the following steps must be taken to ensure this URL is functional for an applicant reading the job posting.

1. Click on the hyperlink icon marked in red below.
2. On the “Link Info” tab, enter or paste the text of the URL.
3. On the “Target” tab, select “New Window (_blank)” from the dropdown options.
4. Click OK.
Click “OK” to return to the Job Posting tab (can also click “Preview” to see the posting formatted for the Careers page on Northwestern’s website), and click “Save and Submit” to submit posting to the Department Authorizer for review. Click “Save as Draft” if you wish to return and complete the process later. These two options are also available from the Job Information and Search Committee tabs.
Once a job opening has been submitted to the first level of approval (Department Authorizer), an Approvals tab will populate to show what phase of approval the opening is in.

When the opening has been fully approved all authorizers including the Office of the Provost, a notification e-mail will generate.

Once the search is ready for configuration in FRS, a second notification e-mail (including the link into the search’s FRS page) will generate.

Once the search is configured in FRS and is flipped to “Active” status, it will also post on the Northwestern Careers page, and a third e-mail will generate to notify you that this has occurred.

These three e-mails are shown below as a reference.
E-mail #1: Search committee and job advertisement text have been approved by the Office of the Provost. Stand by to receive notification from FRS that search is ready for configuration.

E-mail #2: Search is ready for configuration within FRS. Click link to access the search page within FRS and begin setting up configurable options.

E-mail #3: Once search has been flipped to “Active” status by your school’s Data Coordinator, the job advertisement will post to the University’s Careers page, and you will receive this e-mail as confirmation.