Northwestern | myHR Faculty Recruiting

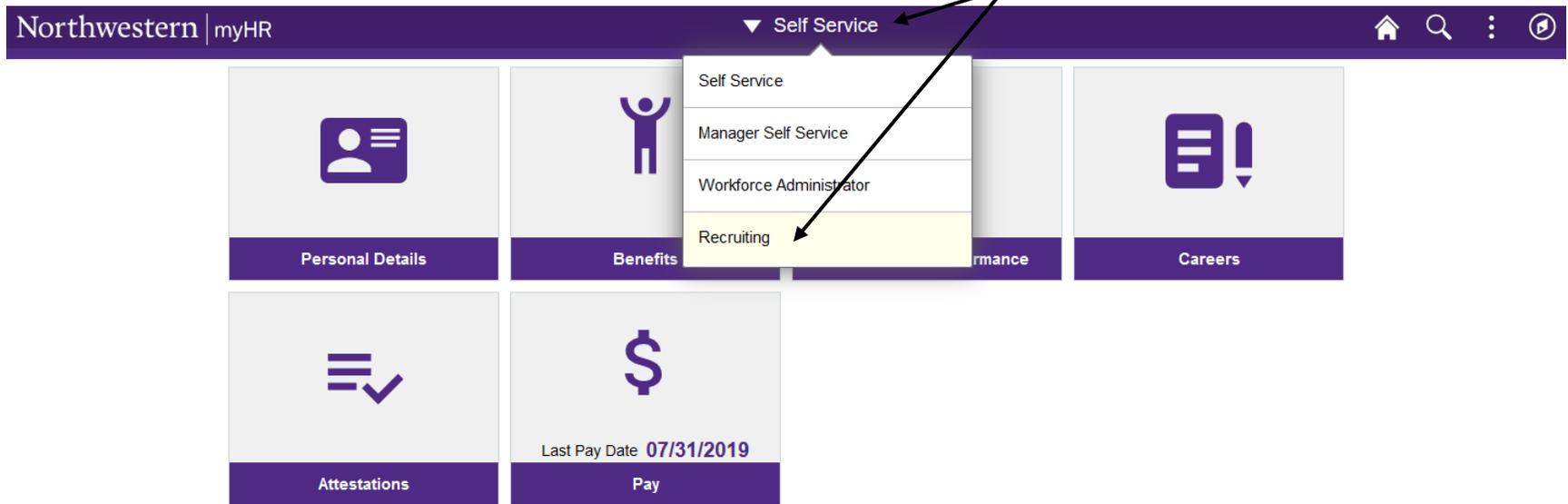## eRecruit Instructions and eRecruit → FRS Interface

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.

Northwestern | myHR   ▼ Self Service

Self Service
Manager Self Service
Workforce Administrator
Recruiting

Personal Details

Benefits

...rmance

Careers

Attestations

Last Pay Date **07/31/2019**
Pay

Northwestern | myHR   ▼ Recruiting

202 Jobs Associated with Me
My Job Openings

2 Applicants Last 2 Weeks
My Applicants

Recruiting Activities

Select "Recruiting Activities" tile

Recruiting Activities

Help | Personalize Page

Search Job Openings

🏠 Recruiting Home | 📇 Browse Job Openings | 📇 Create Job Opening

▾ Search Criteria ❓

Job Posting Title	
Job Opening ID	🔍
Status	Open ▾
Category	▾
Most Recent Activity	▾
Job Opening Type	▾
Hot Job	▾
...ation	▾
...ener	🔍
...uiter	🔍
...d By	🔍
...Unit	🔍
...ment	
...nber	🔍
Recruitment Contact	

Search (left navigation)
- Search Job Openings
- Browse Job Openings

➕ Create
- Create Job Opening

🧭 FRS Links
- Faculty Offer
- Faculty Recruiting System
- Create Faculty Position
- Setup Faculty/Librarian JobCd

Callout: Click "Create Faculty Position" to begin the process of initiating a faculty search.

Create New Posn

Position Number:	00000000	**Position Status**	Proposed
*Effective Date:	04/19/2017 📅		

Job Infomation

*Job Code:	200001 🔍	Asst Professor (Posting)

Position Information

Position End Date:		☑ Indefinite End
Percent Full Time:	100.00	**Standard Hours:** 37.50
Salary Admin Unit:	🔍	

Work Location

Department:	390200 🔍	Cell and Molecular Biology; Feinberg School of Medicine
Location:	1308 🔍	MED-Cell & Molecular Biology
Reports To Posn:	00002048 🔍	Professor Rick Smith
* Specialty/Area	Biology	✔

Callout: 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".

Search

Search Job Openings

Browse Job Openings

+ Create

Create Job Opening

FRS Links

Job Opening Type	Standard Requisition
*Business Unit	NWUNV Northwestern Business Unit
Department	390200 MED-Cell & Molecular Biology
*Position Number	00075428 Asst Professor (Posting)
Job Code	200001 Asst Professor (Posting)
*Recruiting Location	1
*Job Posting Title	Asst Professor (Posting)

Continue

Favorites ▾ | Main Menu ▾ | > Recruiting ▾ | > Create Job Opening

< Create Job Opening

Job Opening

Save and Submit | Save as Draft | 🏠 Recruiting Home | 📋 Notification | Start Over

Job Opening ID NEW
Job Posting Title Asst Professor (Posting)
Job Code 200001 (Asst Professor (Posting))
Position Number 00075428 (Asst Professor (Posting))

Status 005 Draft
Business Unit NWUNV (Northwestern Business Unit)
Department 390200 (MED-Cell & Molecular Biology)
Primary Recruiting Location 1 (Evanston, Illinois)

Job Information | Search Committee | Job Posting

Opening Information ❓

Job Opening Type	Standard Requisition
Created By	
Created	04/19/2017
*Openings to Fill	Limited Number of Openings
Target Openings	1
	1

Specialty/Area: Biology
Is this a Joint Appointment? ○ Yes ○ No

MED-Cell & Molecular Biology
/Position
17

	Position Number	Primary Position	
Asst Professor (Posting)	00075428	☑	🗑

Add Position

Employees Being Replaced

	*Employee ID	Name	
1			🗑

Add Employee

Save and Submit | Save as Draft | 🏠 Recruiting Home | 📋 Notification | Start Over   Top of Page

If desired, enter Empl ID of individual who should be given Search Administrator access to this search in FRS

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.

‹ **Create Job Opening**

Job Opening

| Save and Submit | Save as Draft | 🏠 Recruiting Home | 📧 Notification | Start Over |

Job Opening ID NEW	**Status** 005 Draft
Job Posting Title Asst Professor (Posting)	**Business Unit** NWUNV (Northwestern Business Unit)
Job Code 200001 (Asst Professor (Posting))	**Department** 390200 (MED-Cell & Molecular Biology)
Position Number 00075428 (Asst Professor (Posting))	**Primary Recruiting Location** 1 (Evanston, Illinois)

| Job Information | **Search Committee** | Job Posting |

Assignments ?

Provost Office Authorizer ?

*Name	Prvst Off Auth ID	Primary	
Andrea Bueschel 🔍		☐	🗑
Alex Rot 🔍		☑	🗑
Nicole Lechuga 🔍		☐	🗑

| Add Provost Office Authorizer Team |

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.

Search Committee ?

*Name	Ethnic Group	Gender	Department	Job Title	Tenure	Chair	Equity Representative	
🔍	WHITE	Male	MED-Hematology Oncology	Professor	A	☐	☐	🗑
🔍	ASIAN	Female	MED-Hematology Oncology	Assoc Professor	A	☑	☐	🗑
🔍	BLACK	Male	MED-Urology	Professor	A	☐	☑	🗑

| Add Search Committee Member |

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

School Authorizer ?

*Name	Authorizer ID	
🔍		🗑

| Add School Authorizer |

Enter the individuals who will review and the job opening information at the department and school levels.

Department Authorizer ?

*Name	Dept Auth ID	
🔍		🗑

Resume Receiver

Name	Res Rec ID	
🔍		🗑

⇐ Optional field

| Add Resume Receiver |

| Save and Submit | Save as Draft | 🏠 Recruiting Home | 📧 Notification | Start Over | Top of Page |

4

Job Opening

Save and Submit | Save as Draft | 🏠 Recruiting Home | 📧 Notification | Start Over

Job Opening ID NEW
Job Posting Title Asst Professor (Posting)
Job Code 200001 (Asst Professor (Posting))
Position Number 00075428 (Asst Professor (Posting))

Status 005 Draft
Business Unit NWUNV (Northwestern Business Unit)
Department 390200 (MED-Cell & Molecular Biology)
Primary Recruiting Location 1 (Evanston, Illinois)

Job Information | Search Committee | **Job Posting**

Job Postings ?

Postings	Primary Posting Title	
Asst Professor (Posting) ← Click link	☑	🗑

Add Job Posting

Save and Submit | Save as Draft | 🏠 Recruiting Home | 📧 Notification | Start Over   Top of Page

> Next, navigate to the "Job Posting" tab and click the link with the job title. The screen shown below will open.

Posting Information

Job Postings ?

*Posting Title Asst Professor (Posting)

Job Descriptions ?   First ◀ 1 of 1 ▶ Last

Description Type Department Marketing Statement
Visibility Internal and External

[Rich text editor toolbar]

- Applications will **only** be accepted via online submission (see link below).
- Please prepare all documents in advance as Adobe PDF files, and please be sure all information is entered correctly and accurately (especially names and email addresses), as there will be no opportunity for online revision after your application has been submitted.
- Please also prepare a list of names and email addresses for your external academic references; your references will be contacted directly by the online system and invited to upload their letters on your behalf.
- All required fields in the application form are marked with an asterisk and must be filled before clicking the "Submit" button.
- Be aware that incomplete applications cannot be saved.

Applications accepted here: << hyperlink >>

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women, racial and

Add Posting Description | Delete Posting Description

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
Internet ▼	Internal Posting ▼	7 - Seven days after approval ▼	04/26/2017	📅		🗑
Internet ▼	External Posting ▼	7 - Seven days after approval ▼	04/26/2017	📅		🗑
GreaterChicago HERC Website ▼	External Posting ▼	7 - Seven days after approval ▼	04/26/2017	📅		🗑

Add Posting Destination   Third Party Advertisement

OK | Cancel | Preview

> To utilize Graystone or other third party advertisement functionality, click here.

> 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 <<hyperlink>> token must not be altered or the URL will not post properly. **The University's EEO statement will also pre-populate, and <u>should not</u> be edited.**
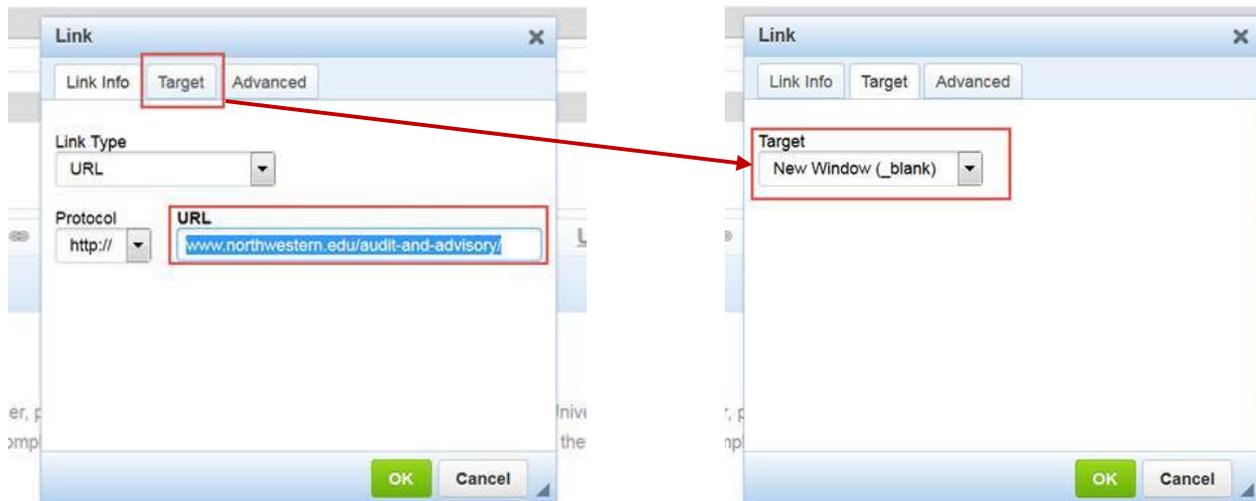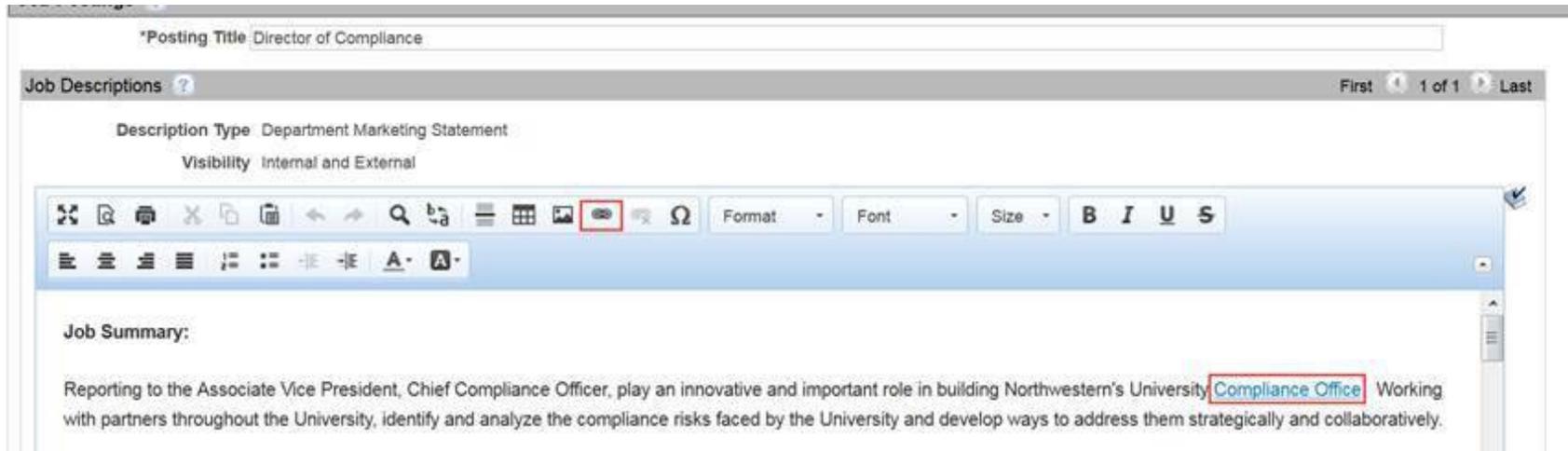>
> Internal posting date will automatically delay until search status is made "Active" in FRS. External posting can be delayed as desired.
>
> *NOTE: If the job advertisement text contains a hyperlink within the body of the advertisement, additional steps are necessary – see next page.*

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.

Posting Information

Job Postings ?

*Posting Title Asst Professor (Posting)

Job Descriptions ?   First ◄ 1 of 1 ► Last

Description Type Department Marketing Statement

Visibility Internal and External

[toolbar: ⤢ ⊡ 🖨 | ✂ 📋 📋 | ↶ ↷ | 🔍 🔍 | ≡ ▦ 🖼 🔗 🔗 Ω | Format ▾ | Font ▾ | Size ▾ | **B** *I* <u>U</u> S̶]

[toolbar: ≡ ≡ ≡ ≡ | ⅟≡ ≡ | ≡ ≡ | **A**▾ **A**▾]

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- Please prepare all documents in advance as Adobe PDF files, and please be sure all information is entered correctly and accurately (especially names and email addresses), as there will be no opportunity for online revision after your application has been submitted.
- Please also prepare a list of names and email addresses for your external academic references; your references will be contacted directly by the online system and invited to upload their letters on your behalf.
- All required fields in the application form are marked with an asterisk and must be filled before clicking the "Submit" button.
- Be aware that incomplete applications cannot be saved.

Applications accepted here: << hyperlink >>

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| Add Posting Description | Delete Posting Description |

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
Internet ▾	Internal Posting ▾	7 - Seven days after approval ▾	04/26/2017	📅		🗑
Internet ▾	External Posting ▾	7 - Seven days after approval ▾	04/26/2017	📅		🗑
GreaterChicago HERC Website ▾	External Posting ▾	7 - Seven days after approval ▾	04/26/2017	📅		🗑

| Add Posting Destination | **Third Party Advertisement**

| OK | | Cancel | | Preview |

> 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.

‹ Create Job Opening   🏠 🔍 ≡ ⦿

Job Opening

| Save and Submit | | Save as Draft | | 🏠 Recruiting Home | 📧 Notification | Start Over

Job Opening ID NEW

Job Posting Title Asst Professor (Posting)

Job Code 200001 (Asst Professor (Posting))

Position Number 00048823 (Asst Professor (Posting))

Status 005 Draft

Business Unit NWUNV (Northwestern Business Unit)

Department 275900 (WCAS Religious Studies)

Primary Recruiting Location 1 (Evanston, Illinois)

| Job Information | Search Committee | **Job Posting** |

Job Postings ?

Postings	Primary Posting Title	
Asst Professor (Posting)	☑	🗑

| Add Job Posting |

| Save and Submit | | Save as Draft | 🏠 Recruiting Home | 📧 Notification | Start Over   Top of Page

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.

HRIS Development;   10:24 AM

Job Opening ID (30158) Assistant/Assoc Prof (Posting) has been Approved

The following Job Opening has been fully "Approved" . You will receive a follow-up e-mail notification when the Faculty Recruiting page is available for this search.

Job Opening ID: 30151
Posting Title: Assistant/Assoc Prof (Posting)

To view this Job Opening, visit:

http://hr92devbweb.ci.northwestern.edu/psp/hr92devb/EMPLOYEE/HRMS/c/HRS_HRPM.HRS_JOB_OPENING.GBL?Action=U&HRS_JOB_OPENING_ID=30158

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.

A new FRS search has been created and is ready for configuration. The search details are as follows:

Admin Unit: McCormick School of Eng and Appl Sci
Department: MCC Biomedical Engg
Notes
Title: Professor - Testing BL0 - 4/29
Search Opened: 2017-04-17
HR Job ID: 30151

Log into your FRS search here:
http://frs54.northwestern.edu/search/2

You will need to configure your search settings (configuration instructions can be found here: http://northwestern.edu).

When you are ready, have your Data Coordinator review/approve the search and then make the search 'active' to start reciving applications.

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.

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myHR Test   **; HRIS Development**   4/12/2017

Job Opening will now be posted and is available in FRS

The following search is now available for use within the Faculty Recruiting system, and this Job Opening will now be posted.

Job Opening ID: 30151
Posting Title: Assistant/Assoc Prof (Posting)

To access the Faculty Recruiting administrative page for this opening, visit:

http://evfrsqaapp1.ci.northwestern.edu/auth
Faculty applicants for this Job Opening can apply here:

http://facsearch-dev.northwestern.edu/apply/MTI=

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.