## <u>Selecting a finalist candidate in FRS-eOffer –</u> Job Aid for Data Coordinators

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.

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# Northwestern myHR Faculty Recruiting



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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.

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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.

Links to candidate's documents will prepopulate 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:**

Faculty Offer		·
EmplID: *First Name: Fakeman	Offer ID: 1301 Search #:	
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Faculty Offer	Find   Mew All First 4 1 of 2 🕑 Last	next to Offer Status. Change the offer
*Effective Date: 12/07/2017	Offer Status: Offer Requested	status to Offer Accepted, and click
Reason Refused:	Offer Date: Ready to Hire Refused	Save at the bottom of the screen
Competing School:	Hire Type	
School Name:	Start Date	

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.

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irst Name: Fakeman .ast Name: Supercoolma	n	]	Offer ID: 1301 Search #: Job Opening ID: Job Posting Desc: Alex,	32124 <b>Q</b> test search #1	
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Faculty Offer *Effective Date: Reason Refused: Competing School:	12/08/2017 🛐	V	Offer Status: Offer Date: Hire Type	Find   View All Ready to Hire	First 1 of 3 La

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 <u>facultyrecords@northwestern.edu</u> 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.

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Comments:	<ol> <li>The candidate will receive an automated e-mail giving the gender, veteran status, and disability status) that they may le voluntary and will not impact the candidate's hire or onboard</li> </ol>	em the opportunity to change the Self-Ident nave provided during the application proces ding.	tification disclosures (race/ethnicity, ss. Updating these disclosures is			
Attachment Section	*Please note that this candidate will not be hired into myHR	until this paperwork is submitted.				
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## Offer refused:

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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.



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 <u>Click Here</u> and complete the voluntary self-identification form.

Northwester'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 eeo@northwestern.edu or visit <a href="http://www.northwestern.edu/hr/equlopp-access/index.html">http://www.northwestern.edu/hr/equlopp-access/index.html</a>

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orthwestern University is required by the Department of Education and Department of Labor Office of Federal ontract Compliance Programs to acquire race and ethnicity data from all its employees. In order to comply with	Why are you being asked to complete this form	?
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the information is confidential and will be used for reporting purposes only in accordance with the provisions of oplicable laws, executive orders and regulations. Individually identifiable information will not be reported.	qualified people with disabilities. <sup>1</sup> To help us measure have a disability or if you ever had a disability. Comple to fill it out. If you are applying for a job, any answer yo any way.	how well we are doing, we are asking you to tell us if you ting this form is voluntary, but we hope that you will choo u give will be kept private and will not be used against you
o help us comply with federal and state equal opportunity requirements, we invite you to complete the following formation.	If you already work for us, your answer will not be used disabled at any time, we are required to ask all of our of may voluntarily self-identify as having a disability on th identify as having a disability earlier	d against you in any way. Because a person may becom employees to update their information every five years. N is form without fear of any punishment because you did
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A person of Cuban, Mexican, Chicano/a, Puerto Rican, South or Central American, or other Spanish culture	Disabilities include, but are not initited to.	
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American Indian or Alaska Native	Please select one of the options below:	
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subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam		
Black or African American	Reasonable Accommodation Notice	
A person having origins in any of the black racial groups of Africa	Please tell us if you require a reasonable accommodation	to apply for a job or to perform your job. Examples of
Native Hawaiian or Pacific Islander	reasonable accommodation include making a change to documents in an alternate format, using a sign language	<ul> <li>the application process or work procedures, providing e interpreter, or using specialized equipment.</li> </ul>
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(see next page)

### Self-Identify Veteran

### ✓ Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment 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 USERRA - 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.

O 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

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

 $\odot$ 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 Northwesterns' office of Equal Opportunity and Access at 847-491-7458 or via email at EEO@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' Readjustment 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 mergency 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.

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