Northwestern | myHR Faculty Recruiting

Users' Guide for Search Administrators

This guide provides school- and department-level Search Administrators with detailed instructions to administer a faculty search within Northwestern's Faculty Recruiting System (FRS) and to leverage the functionality of the FRS module. Quick troubleshooting tips are available in the FAQ section beginning on page 24. For assistance with the faculty search process or related policies, contact the Office of the Provost (facultyrecords@northwestern.edu) or your school's Dean's Office or Faculty Affairs Office. For technical assistance with FRS, contact the NUIT Help Desk at 847-491-HELP or consultant@northwestern.edu.

The Search Administrator is usually a staff member in the school or department who provides administrative support to the search process, to the search committee, and/or to the search committee chairperson. The Faculty Recruiting System (FRS) will automatically grant the role of Search Administrator to whomever created the Job Opening in myHR. If needed, this individual can then log in to FRS and delegate the Search Administrator role to a different individual, and/or give the permissions associated with this role to the Search Committee Chair. This role can also be delegated in eRecruit. For instructions on how to perform this delegation, see pages 5 and/or 34 of this guide.

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Last Updated July 2021

Search Configuration Options – *must choose and set these options before search can be opened for applications*

Before a search can be set to Active status and begin receiving applications, some configurable options need to be set up in FRS. This is a list of these options that a search committee or Search Administrator will need to decide on. ***Check first with your school's Dean's Office*** *to ensure that the options you select match the school's recruitment structure; decisions regarding some of these options may be made by the Dean's Office.*

1. Search Structure

- What should the contact e-mail address be if applicants wish to contact the department (will be listed at the bottom of the application form). Must list at least one; may have a separate contact for reference questions.

******Set this option in the Search Contacts portion of the Settings section; see pg. 5******

- Edit the text of the Search Description, a brief paragraph that will appear at the top of the application form. Can be used for descriptive or instructional text.
- What should the minimum (i.e., required) and maximum number of references be for each application?
- Until what date should reference letters be accepted (need a date in this field even if position is open until filled)?
- Should applicants list only their highest degree earned, or other degrees too? Should listing these other degrees be required, or optional?
- Should references be automatically sent an e-mail requesting that they submit letters as soon as the applicant applies?
- Should applicants receive an automatic e-mail informing them when reference letters have been submitted on their behalf?

******Set these options by clicking the pencil icon in the Search Details portion of the Settings section; see pg. 6******

2. Search Committee

- All search committee members, including the Chair, must have permissions set to define their level of access (view, edit, or no access) to applicant data, applicant materials, review scores, disposition codes, and other features.

******Set these permissions on the Search Committee tab of the Settings Section; see pgs. 7-8******

3. Applicant and Reference Interface

- What reference types (e.g., Current Postdoc Advisor, Academic Colleague, etc.) should an applicant be able to select from?
- What application documents (e.g., CV, Research Statement) should an applicant be allowed to submit? Which should be required?
- Which degree types (e.g., PhD, MD) should an applicant have the option to select from?
- <u>Optional</u>: Which ad sources (i.e., "how did you hear about this opening?") should an applicant to be able to select from?

****** Set these options on the Search Options tab of the Settings section; see pg. 11******

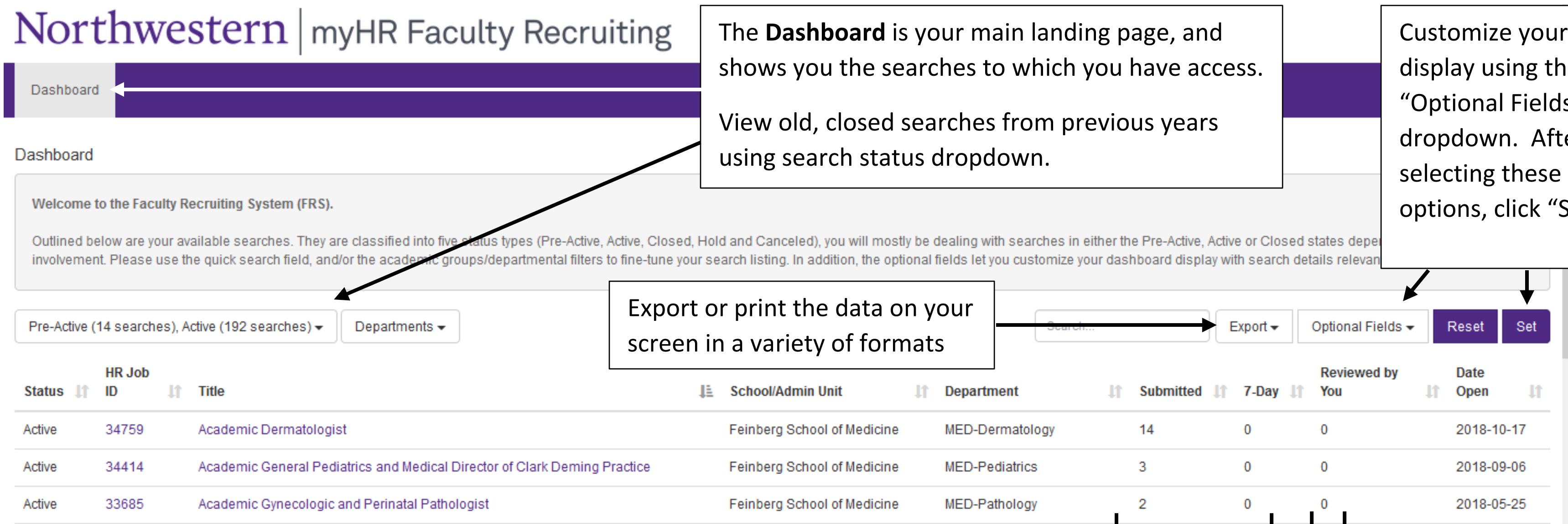
- Do you wish to edit the text of the e-mail that references will receive requesting that they submit letters on behalf of an applicant?
- Do you wish to edit the text of the auto-confirmation e-mail that applicants will receive when they apply?

******Set these options in the Email Templates portion of the Search Options tab in the Settings section; see pg. 12******

FRS Basic Navigation – Dashboard

To log in to the Faculty Recruiting System (FRS), navigate your browser to https://facultyrecruiting.northwestern.edu. Log in using your NetID and password. FRS uses Multi-Factor Authentication and Single Sign-On, consistent with other Northwestern systems. NOTE: If you are not a Search Administrator for any searches within the system, you will not have access.

Upon logging in, you will land on the Dashboard screen shown below.



The **Dashboard** is your main landing page, and shows you the searches to which you have access.

View old, closed searches from previous years using search status dropdown.

Customize your display using the "Optional Fields" dropdown. After selecting these options, click "Set".

Export or print the data on your screen in a variety of formats

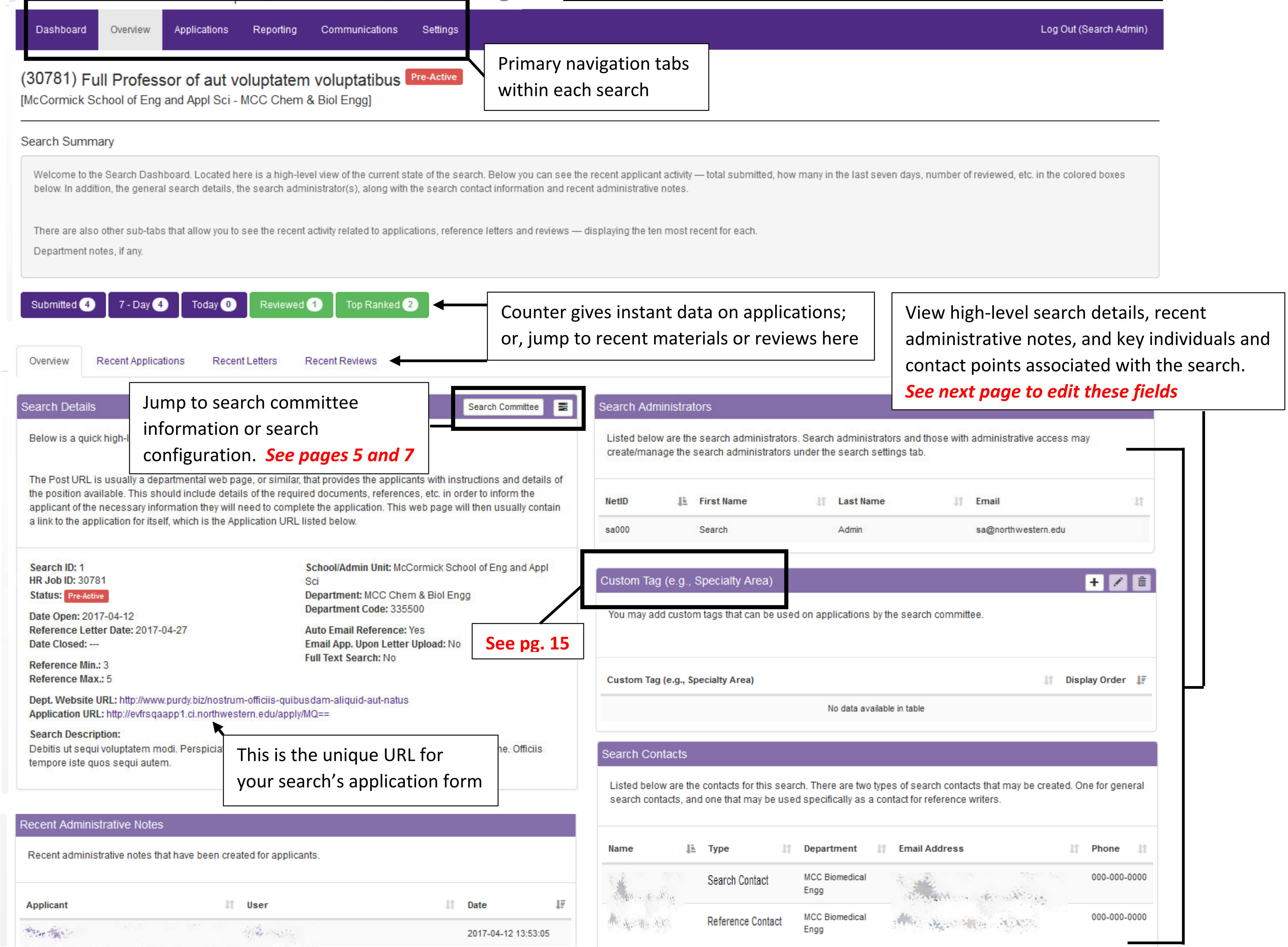
To drill into any searches, click on the search title. ***See next page***

Shows # of applications received

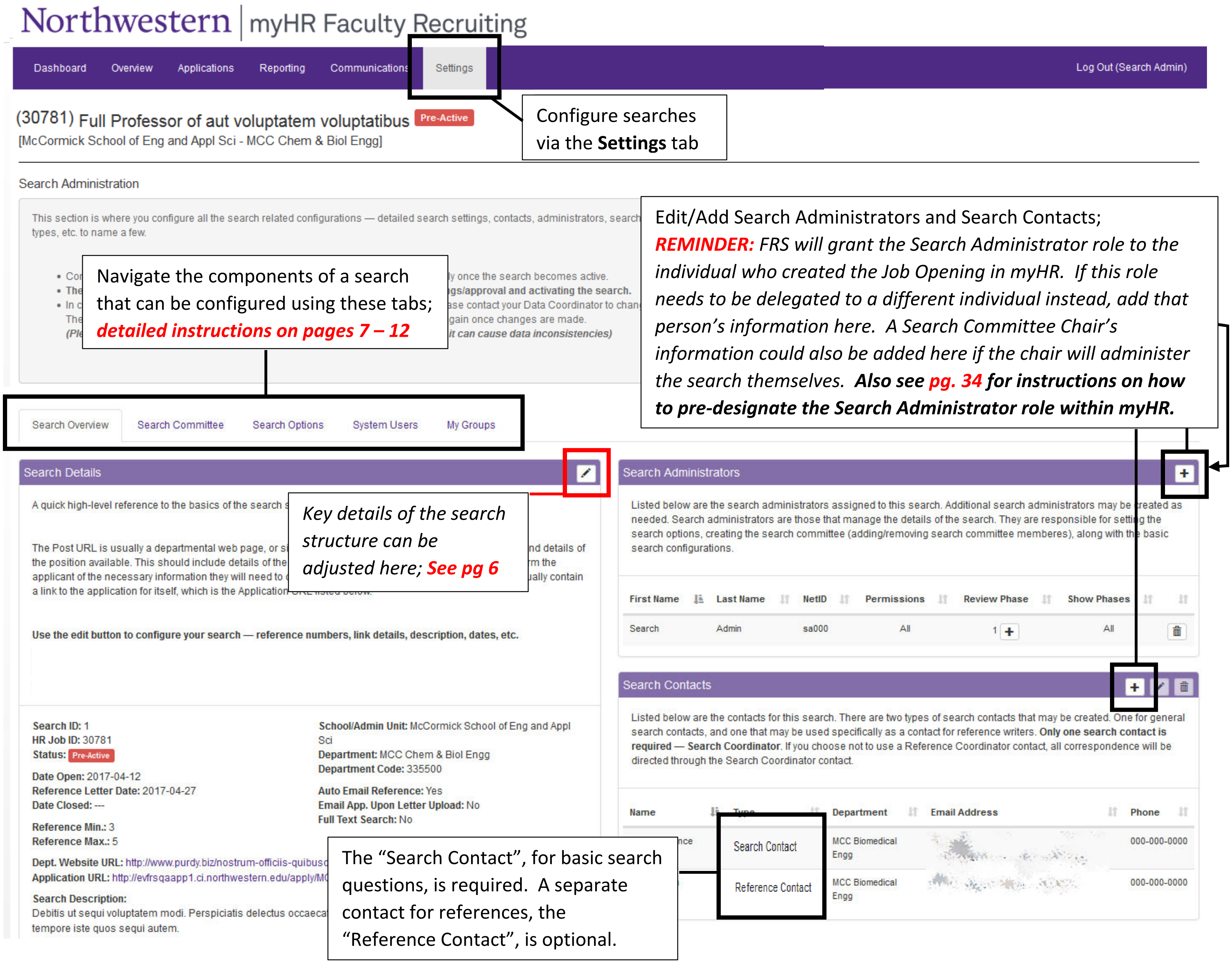
Shows your search committee members how many applications they have reviewed

*Note: If you would like the Dashboard to show you how many applicants per search have been properly dispositioned (**see pg. 20** of this guide for information on disposition codes), click the Optional Fields dropdown, select "Final Dispositions", and click Set.*

Configuring a Search – Navigating Within a Search



Configuring a Search – Basic Settings



Configure searches via the **Settings** tab

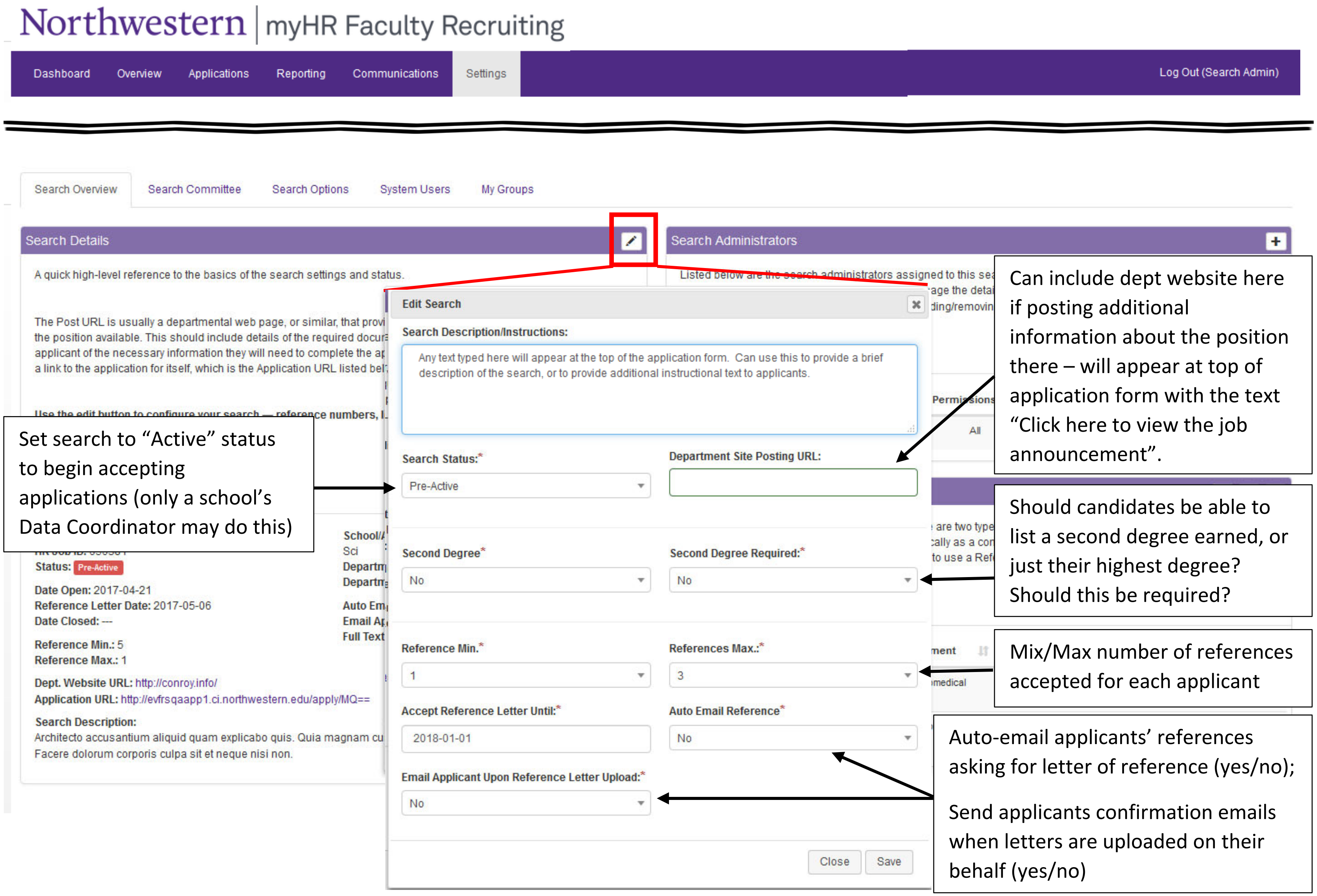
Navigate the components of a search that can be configured using these tabs; ***detailed instructions on pages 7 – 12***

Edit/Add Search Administrators and Search Contacts; ***REMINDER:*** *FRS will grant the Search Administrator role to the individual who created the Job Opening in myHR. If this role needs to be delegated to a different individual instead, add that person's information here. A Search Committee Chair's information could also be added here if the chair will administer the search themselves.* ***Also see pg. 34 for instructions on how to pre-designate the Search Administrator role within myHR.***

Key details of the search structure can be adjusted here; ***See pg 6***

The "Search Contact", for basic search questions, is required. A separate contact for references, the "Reference Contact", is optional.

Configuring a Search – Basic Settings, cont'd.



Set search to "Active" status to begin accepting applications (only a school's Data Coordinator may do this)

Can include dept website here if posting additional information about the position there – will appear at top of application form with the text "Click here to view the job announcement".

Should candidates be able to list a second degree earned, or just their highest degree? Should this be required?

Mix/Max number of references accepted for each applicant

Auto-email applicants' references asking for letter of reference (yes/no);

Send applicants confirmation emails when letters are uploaded on their behalf (yes/no)

Configuring a Search – Search Committee Permissions

Northwestern | myHR Faculty Recruiting

Dashboard | Overview | Applications | Reporting | Communications | Settings | Log Out (Search Admin)

Search Overview | Search Committee | Search Options | System Users | My Groups

The MyHR Search Committee will pre-populate using the info entered into MyHR and approved by the Office of the Provost for this search.

If desired, change the phases which a committee member can review ("review phase") or view ("show phases"). Can also allow committee member to only view applicants in certain disposition codes (i.e., only those who have reached "interview" status).

Adjust a search committee member's permissions directly from this screen by clicking this icon; ***see details on next page***

MyHR Search Committee

Search:

First Name	Last Name	NetID	Permissions	Role	Tenure	Dept.	Title	Review Phase	Show Phases	Show Disposition		
[illegible]	[illegible]	[illegible]	Applications [View], Documents [View], References [View], Notes [View], Review [View/Edit], All Reviews [No Access], Communications [No Access], Disposition Codes [No Access]	Equity Representative	Yes	Biomedical Engineering	Professor	1 +	Phase 1	- Disposition Code -		
[illegible]	[illegible]	[illegible]	Applications [View], Documents [View], References [View], Notes [View], Review [View/Edit], All Reviews [No Access], Communications [No Access], Disposition Codes [No Access]	Chair	No	Civil and Environmental Engineering	Professor	1 +	Phase 1	- Disposition Code -		
[illegible]	[illegible]	[illegible]	Applications [View], Documents [View], References [View], Notes [View], Review [View/Edit], All Reviews [No Access], Communications [No Access], Disposition Codes [No Access]	Committee Member	Yes	Biomedical Engineering	Assistant Professor	1 +	Phase 1	- Disposition Code -		

Other individuals affiliated with the search but not part of the search committee can be added to the search using the "Users" or Groups" boxes **(see pg 9)**

Additional Search Committee Members/Administrators

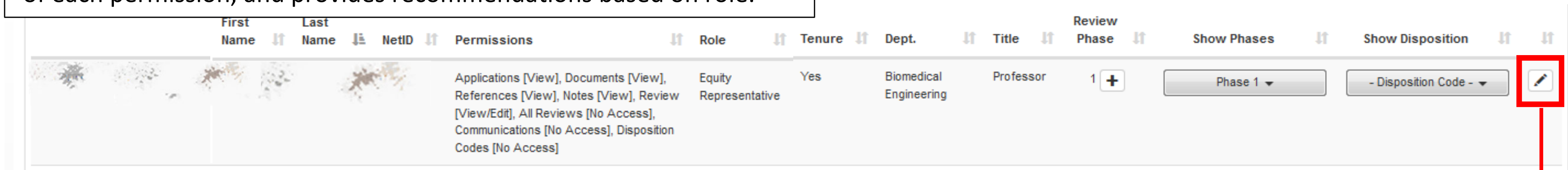
Search:

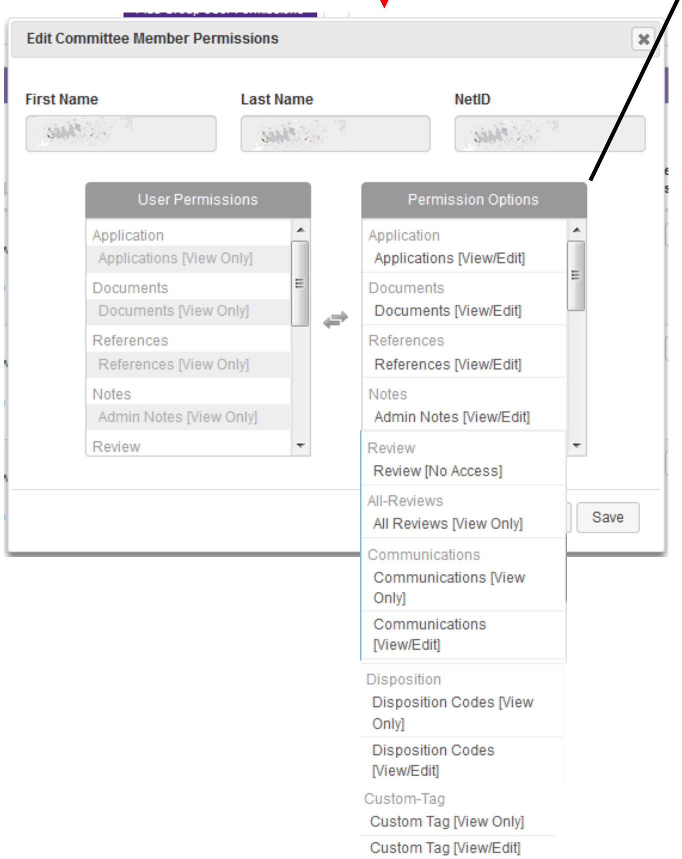
First Name	Last Name	NetID	Permissions	Group	Phase	Show Phases	Show Disposition	
[illegible]	[illegible]	[illegible]	Applications [View/Edit], Documents [View], References [View/Edit], Notes [View/Edit], Review [View/Edit], All Reviews [No Access], Communications [No Access], Disposition Codes [No Access]	---	1 +	Phase 1	- Disposition Code -	
[illegible]	[illegible]	[illegible]	Applications [View/Edit], Documents [View/Edit], References [View], Notes [View], Review [View/Edit], All Reviews [No Access], Communications [No Access], Disposition Codes [No Access]	---	1 +	Phase 1	- Disposition Code -	

Remove individual from search by clicking on trash can icon

Configuring a Search – Search Committee Permissions, cont'd.

As shown on previous page, click the pencil icon to set permissions for a search committee member. The graphic below details the purposes of each permission, and provides recommendations based on role.





Application: Allows user to view applicants' applications, or to view and edit information within these applications.

Documents: Allows user to view applicants' submitted documents, or to view and remove/replace documents.

References: Allows user to view the reference letters submitted on an applicant's behalf, or to view and remove/replace these letters.

Notes: Allows user to view administrative notes in an applicant's file, or to view and create/edit these notes.

Recommended setting for all four of the above items: ***View/Edit*** *for Search Administrators,* ***View Only*** *for Search Committee Members*

Review: Allows users to enter their review (score and comments) of an applicant's candidacy. May also be set to no access, which will prevent a user from leaving a review. *Recommended setting:* ***View/Edit*** *for Search Administrators and Search Committee Members*

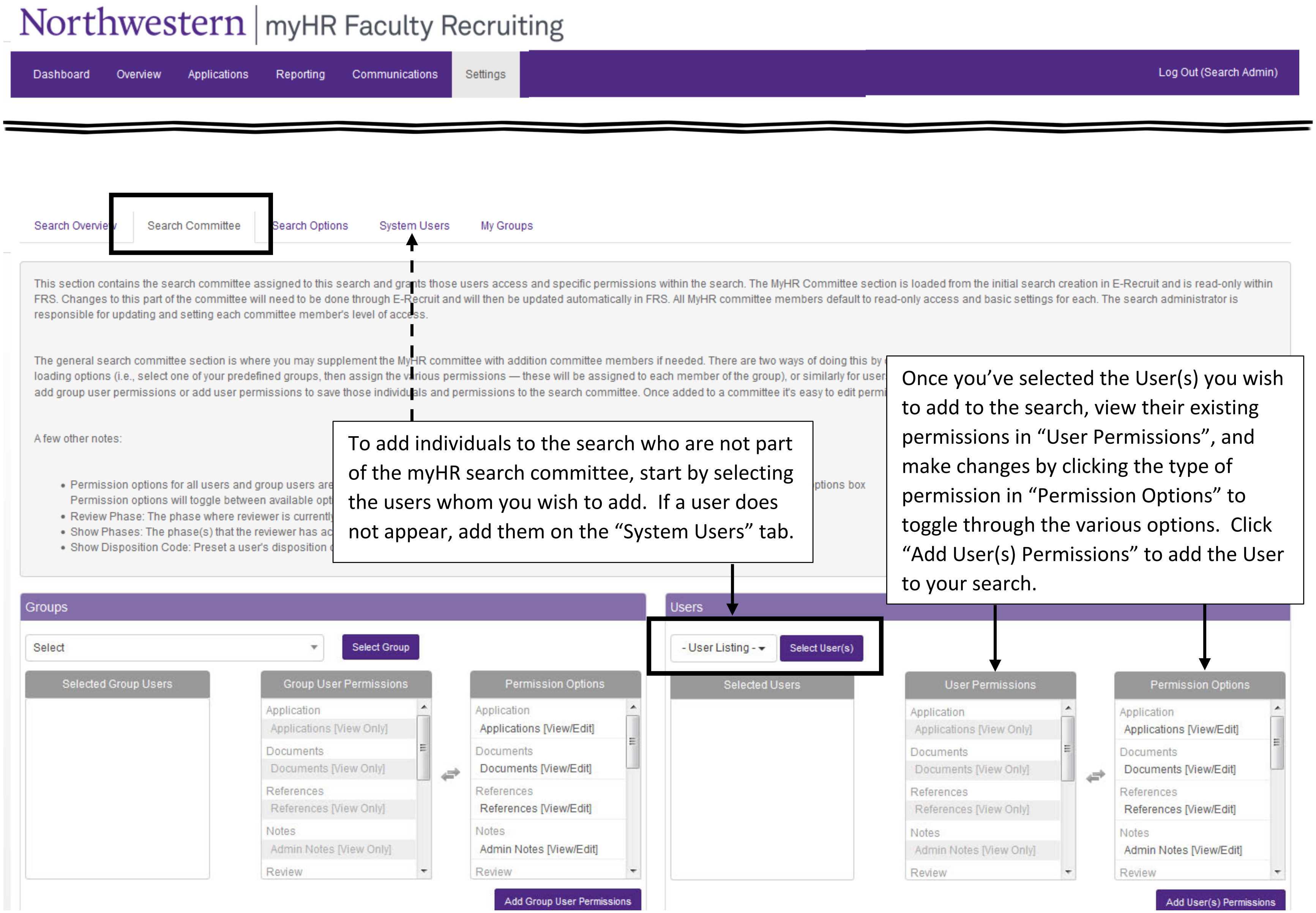
All-Reviews: Allows users to view the reviews entered by other Search Committee Members. Can be sent to No Access if these reviews should remain private. *Recommended setting:* ***View Only*** *for Search Administrators and Search Committee Chair; schools' discretion for Search Committee Members*

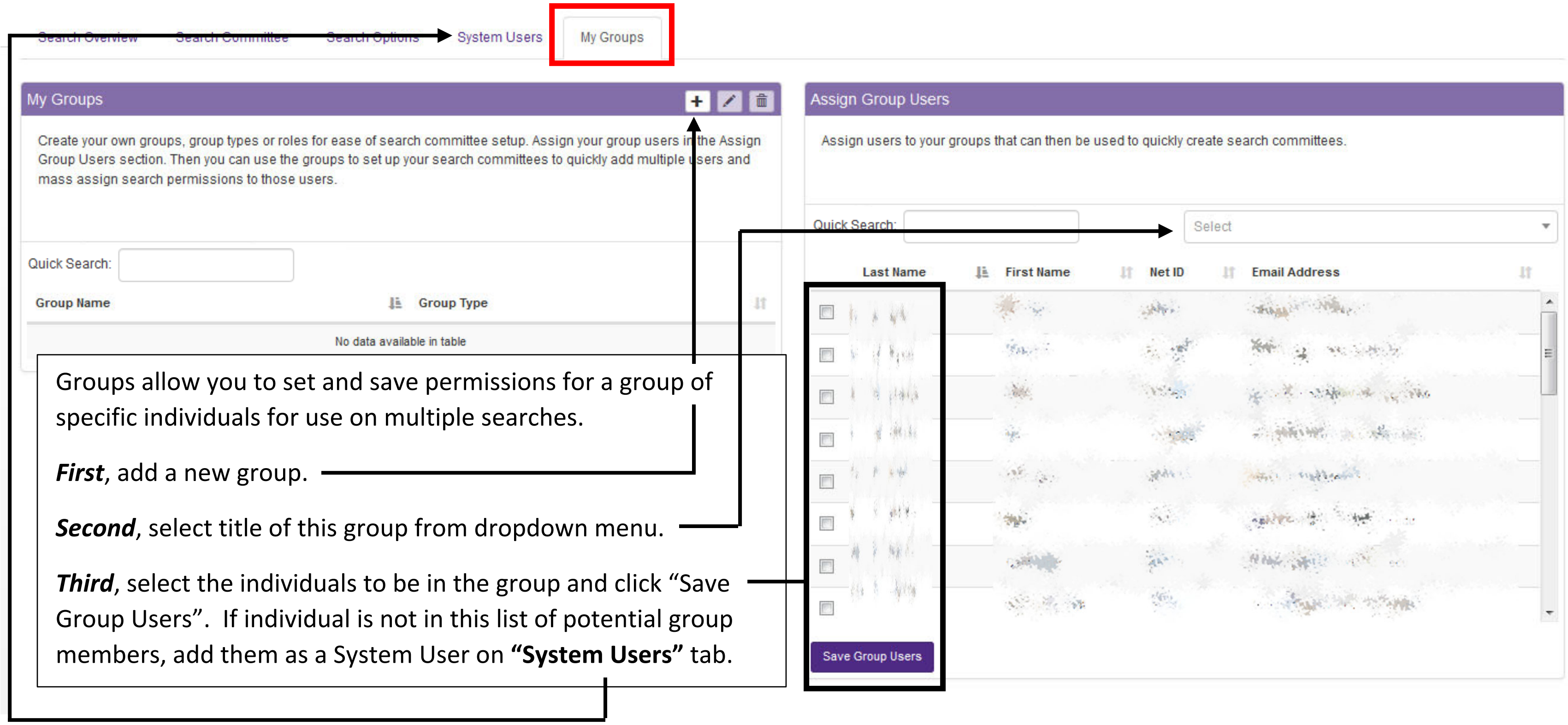
Communications: Allows users to view system communications sent to applicants, to edit and send these communications, or to have no access to these communications. *Recommended setting:* ***View/Edit*** *for Search Administrators,* ***View Only*** *for Search Committee Members*

Disposition: Allows users to view the disposition codes assigned to applicants, to assign these codes, or to have no access to this information. *Recommended setting: Schools' discretion based on who will be entering this data.*

Custom Tag: Allows users to populate the contents of the Custom Tag (e.g., Specialty Area) column on the Applications screen. *See page 15.* *Recommended setting: Schools' discretion.*

Configuring a Search - Adding Other Individuals to a Search; Creating Groups



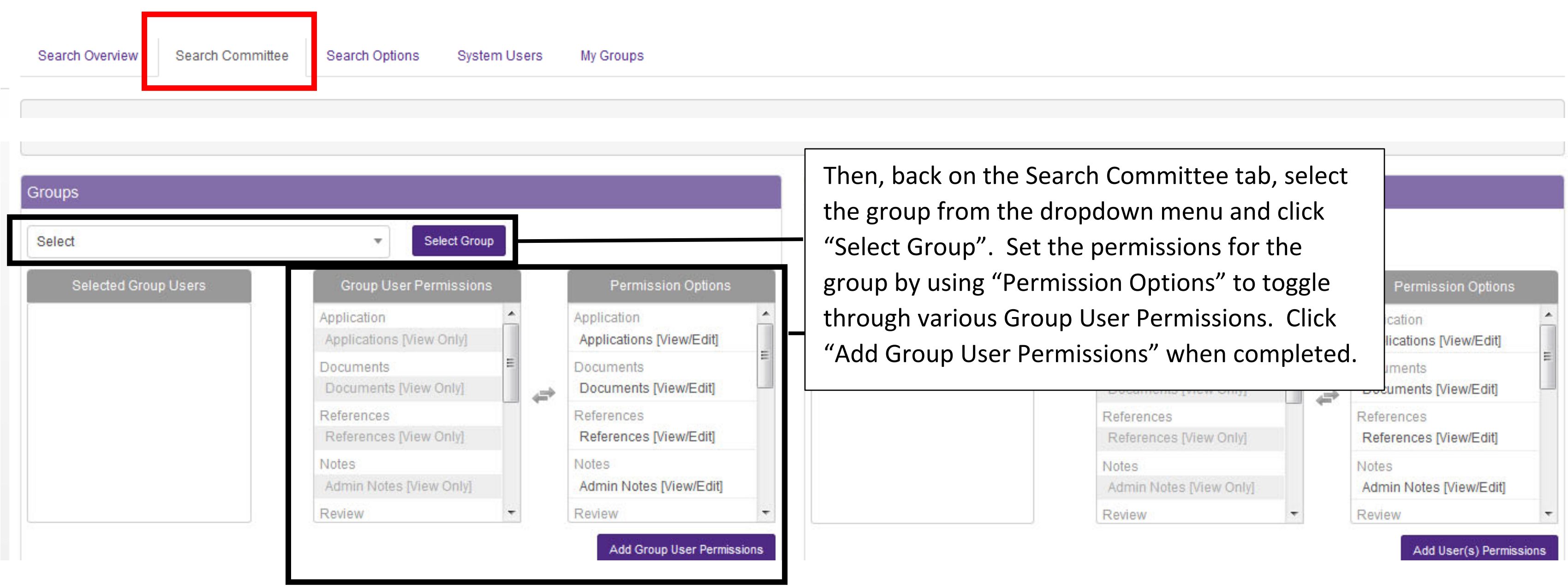


Groups allow you to set and save permissions for a group of specific individuals for use on multiple searches.

First, add a new group.

Second, select title of this group from dropdown menu.

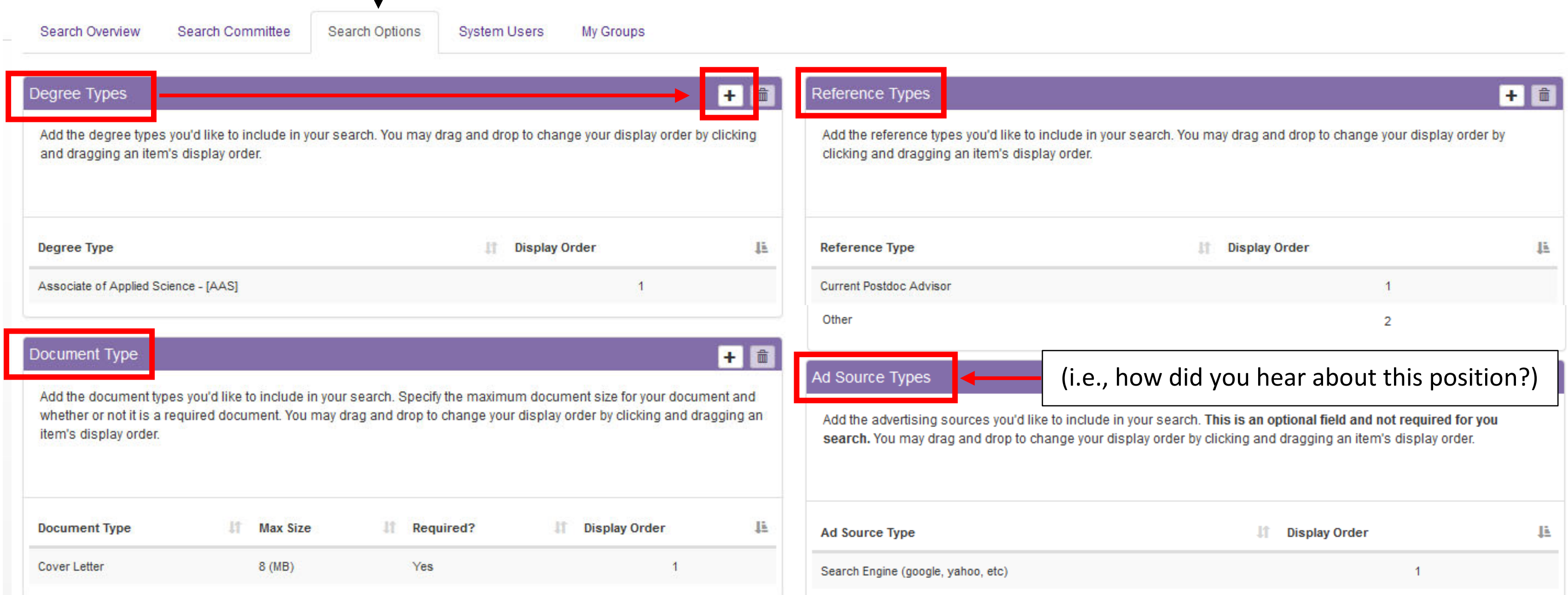
Third, select the individuals to be in the group and click "Save Group Users". If individual is not in this list of potential group members, add them as a System User on **"System Users"** tab.



Then, back on the Search Committee tab, select the group from the dropdown menu and click "Select Group". Set the permissions for the group by using "Permission Options" to toggle through various Group User Permissions. Click "Add Group User Permissions" when completed.

Configuring a Search – Customizing the Application Form

When a faculty applicant completes the application form for your search, s/he will select from dropdown menus for these four fields. Customize the content of these dropdown menus here.



(i.e., how did you hear about this position?)

The e-mail templates that the system sends to applicants can also be adjusted from this screen – ***see next page***

Configuring a Search – Customizing Email Templates

Northwestern | myHR Faculty Recruiting

Dashboard | Overview | Applications | Reporting | Communications | Settings | Log Out (Search Admin)

FRS is pre-populated with e-mail templates that will be sent to applicants in various circumstances. These are customizable; to edit a template, click on the name of the template below, and then click the pencil icon. Be sure not to edit or remove the bracketed {email tokens}, as these will be auto-populated with data when the e-mails are sent.

Email Templates

The system email templates below are used for resending applicant self-identification requests, resending reference letter requests and the application submission confirmation. Feel free to customize these as needed for your search requirements. Please take caution to not edit/remove the email tokens — those items within the {} brackets. These tokens will be populated by the system at time of mailing.

If you are sending manual, or custom reference letter requests, you may remove the {reference deadline} token and enter your own information. For the applicant self-identification request if you would like to include some sort of deadline for this you may, otherwise, that section may be removed from the template as it is not auto-populated.

Email Template Type	Email Template
Applicant Self Identification Request	Dear {applicant first name} {applicant last name}, ...artment} at Northwestern University. ... please visit this link: ...if necessary]]. ...g your self identification information. ..., at {search contact email}.
Application Submission Confirmation	Dear {applicant first name} {applicant last name}, Thank you for your application for the open {position title} position in {department} at Northwestern University. Your application has been submitted. We will keep you apprised of any changes in the status of your application. If you have any additional questions, please contact {search contact name}, at {search contact email}. Faculty Search Committee
Reference Letter Request	Dear {reference first name} {reference last name}, {applicant first name} {applicant last name} ({applicant email}) is applying for a {position title} in the {department} Department at Northwestern University and has submitted your name as a reference. Please submit your letter of recommendation in Adobe PDF format. When you are ready to upload your letter of recommendation, please visit this link: {reference url} The deadline to submit your letter of recommendation is {reference deadline}. On behalf of the applicant, thank you for submitting your letter of recommendation.

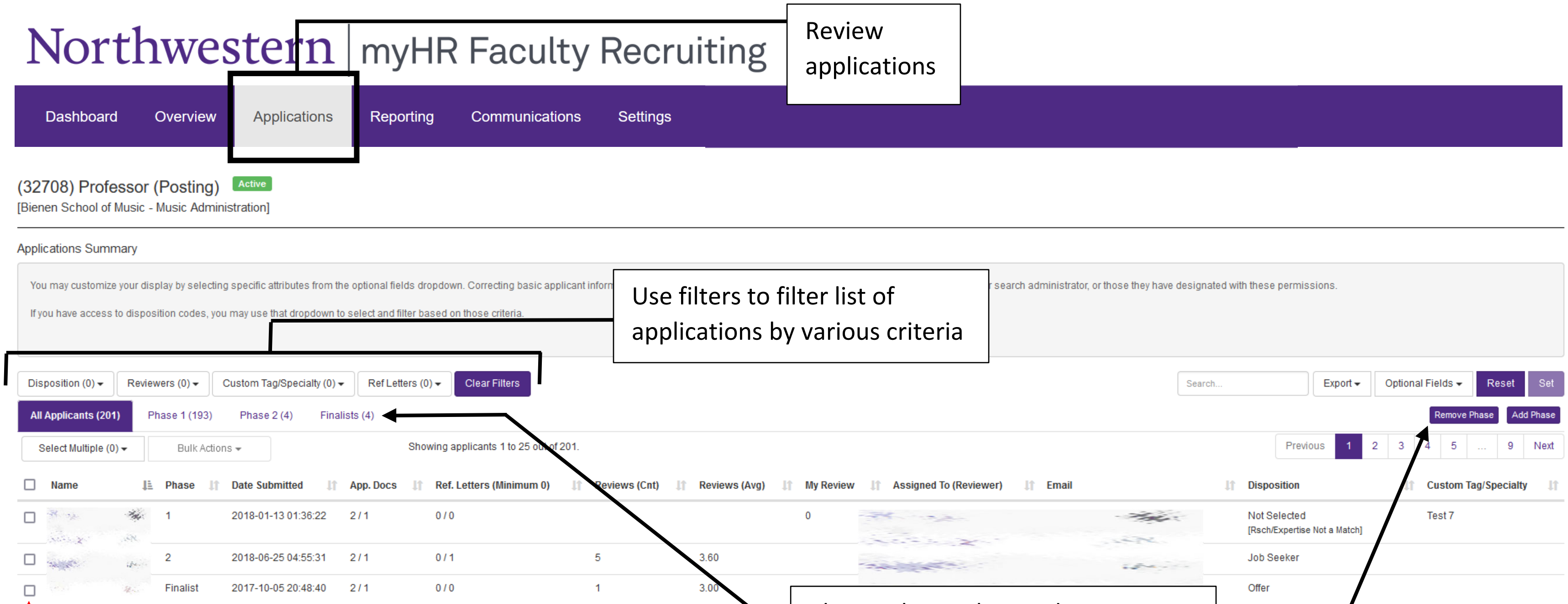
NOTE: Should only be used in rare cases where a candidate is unable to apply through the online system. **Do not** re-send this e-mail to candidates who have already applied through FRS unless they request to change their Self-ID disclosures. Contact facultyrecords@northwestern.edu if you receive a request from a candidate to change their Self-ID disclosures.

Sent to applicants after application is submitted

Sent to applicant's references; can be auto-sent after application is submitted, or sent manually ***(see pg. 6 to adjust this setting)***

Applications – Reviewing Applications

Review applications

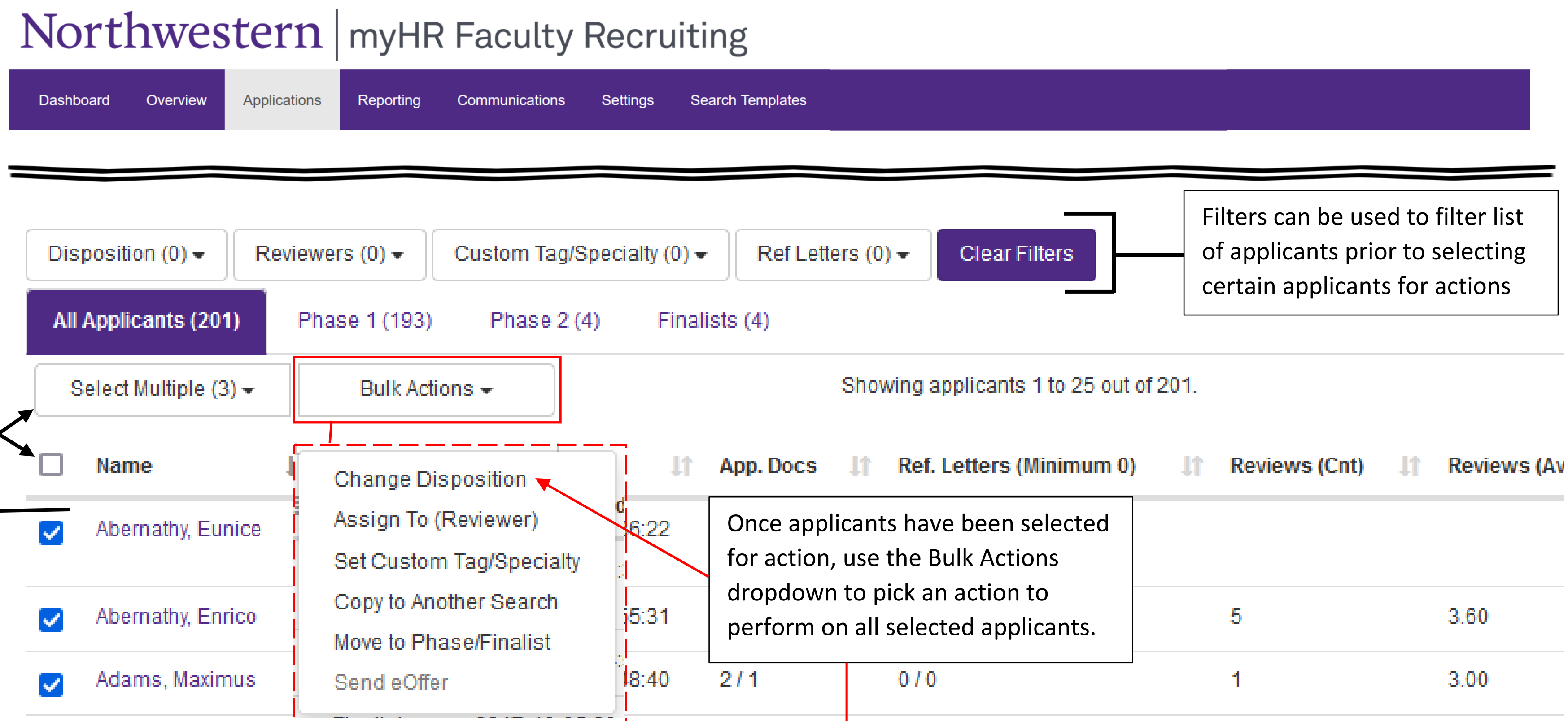


Use filters to filter list of applications by various criteria

See next page for instructions on application actions

Phase tabs can be used to separate applicants by review phase (e.g., first cut, short list, finalists, etc.). “All Applicants” tab will always show all applicants. Add/Remove phases using buttons

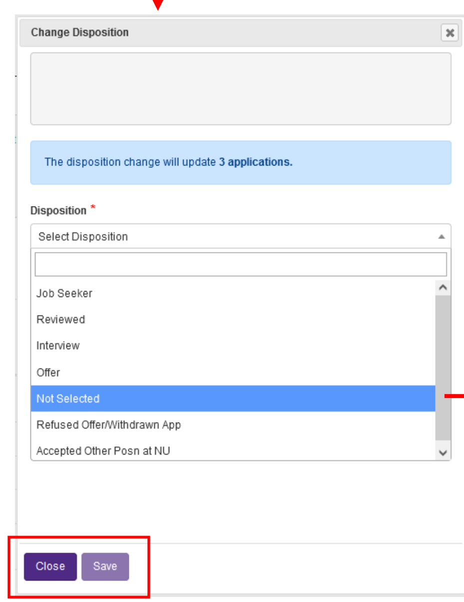
Applications – Application Actions



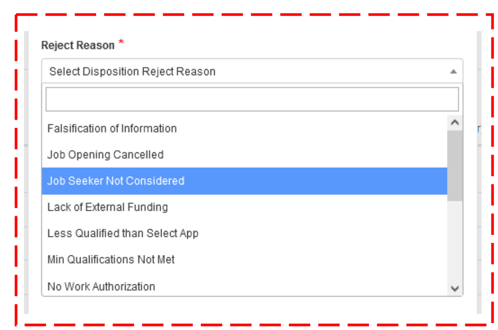
Filters can be used to filter list of applicants prior to selecting certain applicants for actions

Once applicants have been selected for action, use the Bulk Actions dropdown to pick an action to perform on all selected applicants.

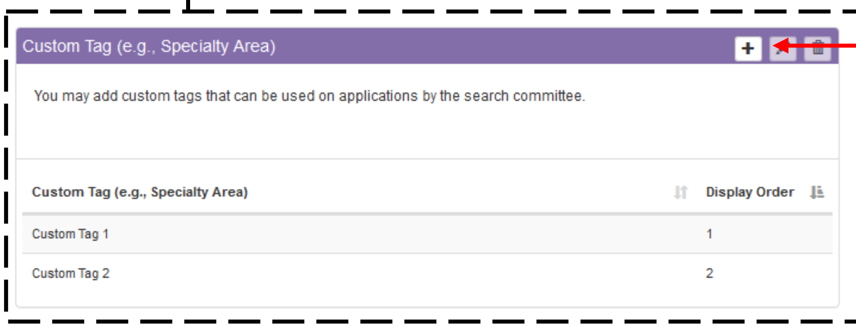
Use checkboxes to select applicants for whom you would like to perform actions. Alternately, use checkbox above column, or “Select Multiple” dropdown, to select all applicants or all applicants on the current page.



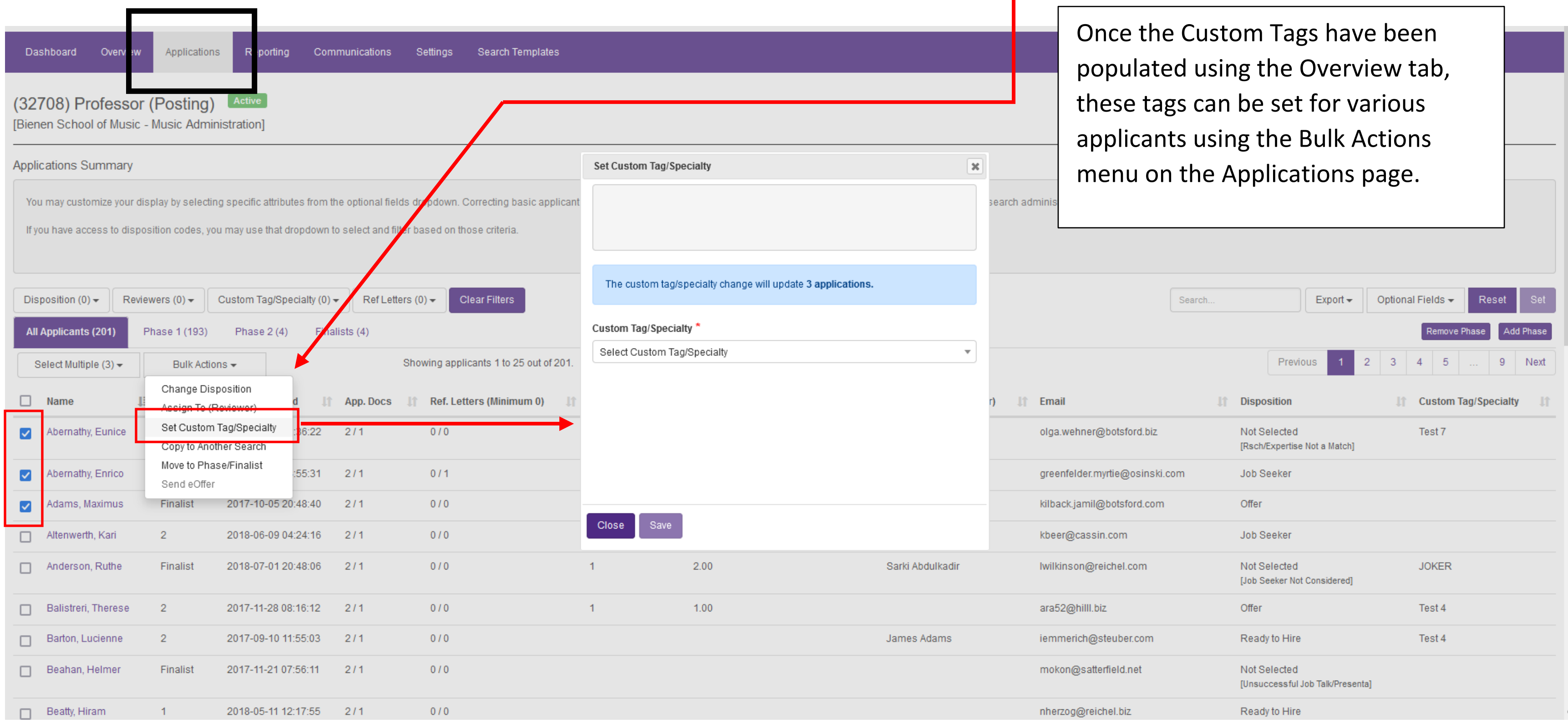
This example shows the action of changing disposition codes. Certain disposition codes, such as “Not Selected”. ***See pg. X for more information on using disposition codes.***



Additional Application Actions – Adding and Using Custom Tags (e.g., Specialty Area)

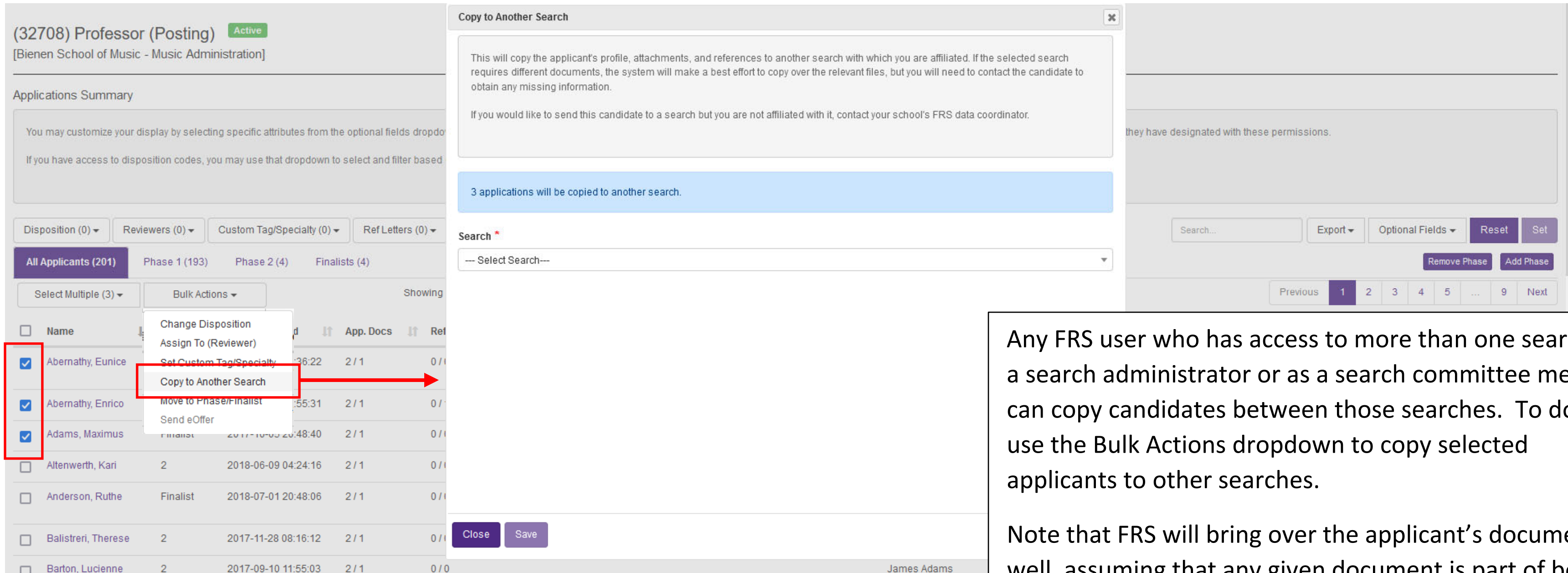


The Custom Tag feature can be used to create a dropdown menu of tags to assist in categorizing applications. This can be used for any purpose the search committee sees fit; one example is labeling the applications by the candidates' various specialty areas, to assist in sorting. To populate this dropdown menu, navigate to the Overview tab, and click the plus sign in the Custom Tag box. This can be done by the Search Administrator, or this permission can be given to a search committee member ***(see pg. 8)***.



Once the Custom Tags have been populated using the Overview tab, these tags can be set for various applicants using the Bulk Actions menu on the Applications page.

Additional Application Actions – Copying a Candidate to Another Search

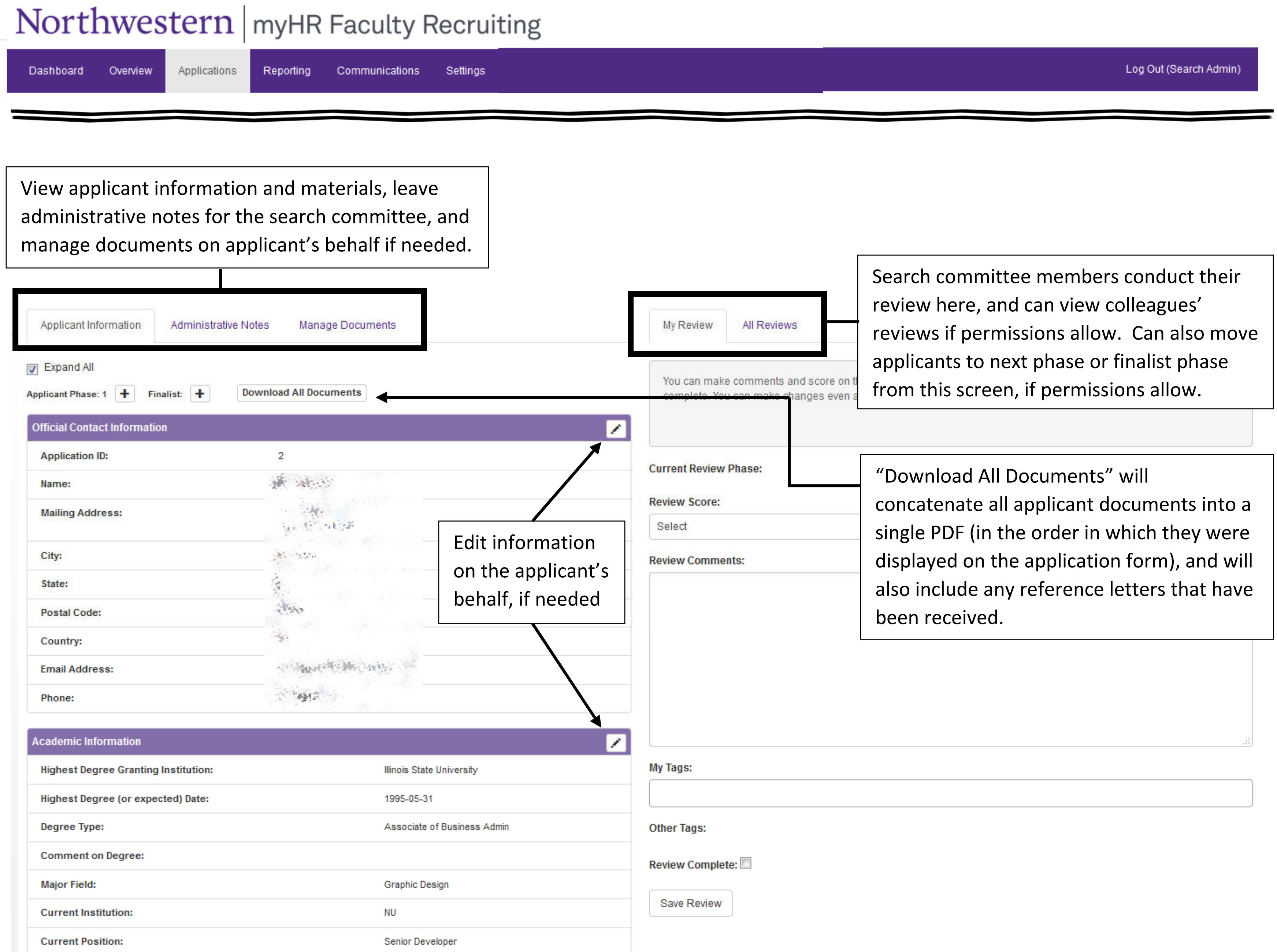


Any FRS user who has access to more than one search (as a search administrator or as a search committee member) can copy candidates between those searches. To do this, use the Bulk Actions dropdown to copy selected applicants to other searches.

Note that FRS will bring over the applicant's documents as well, assuming that any given document is part of both searches (i.e., if the document is required or at least optional in both searches). In any case where a document that is part of a candidate's application in the original search is NOT present in the search to which the candidate is being copied, that document will not be copied over.

After copying a candidate to a new search, ensure that the Search Administrator for that search reviews the candidate's application in a timely fashion to ensure it is complete. The Search Administrator should reach out to the candidate to solicit any required documents that were not copied over.

Applications - Editing Applications/Materials on behalf of a candidate



View applicant information and materials, leave administrative notes for the search committee, and manage documents on applicant's behalf if needed.

Search committee members conduct their review here, and can view colleagues' reviews if permissions allow. Can also move applicants to next phase or finalist phase from this screen, if permissions allow.

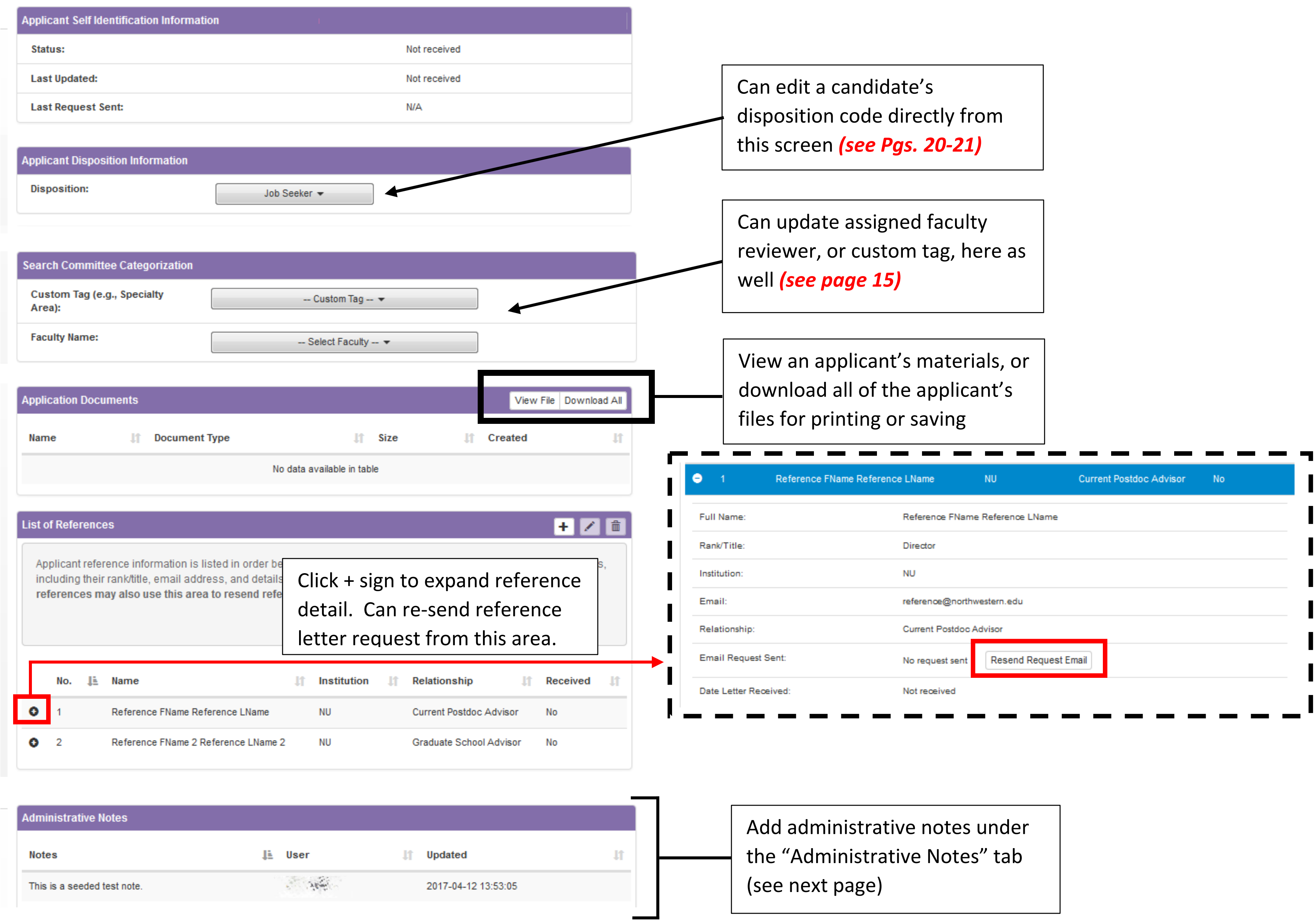
"Download All Documents" will concatenate all applicant documents into a single PDF (in the order in which they were displayed on the application form), and will also include any reference letters that have been received.

Edit information on the applicant's behalf, if needed

(see image continued on next page)

Applications - Editing Applications/Materials on behalf of a candidate, cont'd.

(image continued from previous page)



Can edit a candidate's disposition code directly from this screen ***(see Pgs. 20-21)***

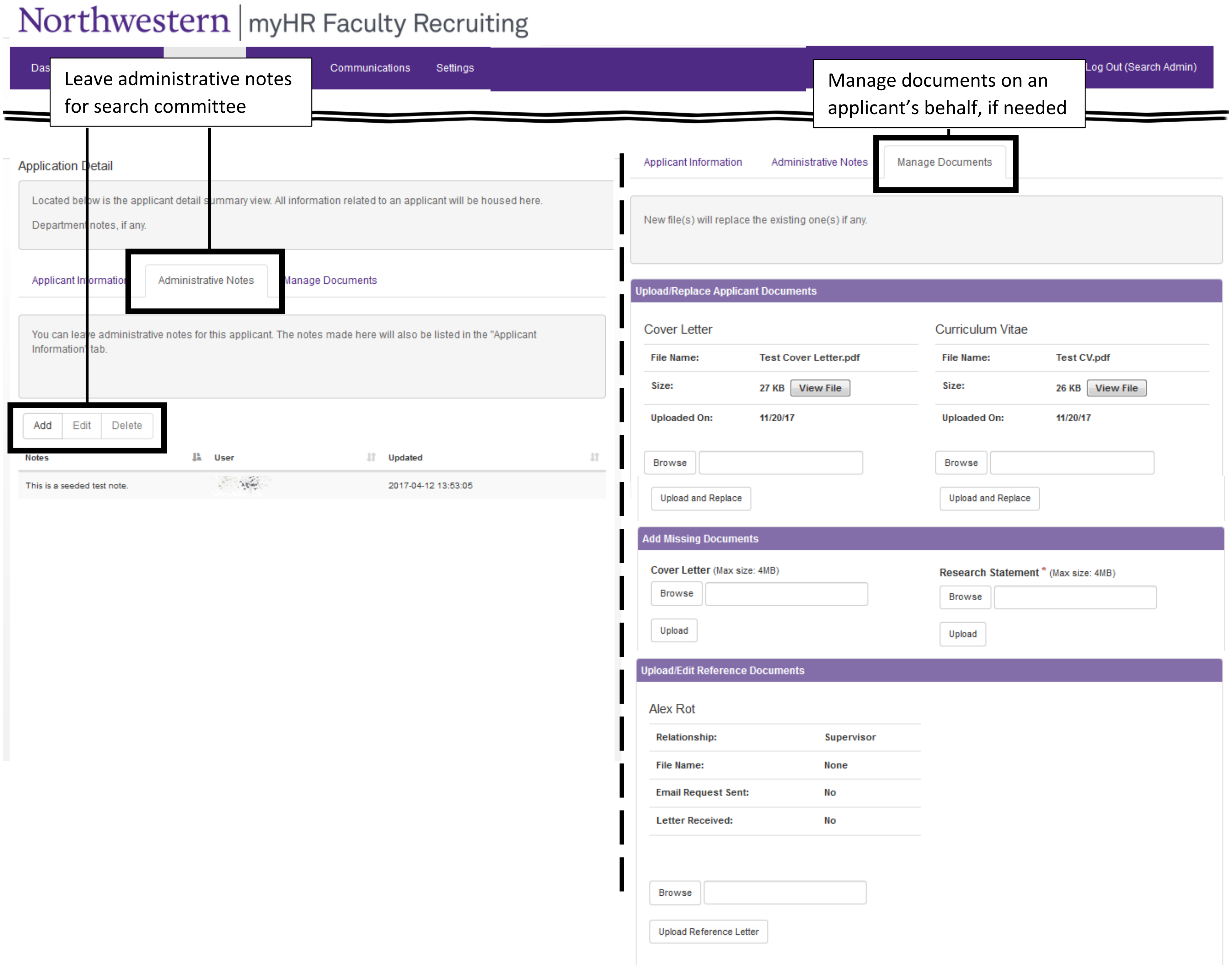
Can update assigned faculty reviewer, or custom tag, here as well ***(see page 15)***

View an applicant's materials, or download all of the applicant's files for printing or saving

Click + sign to expand reference detail. Can re-send reference letter request from this area.

Add administrative notes under the "Administrative Notes" tab (see next page)

Applications - Editing Applications/Materials on behalf of a candidate, cont'd.



Applications – Guide to using Disposition Codes

Disposition codes serve two purposes – to define the stages of the application review process, and to allow search committees to define the reason that a candidate was rejected from consideration (or withdrew themselves from consideration). These purposes will be outlined below.

Application Review Stages

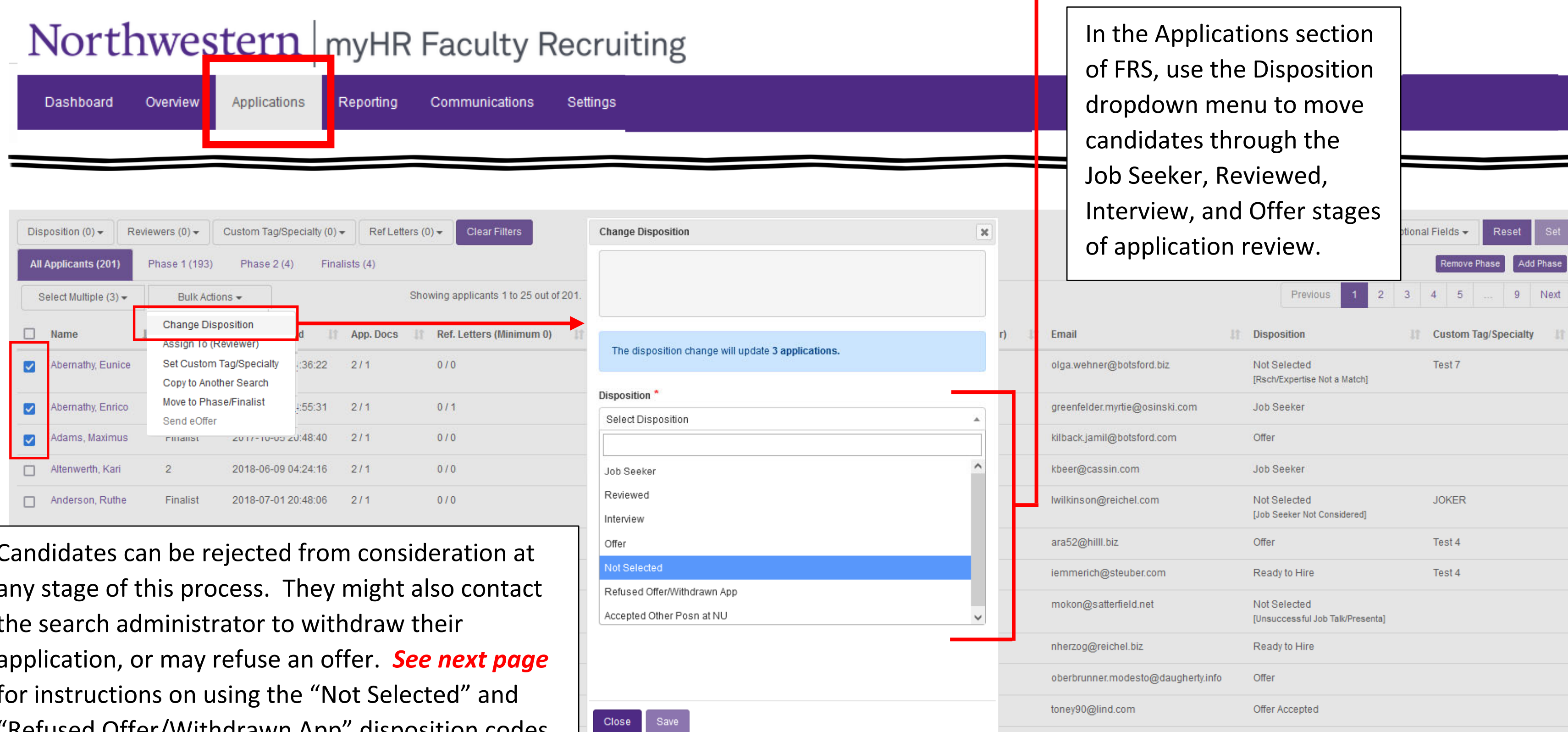
Job Seeker → ***Reviewed*** → ***Interview*** → ***Offer***

Job Seeker: Applicants will auto-populate into Faculty Recruiting System with this status

Reviewed: Candidates who meet advertised minimum qualifications should be updated to “Reviewed” status

Interview: Candidates invited to campus or otherwise interviewed should be updated to “Interview” status

Offer: Candidate(s) selected for offer should be updated to “Offer” status

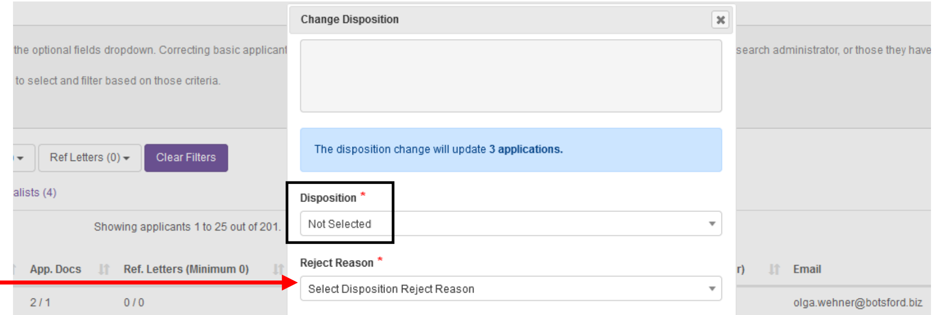


In the Applications section of FRS, use the Disposition dropdown menu to move candidates through the Job Seeker, Reviewed, Interview, and Offer stages of application review.

Candidates can be rejected from consideration at any stage of this process. They might also contact the search administrator to withdraw their application, or may refuse an offer. ***See next page*** for instructions on using the “Not Selected” and “Refused Offer/Withdrawn App” disposition codes.

Applications – Guide to using Disposition Codes, cont'd.

If a candidate is rejected from consideration at any stage of the application review process, select "Not Selected" from the Disposition code dropdown menu. If a candidate requests to withdraw from consideration, select "Refused Offer/Withdrawn App". A Disposition Code Reason box will open; select the reason for rejection (or withdrawal) from the dropdown menu. Descriptions of each rejection/withdrawn reason, and guidance on proper usage, appear below.

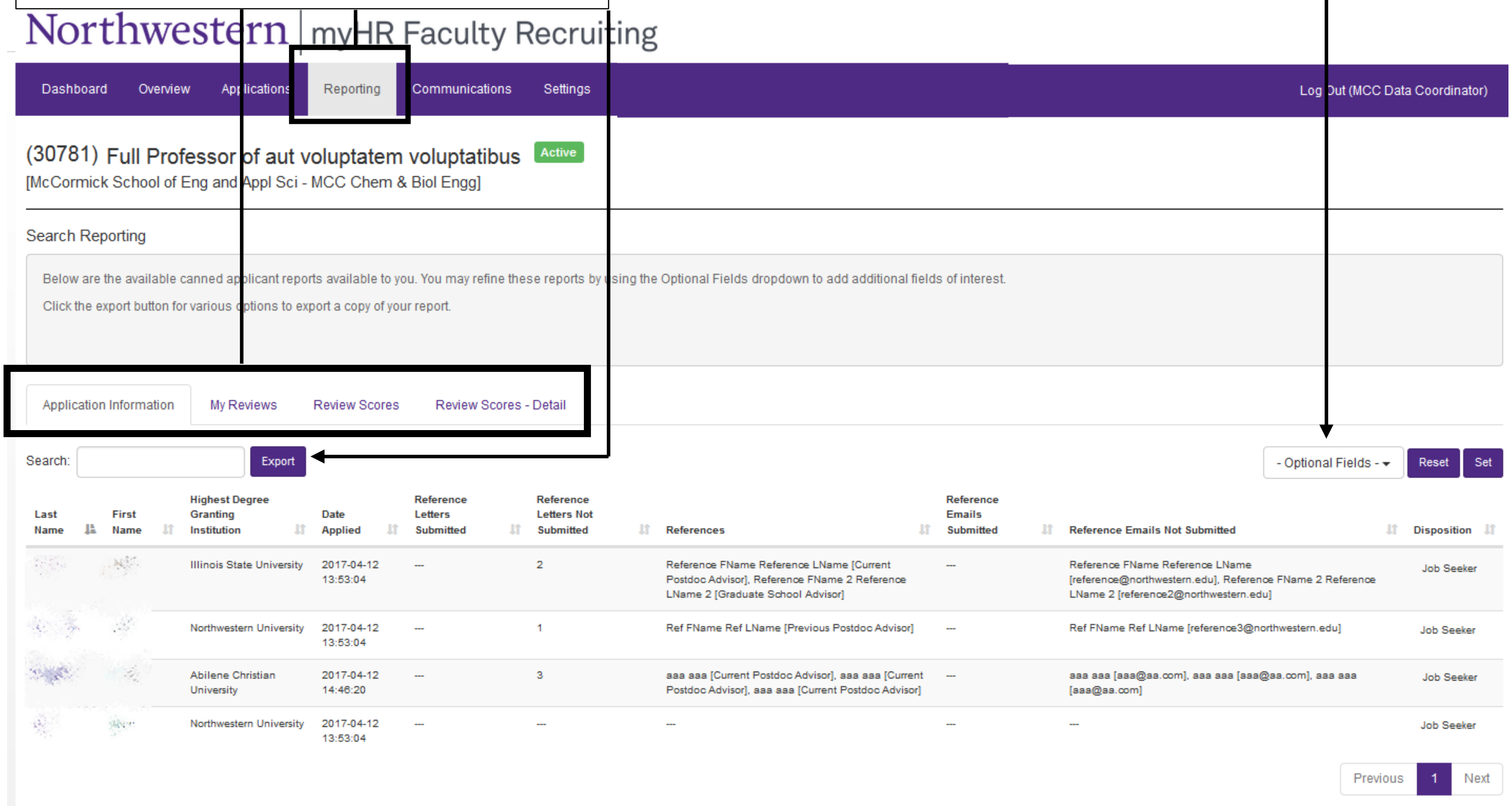


Not Selected	
Disposition Code Reason	***Description/Usage Guidance***
Min Qualifications Not Met	Candidate did not meet advertised minimum qualifications
Pref. Qualifications Not Met	Candidate did not meet advertised preferred qualifications
Resch/expertise not a match	Content or direction of candidate's research or expertise not a match for the department
Unsuccessful Job Talk/Presentation	Candidate performed poorly in on-campus talk or presentation
Rsch/tchng lower than finalist	Quality of candidate's research or teaching is lower than the selected candidate
Lack of external funding	Candidate has not demonstrated success in securing external funding
Less qualified than select app	Candidate is not as qualified as the selected candidate
Other Candidate Preferred	Other candidate preferred, no other reason listed here applies
Unsuccessful Reference	Letters of recommendation, or in-person/phone reference check, raised concerns
Falsification of Information	Candidate falsified application materials or information
No work authorization	Candidate lacks the proper work authorization
Job Seeker Not Considered	Candidate applied after deadline and was not reviewed/considered
Job Opening Cancelled	Search cancelled; all remaining applicants should receive this code at time of cancellation

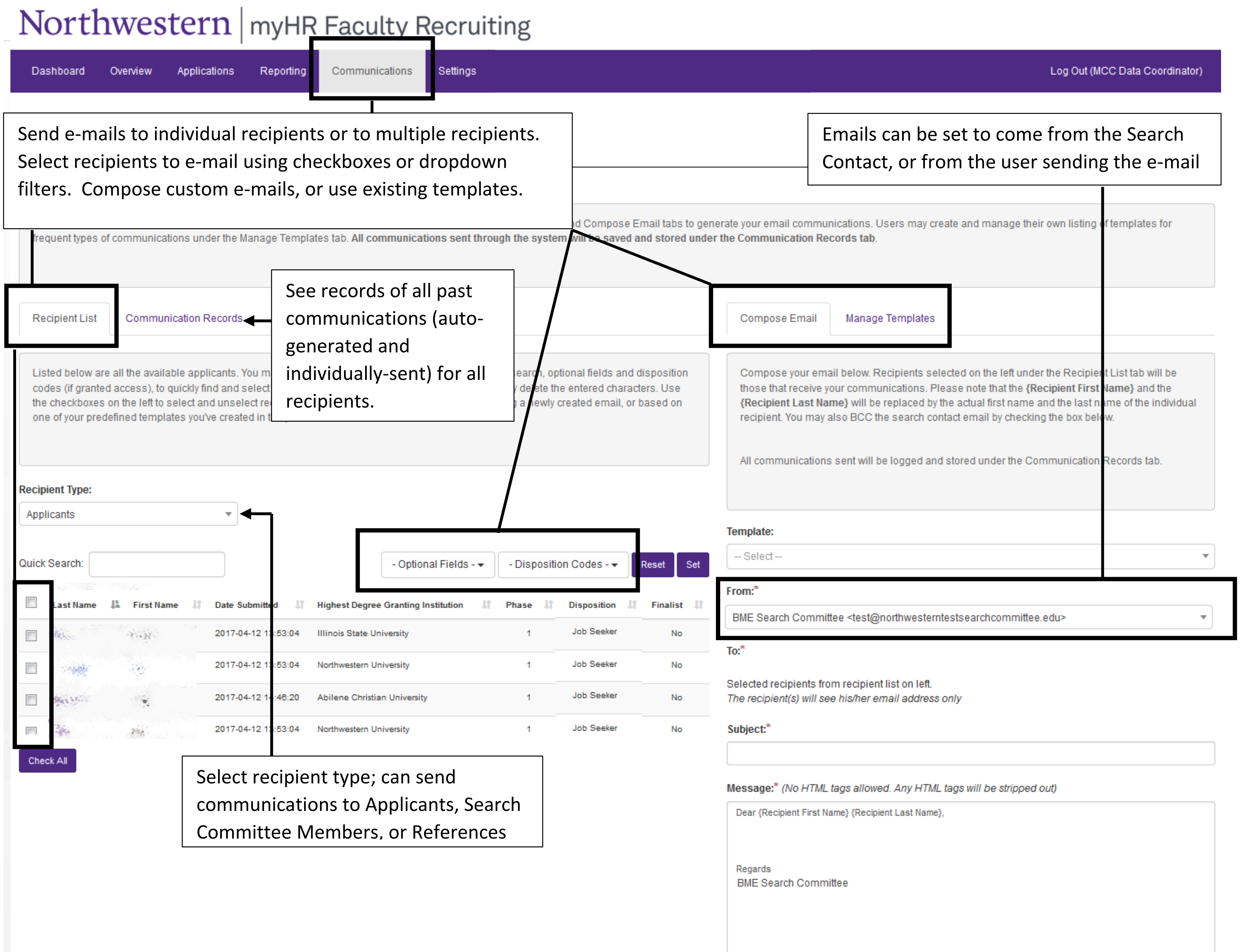
Withdrawn Application (should also be used for candidates who refuse an offer, but this will be done in the myHR eOffer module)	
Disposition Code Reason	***Description/Usage Guidance***
Salary insufficient	Salary offered to candidate was insufficient
Startup pkg insufficient	Start-up package offered to candidate was insufficient
Dual-career	Unable to find a position for candidate's partner or spouse
Not willing/able to relocate	Candidate decided not to relocate
Lost counteroffer	Candidate actively retained by home institution
Decided to stay in current job	Candidate decided to stay at home institution
Accepted another position	Candidate accepted a different position (not at NU); detailed reason as to why is unknown
No reason given/other	Candidate withdraws their candidacy, or refuses an offer, without providing a reason

Exporting Reports

Four standard reports are available, showing Application Information as well as Review Scores. Customize the fields appearing in these reports using "Optional Fields", and export to a variety of formats.



Sending Emails to Applicants or Other Recipients via Faculty Recruiting System



Faculty Recruiting System – Frequently Asked Questions

I have finished configuring a search, and have set up all the options noted on Page 2 of this guide. What do I do now?

Contact your school's Data Coordinator (the individual in your school's Deans Office or Faculty Affairs Office who is responsible for overseeing faculty searches within your school – if you are unsure whom to contact, reach out to facultyrecords@northwestern.edu), who can review the configurations you've set and change the search status to Active.

Why can't I change the search status to "Active"?

Only your school's Data Coordinator can change a search's status.

A member of the search committee for my search can't see _______________; what do I do?

All permissions for committee members can be adjusted from the Search Committee tab within the Settings section. Click the pencil icon, and toggle permissions for the appropriate setting within the "Permissions Option" box. *See pages 7-8.*

Can a candidate update their application after it has been submitted?

No. The candidate should send updated materials or information to the contact e-mail address for your search. These can then be added to the candidate's file manually (see next question).

A candidate e-mailed my office with additional or new materials/information regarding their application. How can I update their application?

Navigate to the candidate's application within the Applications section. Edit their contact or academic information using the pencil icon next to the appropriate section. Add documents within the Manage Documents tab. It may be valuable to leave an Administrative Note for the search committee informing them of changes; this can be done within the Administrative Notes tab. *See pages 17-19.*

What file types can an applicant submit with their application?

Only PDFs can be submitted with FRS applications.

How do I add or change a search committee member? How do I give someone permission to review candidate materials if they are not part of the formal search committee (e.g., a Senior Associate Dean)?

If a change needs to be made to the formal search committee for your search, contact facultyrecords@northwestern.edu; this change must be made administratively in myHR, and will then populate into FRS. To give access to a non-committee-member, add that individual under "Additional Search Committee Members/Administrators" on the Search Committee tab of the Settings section.
See pages 9-10.

Is it possible to print out all of a candidate's documents so a faculty member can review them on paper?

Yes, click the "Download All" button in the Application Documents section of the candidate's application. This will prepare a concatenated version of all of the candidate's submitted documents, including any reference letters that have been received, which can then be printed. These documents will concatenate in the order in which they are displayed on the application form. *See page 15.*

Does a disposition code need to be assigned for every applicant?

Yes, all candidates not selected for offer must be assigned the "Not Selected" (or, if appropriate, a "Withdrawn App" or "Accepted Another Posn at NU) disposition code, with an appropriate rejection or withdrawal reason selected, before an offer can be made to the finalist candidate. *See pages 20-21.*

Can I leave notes for search committee members in the system?

Yes, Administrative Notes can be attached to a candidate's application using the Administrative Notes tab. *See page 17.*

Will the system contact an applicant's references to request that they submit reference letters, or do I need to do this?

You may set up your search in either way. This setting is made from the Search Overview tab of the Settings section. Click the pencil icon next to Search Details, and set "Auto Email Reference" to yes or no, depending on whether you want the system to automatically send these e-mails or not. If you select yes, the system will send the *Reference Letter Request* e-mail template to applicants' references as soon as the applicant submits their application. To view or adjust the content of this template, see page 12. From this same screen, you can also decide whether you want the system to advise applicants when reference letters are uploaded on their behalf.

When applicants are removed from consideration (i.e., when they are assigned the "Not Selected" disposition code), will the system send them a rejection e-mail?

No. If your committee desires to send a "rejection" e-mail, you could create and save a templated rejection e-mail in the Manage Templates tab of the Communications section and then send this to applicants using the Communications tool as you reject them from consideration (see next question for further details regarding this tool). *See page 23.*

I need to send an applicant an e-mail; can I do this through the system? What if I need to send the same e-mail to several applicants?

Yes, you can use the Communications section of FRS to compose e-mails to one or multiple applicants, create and save templated e-mails for use throughout the search process, and view records of all past communications sent to applicants, including those automatically sent by the system. This tool can also be used to send communications to Search Committee Members or to References. *See page 23.*

What are "phases"? Does my search committee have to use them?

FRS provides the functionality to break a search up into multiple phases and to move candidates on to the next phase of review or to reject them from consideration. This is an optional feature. If you wish to add review phases to your search, click the "Add Phase" button on the Applications screen. To advance a candidate forward to the next phase, use the "+" sign found next to their name on the Applications Summary screen, or at the top of their application information within the candidate's application. The "–" sign will move a candidate backwards by one phase. *See page 13.* **NOTE**: If you wish to have your search committee, or a subgroup from your search committee, perform a second review on candidates who have been moved to a second phase, you will need to adjust the Review Phase and Show Phases for these committee members after you have moved the candidates to the second phase. If you only wish for your search committee members to see the various phases, not perform additional reviews, only adjust Show Phases. *See page 7.*

My department wants to post the job announcement, and a link to the application, on our departmental website. Where do I find the URL for the application form?

This can be found under Search Details within the Overview tab, labeled as "Application URL". *See page 4.*

A configurable option which I was able to edit when setting up my search is now greyed out, and I can't make any changes to it. What should I do?

Contact your school's Data Coordinator, and ask them to change the search status back to Pre-Active. This should allow you to make changes, and then the search can be changed to Active again. **NOTE:** Be mindful when making changes, that they will only impact applicant's from that point forward. If you make a substantial change to the application itself (e.g., including another required document), you should reach out to any candidate's who have already applied to give them the opportunity to submit this document to your office.

A candidate contacted my office and said that their application isn't going through when they hit "Submit Application". How can I help them?

Nearly always, this is caused by the applicant failing to complete a particular field properly. The border of the incorrect field will turn red to indicate that it has not been completed properly. Ask them to look for this after they try to hit "Submit Application", and have them correct the information as needed.

A candidate contacted my office and said that due to technical issues on their end, they are unable to submit an application. We've tried troubleshooting these issues, and they still can get the application in. Can I fill one out on their behalf?

Although this is technically possible, extreme caution should be used. The applicant should be encouraged to find a different computer on which to apply. Under no circumstances should a Search Administrator enter Self-Identification (e.g., race, gender) information for a candidate. Contact facultyrecords@northwestern.edu for assistance in providing the candidate with the opportunity to complete their Self-ID disclosures.

My search committee has finished its work, and has identified that candidate to whom they wish to make an offer. What do I need to do?

Follow the established procedure in your school to notify all relevant parties (e.g., your department chair, the school Dean's Office) that the committee has identified its candidate of choice. Additionally, ensure that all of the following steps have been completed in FRS (these items will need to be complete before your school's Data Coordinator can submit the candidate of choice to the Office of the Provost for final review):

- Ensure that your candidate of choice has a complete mailing address entered on their application, and has also noted their Highest Degree Granting Institution (most likely this information was entered when they submitted their application). Use the candidate's CV to enter this information on their behalf it was not entered at the time of application. *See pages 17-19* for instructions on how to edit a candidate's application.
- Ensure that all non-selected candidates have a disposition code of Reject, Refused Offer/Withdrawn App, or Accepted Other Posn at NU, as appropriate. Work with your Search Committee to identify the proper disposition code, and rejection (or withdrawal) reason, for all non-selected candidates.
- Ensure that all candidates who advanced to the finalist stage of the review process have been moved to the Finalists tab of the Applications screen.

I have a question which isn't listed here, and I can't find the answer in this guide.

Contact facultyrecords@northwestern.edu.

Sample Application Form

Northwestern | myHR Faculty Recruiting

Full Professor

Applicants may request a reasonable accommodation by contacting the Office of Equal Opportunity and Access at 847-491-7458 or via email at EEO@northwestern.edu.

Architecto accusantium aliquid quam explicabo quis. Quia magnam cumque voluptatum non atque voluptas quidem. Facere dolorum corporis culpa sit et neque nisi non.

To edit, see pg. 6

Click here to view the job announcement.

- Please complete the form below and click Submit. **Files must be in Adobe PDF format.**
- **Please ensure that your e-mail address is correct before submitting the form.**
- Northwestern University is an equal opportunity employer.
- Some information is required and marked with asterisks (*).

To add institutions to this list, contact facultyrecords@northwestern.edu

Applicant Information

Official Contact Information

First Name*

Last Name*

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

Email Address:*

Verify Email Address:*

Phone Number:*

How did you find us?:

Select

Academic Information

Highest Degree Granting Institution:*

Select

Highest Degree Date:*

Highest Degree Type:*

Select

To edit, see pg. 11

Comments:

Major Field:

Current Institution:

Current Position:

Sample Application Form, cont'd.

To change number of references accepted/required, see pg. 6

List of References

First Name:	Last Name:	Rank/Title:	Institution:	Email:	Reference Type:
*					Select

Application Documents (files must be in Adobe PDF format)

Cover Letter * (Max size: 8MB)

Browse

To change document types requested/required, see pg. 11

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.[1] To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

Self Identification - Disability

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

- **YES, I have a disability (or previously had a disability)**
- **NO, I don't have a disability**
- **I decline to provide my disability information**

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

[1]Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Sample Application Form, cont'd.

Self Identification - Veteran Status

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.

○ **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**

Military Discharge Date ____________

Reasonable Accommodation 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 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 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.

Sample Application Form, cont'd.

Self Identification - Diversity

Gender/Ethnicity/Race

Northwestern University is subject to certain governmental record-keeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, Northwestern University invites applicants to voluntarily self-identify race/ethnicity, gender, and veteran status. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information is kept confidential and is only used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

If you do not wish to provide this information, please check the box to the left of 'I don't wish to answer.'

Gender Identification

- Male
- Female
- I don't wish to answer

Ethnicity dentification

Are you Hispanic or Latino?

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

- Yes, I am Hispanic or Latino
- No, I am not Hispanic or Latino
- I don't wish to answer

Race Identification

What is your race?

- **American Indian or Alaska Native**
  A person having origins in any of the original peoples of North or South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- **Asian**
  A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including for example, Cambodia, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Viet Nam.
- **Black or African American**
  A person having origins in any of the black racial groups in Africa.
- **Native Hawaiian or Pacific Islander**
  A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White**
  A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **I don't wish to answer**

Questions?
Contact BME Search Committee at facsearch@bme.northwestern.edu or call 000-000-0000.

Submit Application

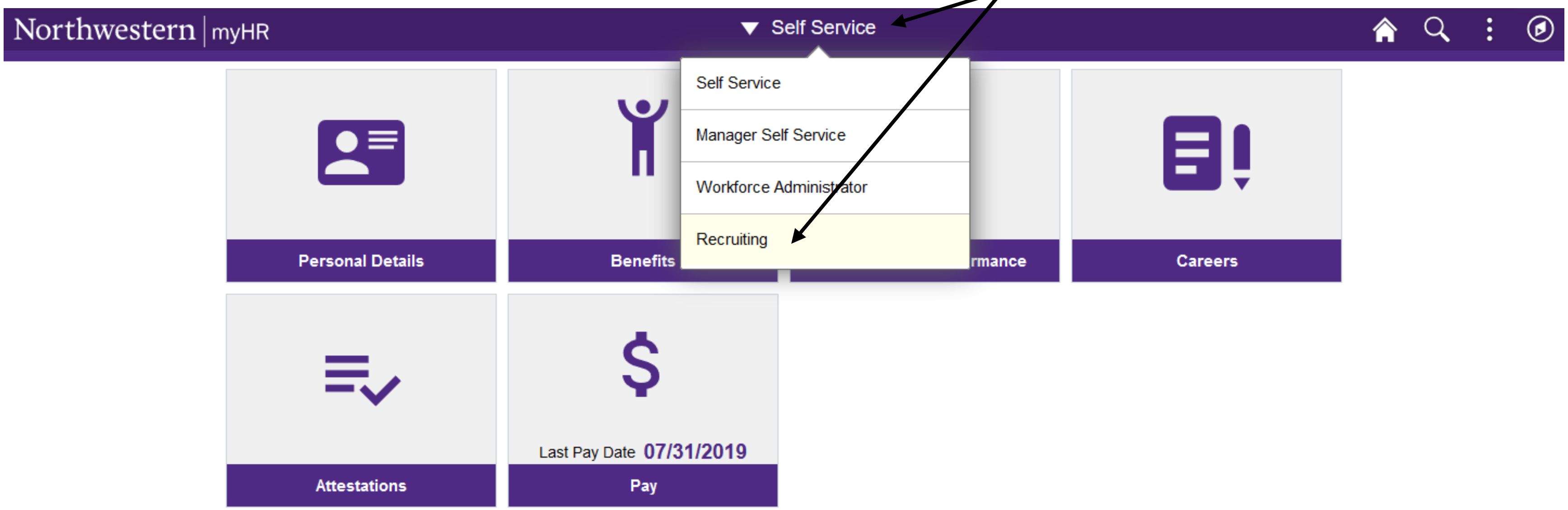
To change contact information, see pg. 5

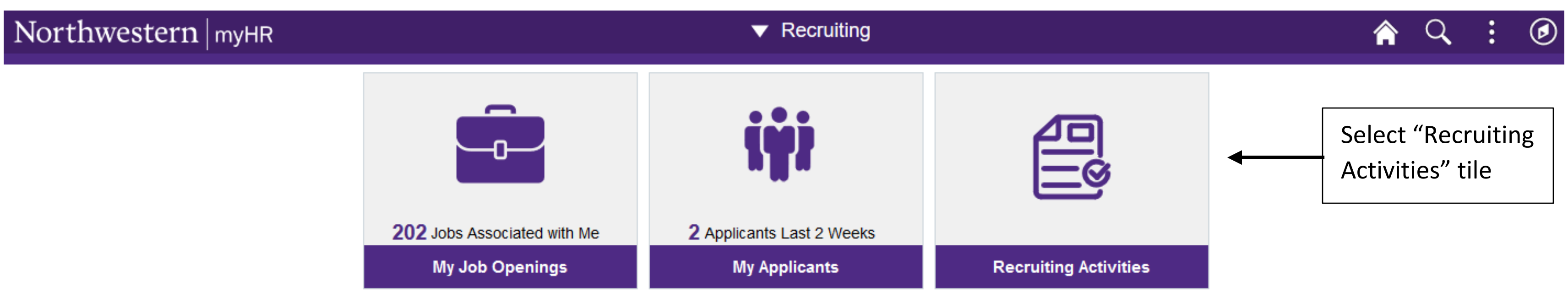
Appendix – eRecruit Instructions and eRecruit → FRS Interface

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.

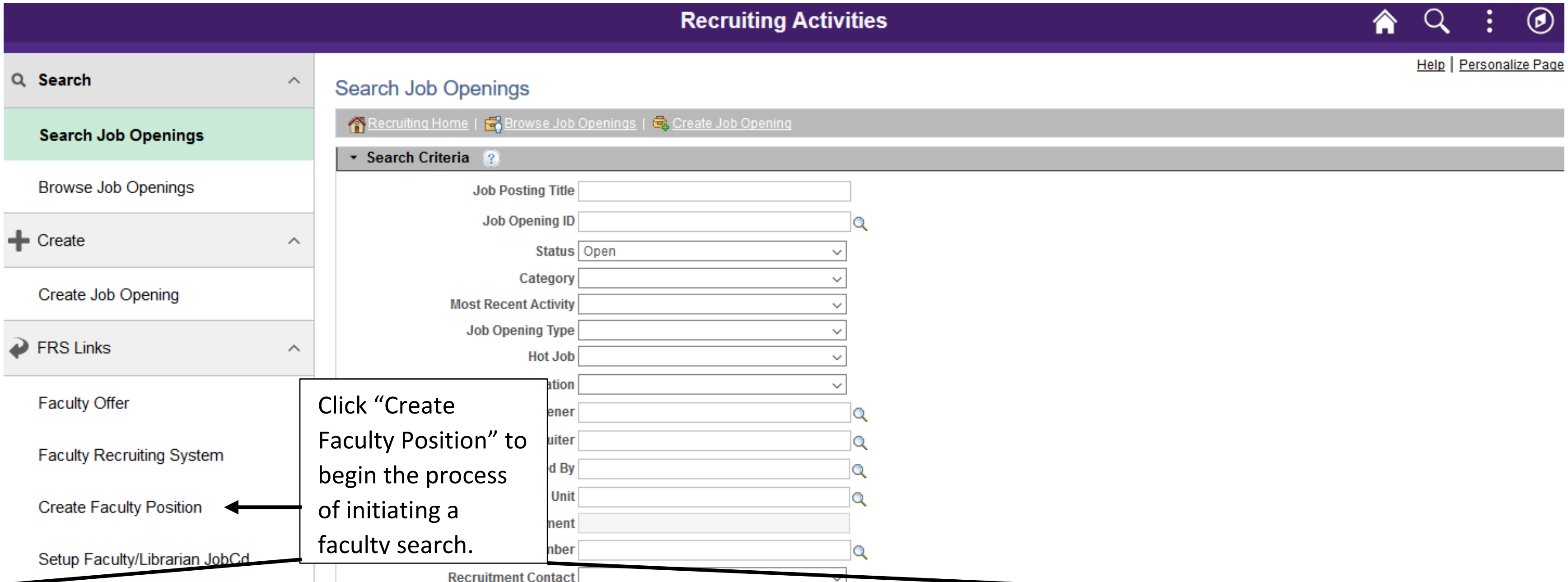
Login to MyHR (http://www.northwestern.edu/myhr/) using NetID and Password.

Select "Recruiting" from Self Service dropdown.

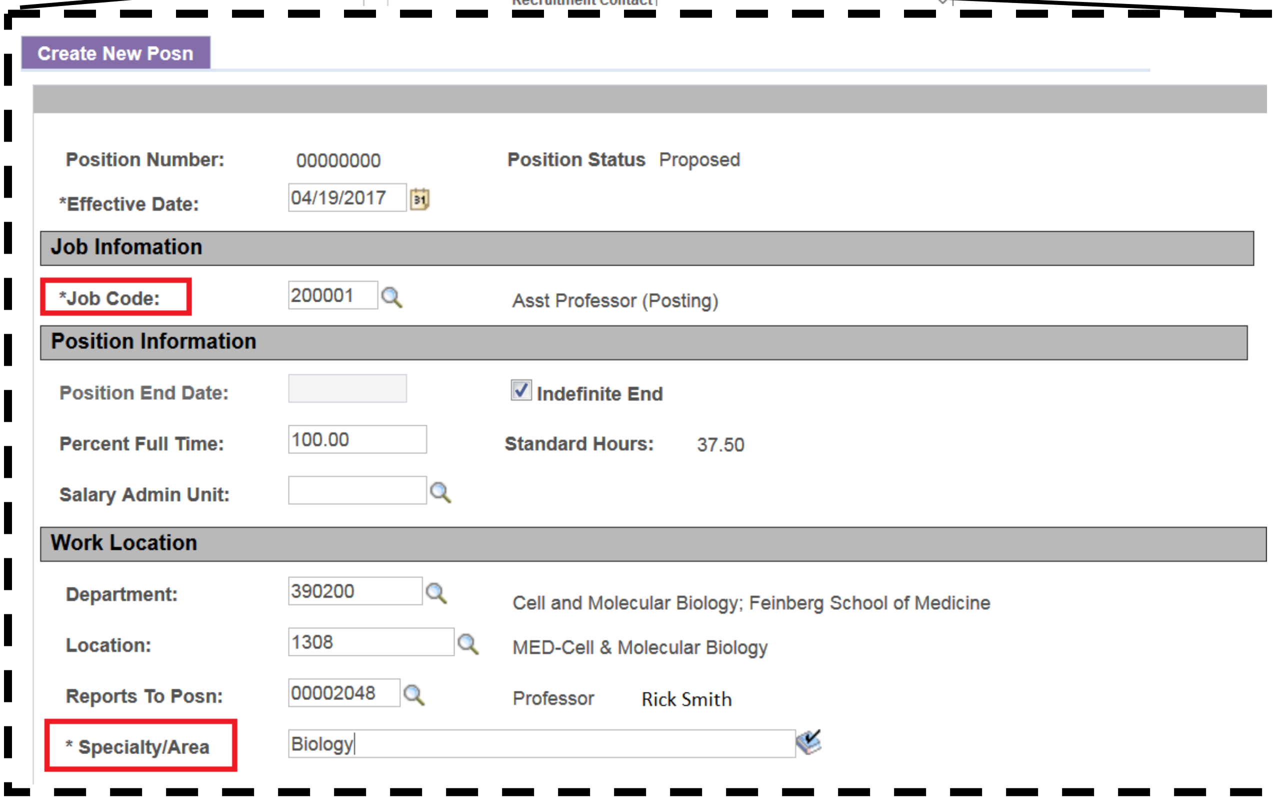




Select "Recruiting Activities" tile

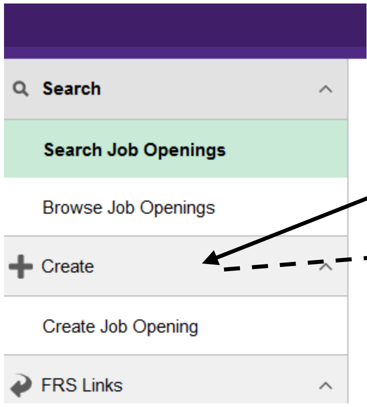


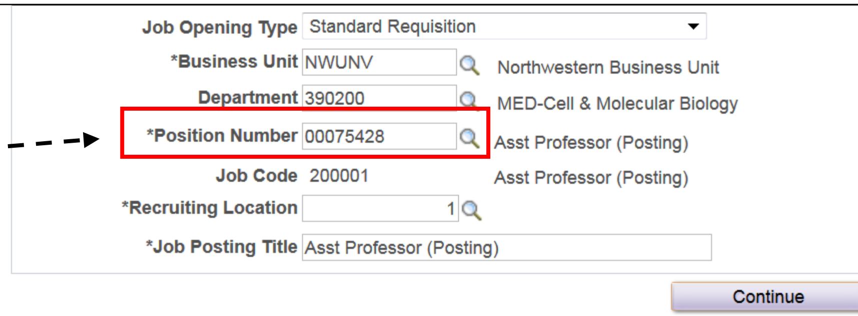
Click “Create Faculty Position” to begin the process of initiating a faculty search.

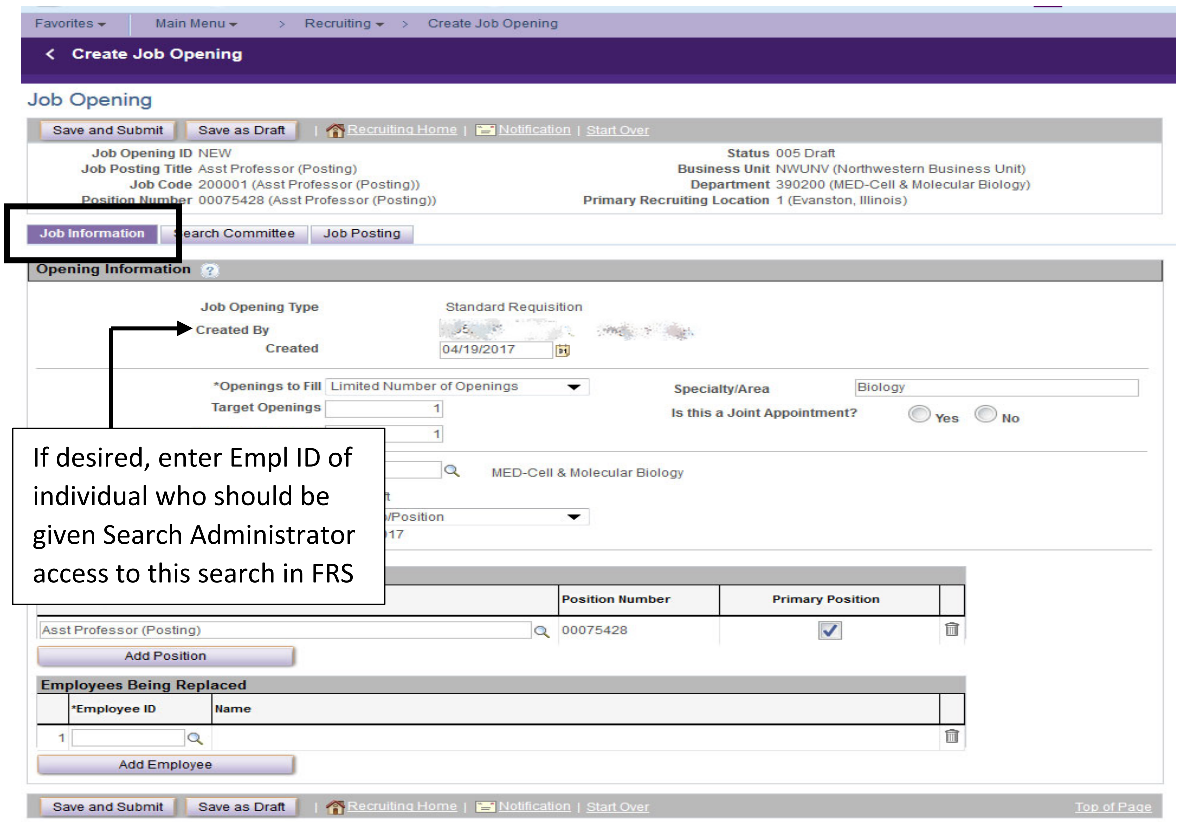


Complete position information based on approved hiring plan or proposed search details. Items marked in red are required fields.

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”.





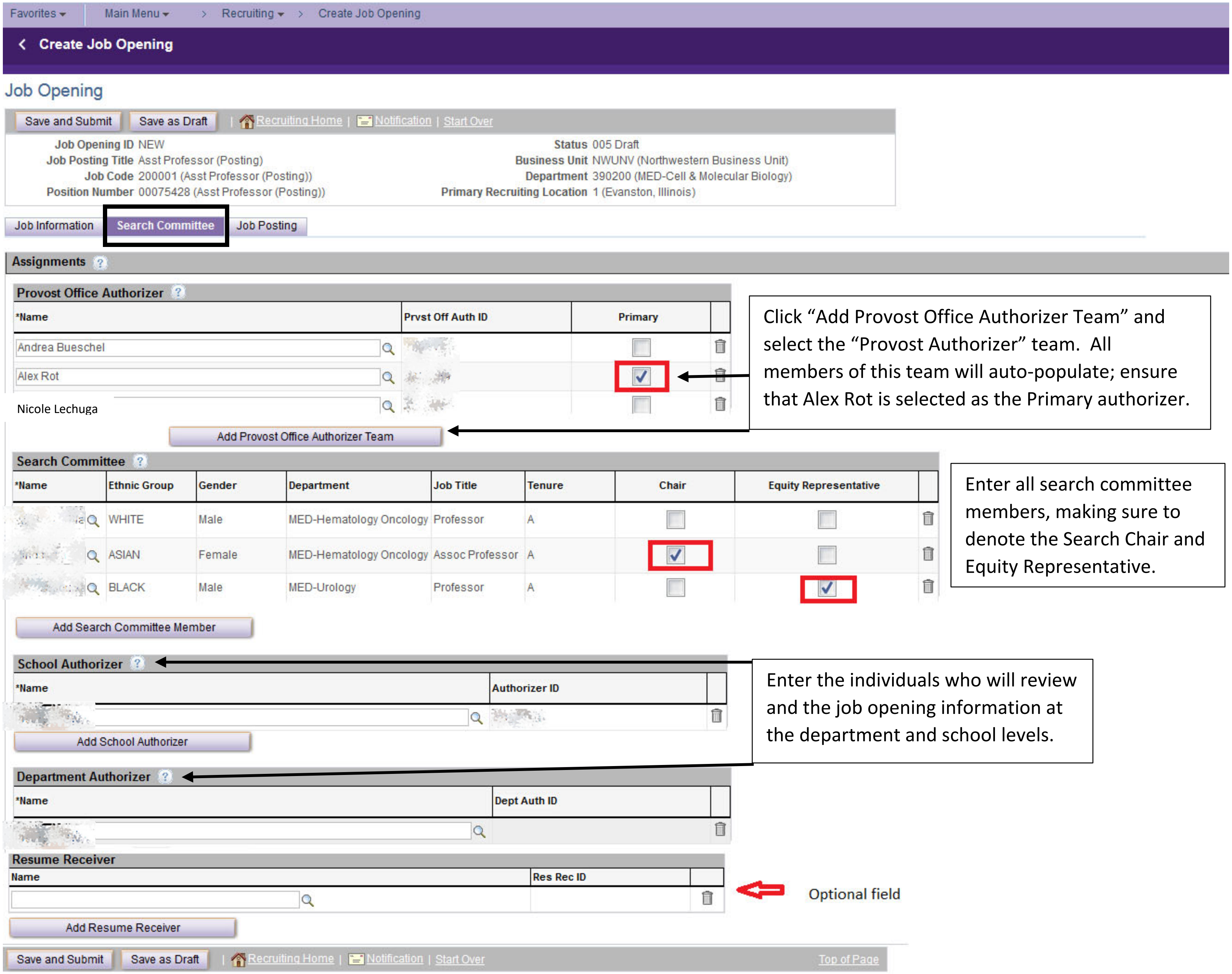


If desired, enter Empl ID of individual who should be given Search Administrator access to this search in FRS

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.*

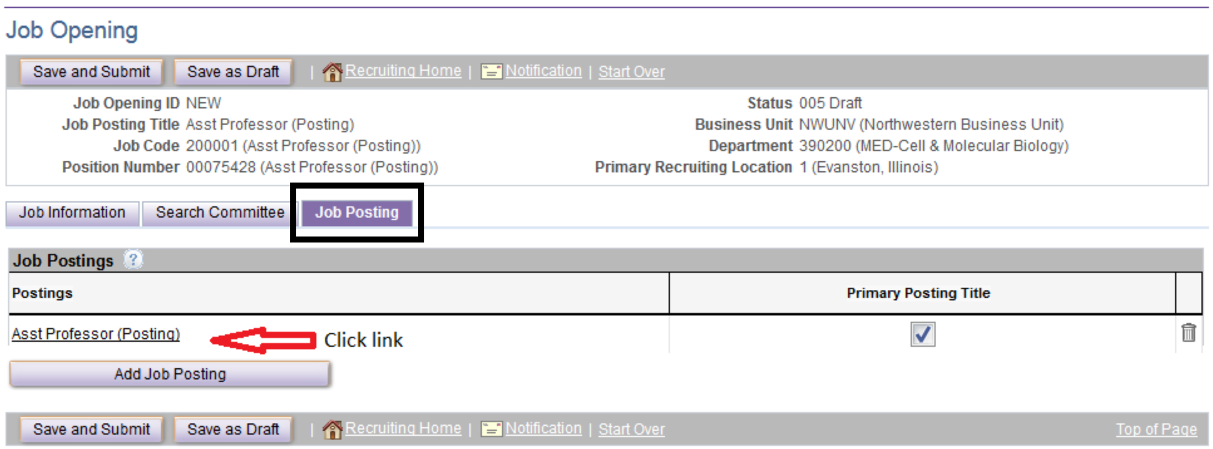


Click “Add Provost Office Authorizer Team” and select the “Provost Authorizer” team. All members of this team will auto-populate; ensure that Alex Rot is selected as the Primary authorizer.

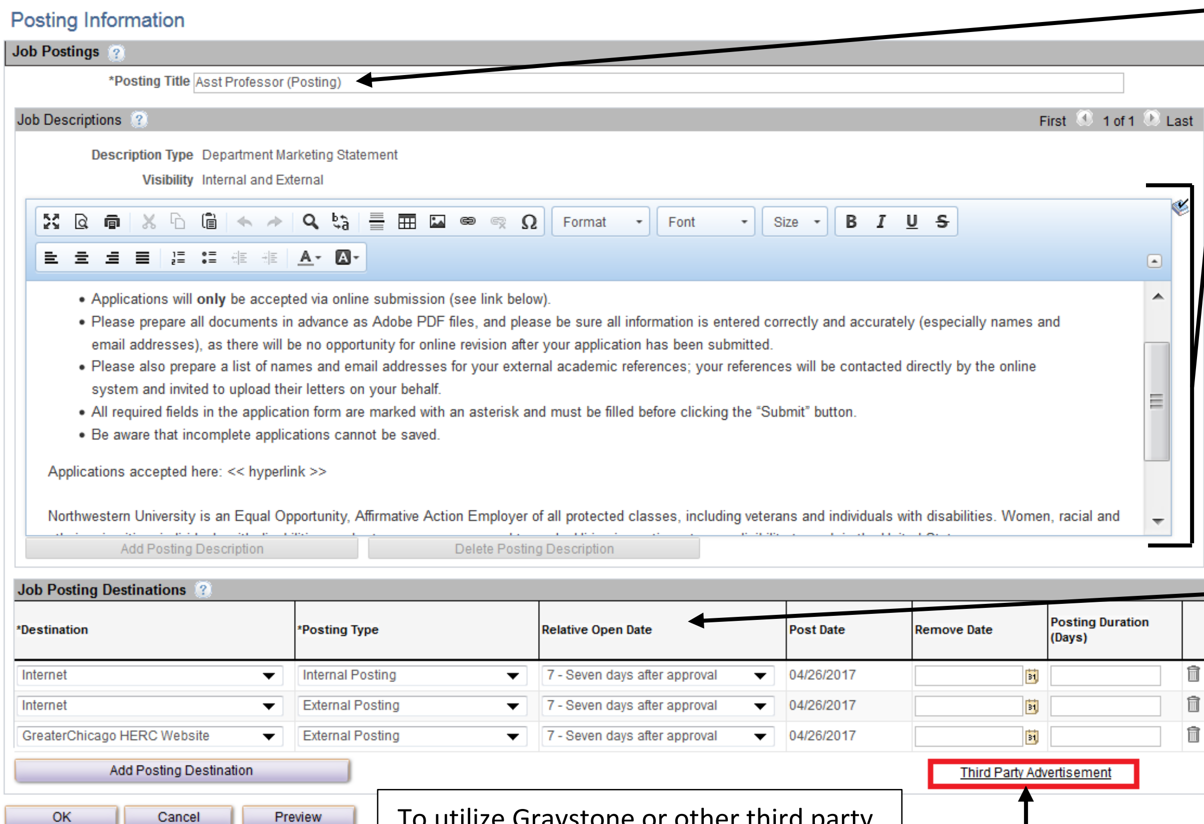
Enter all search committee members, making sure to denote the Search Chair and Equity Representative.

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

Optional field



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 <<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.**

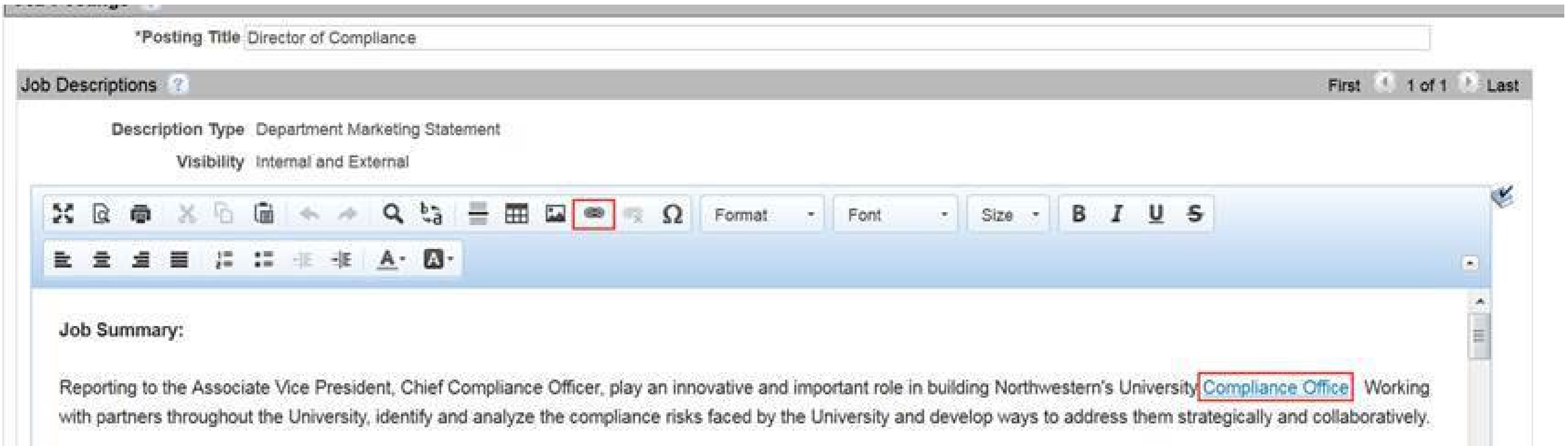
Internal posting date will automatically delay until search status is made "Active" in FRS. External posting can be delayed as desired.

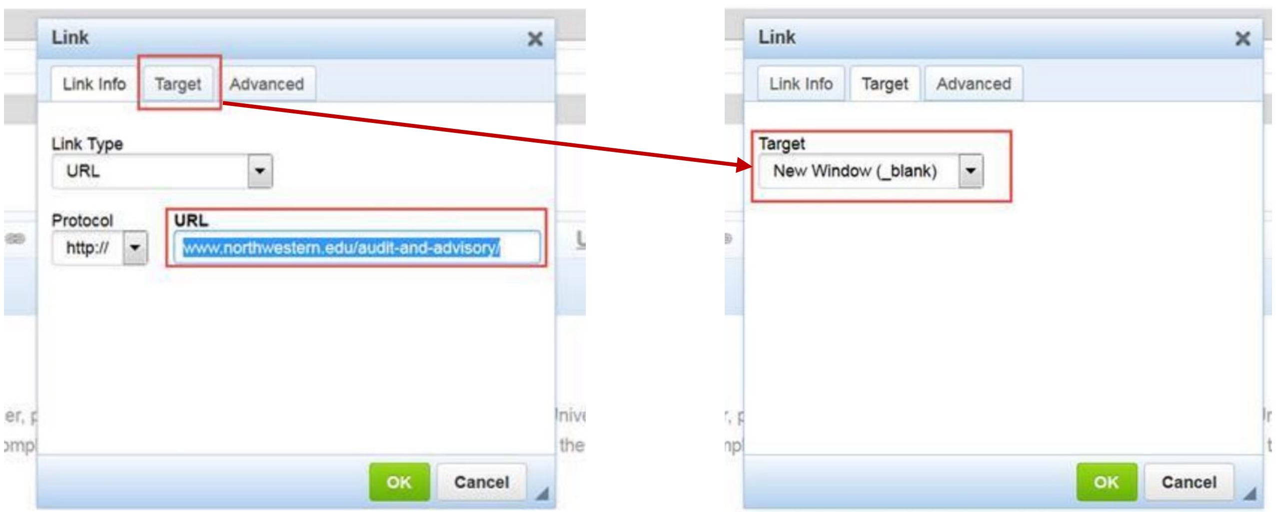
NOTE: *If the job advertisement text contains a hyperlink within the body of the advertisement, additional steps are necessary – see next page.*

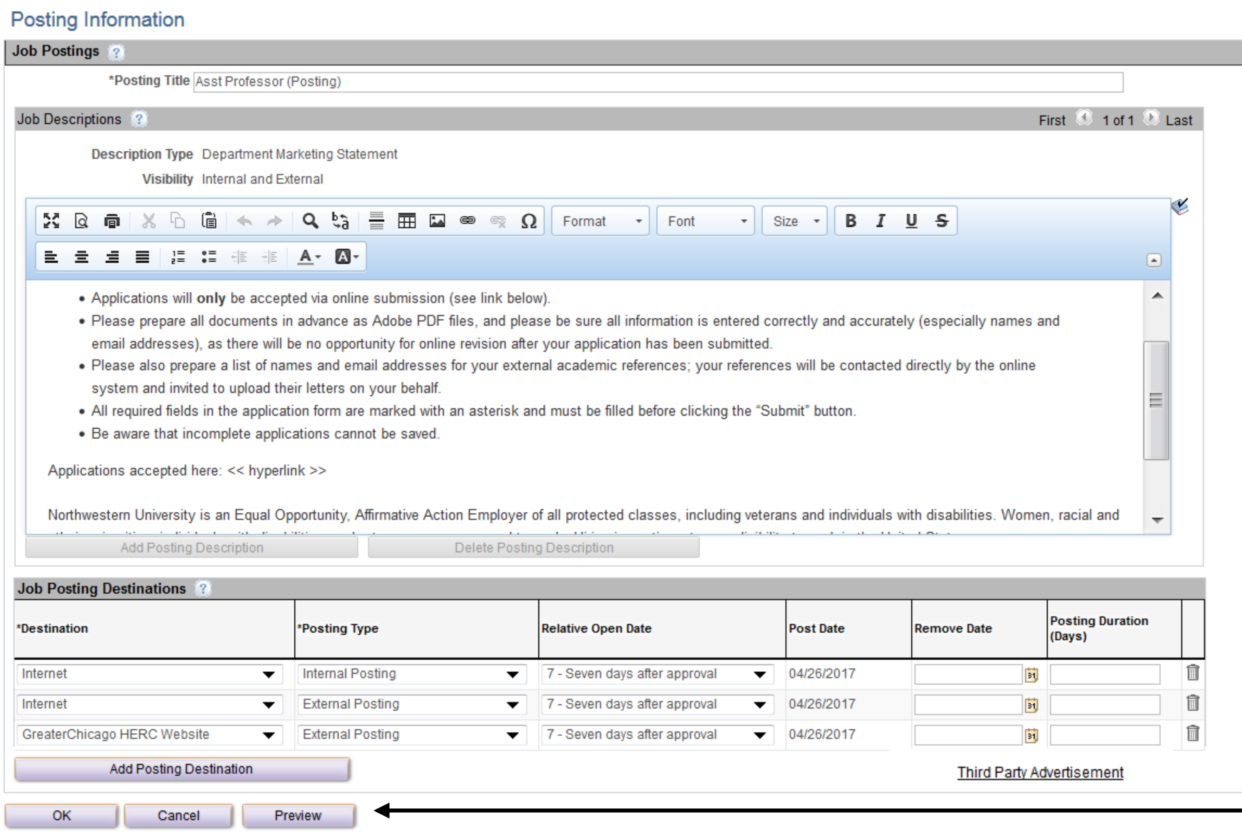
To utilize Graystone or other third party advertisement functionality, click here.

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.

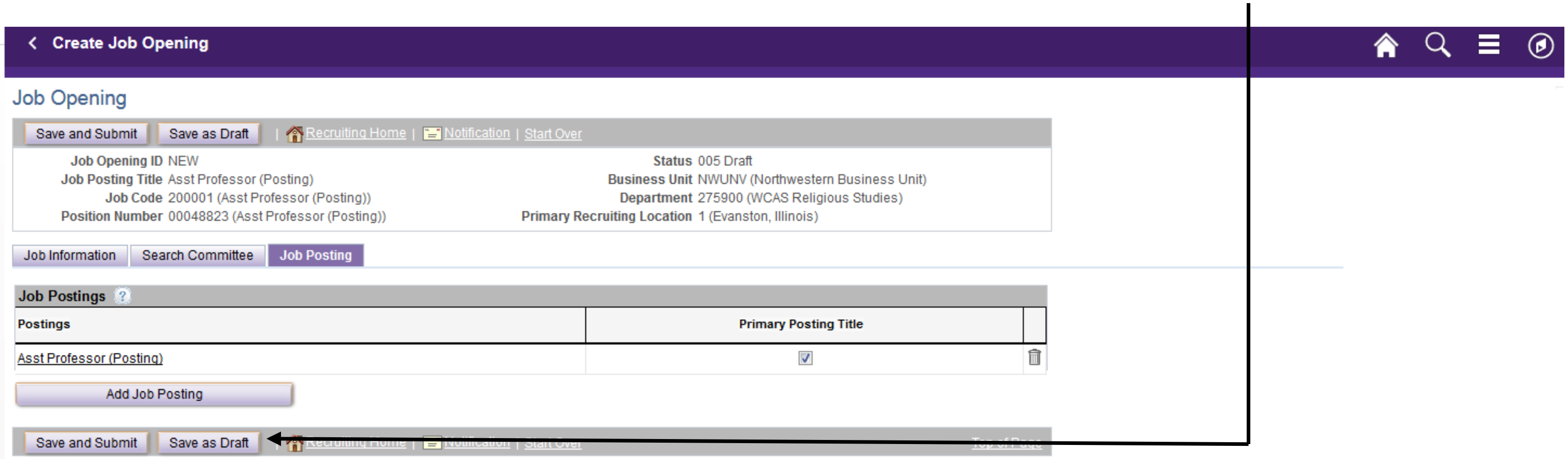
1. Click on the hyperlink icon marked in red below.
2. On the "Link Info" tab, enter or paste the text of the URL.
3. On the "Target" tab, select "New Window (_blank)" from the dropdown options.
4. Click OK.

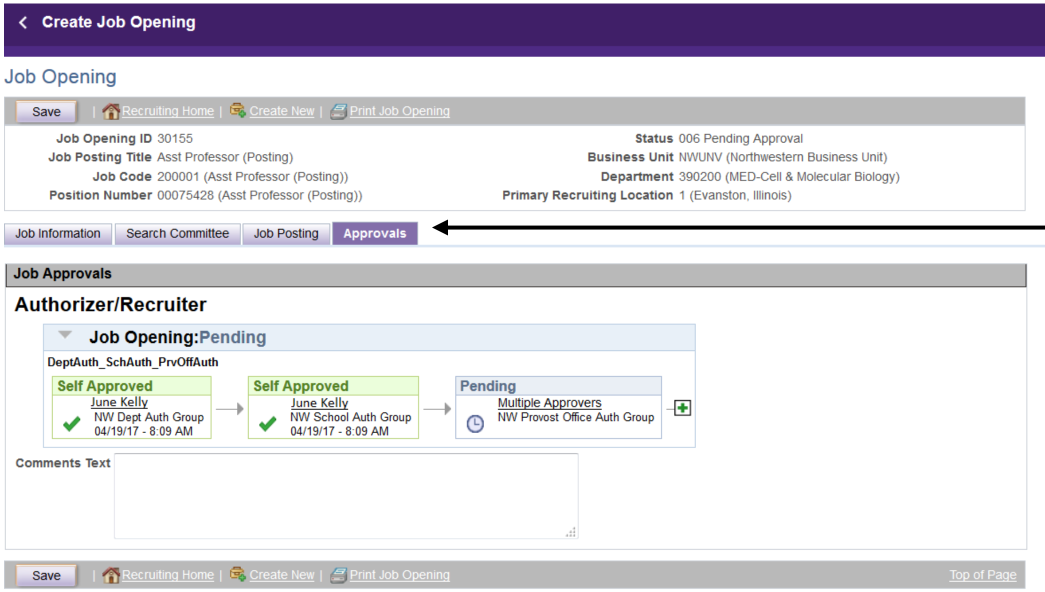






Click "OK" to return to the Job Posting tab (can also click "Preview" to see the posting formatted for the Careers page on Northwestern's website), and click "Save and Submit" to submit posting to the Department Authorizer for review. Click "Save as Draft" if you wish to return and complete the process 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.

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.

---

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.