

The Faculty Recruiting System (FRS) is a system that collects applications to open faculty positions at Northwestern and provides Search Committee Members with an online portal through which they can review applicant materials. This guide for Search Committee Members will walk you through how to access and review applications that have been submitted to open positions within your department.

The Faculty Recruiting System can be accessed via the following URL: <https://facultyrecruiting.northwestern.edu>. Once you log in with your NetID and password, you will see the following Dashboard screen:

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 how many applications you have reviewed

Dashboard

Welcome to the Faculty Recruiting System (FRS).

Outlined below are your available searches. They are classified into five status types (Pre-Active, Active, Closed, Hold and Canceled), you will mostly be dealing with searches in either the Pre-Active, Active or Closed states depending on your involvement. Please use the quick search field, and/or the academic groups/departmental filters to fine-tune your search listing. In addition, the optional fields let you customize your dashboard display with search details relevant to you.

Pre-Active (14 searches), Active (192 searches) Departments

Status	HR Job ID	Title	School/Admin Unit	Department	Submitted	7-Day	Reviewed by You	Date Open
Active	34759	Academic Dermatologist	Feinberg School of Medicine	MED-Dermatology	14	0	0	2018-10-17
Active	34414	Academic General Pediatrics and Medical Director of Clark Deming Practice	Feinberg School of Medicine	MED-Pediatrics	3	0	0	2018-09-06
Active	33685	Academic Gynecologic and Perinatal Pathologist	Feinberg School of Medicine	MED-Pathology	2	0	0	2018-05-25

When you click into a search, you will see this Overview screen, which shows basic search information. To view submitted applications, click on the Applications tab.

(30781) Full Professor of aut voluptatem voluptatibus  
[McCormick School of Eng and Appl Sci - MCC Chem & Biol Engg]

Search Summary

Welcome to the Search Dashboard. Located here is a high-level view of the current state of the search. Below you can see the recent applicant activity — total submitted, how many in the last seven days, number of reviewed, etc. in the colored boxes below. In addition, the general search details, the search administrator(s), along with the search contact information and recent administrative notes.

There are also other sub-tabs that allow you to see the recent activity related to applications, reference letters and reviews — displaying the ten most recent for each. Department notes, if any.

Submitted 4 | 7 - Day 4 | Today 0 | Reviewed 1 | Top Ranked 2

Counter gives instant data on applications; or, jump to recent materials or reviews here

Overview Recent Applications Recent Letters Recent Reviews

Search Details

Below is a quick high-level reference to the basics of the search settings and status.

The Post URL is usually a departmental web page, or similar, that provides the applicants with instructions and details of the position available. This should include details of the required documents, references, etc. in order to inform the applicant of the necessary information they will need to complete the application. This web page will then usually contain a link to the application for itself, which is the Application URL listed below.

Search ID: 1  
HR Job ID: 30781  
Status: Pre-Active

School/Admin Unit: McCormick School of Eng and Appl Sci  
Department: MCC Chem & Biol Engg  
Department Code: 335500

Date Open: 2017-04-12  
Reference Letter Date: 2017-04-27  
Date Closed: ---

Auto Email Reference: Yes  
Email App. Upon Letter Upload: No  
Full Text Search: No

Reference Min.: 3  
Reference Max.: 5

Dept. Website URL: <http://www.purdy.biz/nostrum-officiis-quisdam-alliquid-aut-natus>  
Application URL: <http://evfrsqaapp1.ci.northwestern.edu/apply/IMO==>

Search Description:  
Debitis ut sequi voluptatem modi. Perspiciatis delectus occaecati temporibus et provident explicabo maxime. Officiis tempore iste quos sequi autem.

Recent Administrative Notes

Recent administrative notes that have been created for applicants.

Applicant	User	Date
		2017-04-12 13:53:05

Search Administrators

Listed below are the search administrators. Search administrators and those with administrative access may create/manage the search administrators under the search settings tab.

NetID	First Name	Last Name	Email
sa000	Search	Admin	sa@northwestern.edu

Custom Tag (e.g., Specialty Area)

You may add custom tags that can be used on applications by the search committee.

Custom Tag (e.g., Specialty Area)	Display Order
No data available in table	

Search Contacts

Listed below are the contacts for this search. There are two types of search contacts that may be created. One for general search contacts, and one that may be used specifically as a contact for reference writers.

Name	Type	Department	Email Address	Phone
	Reference Coordinator	MCC Biomedical Engg		000-000-0000
	Search Coordinator	MCC Biomedical Engg		000-000-0000

(32708) Professor (Posting) Active  
[Bienen School of Music - Music Administration]

### Applications Summary

You may customize your display by selecting specific attributes from the optional fields dropdown. Correcting basic applicant information  
If you have access to disposition codes, you may use that dropdown to select and filter based on those criteria.

Use filters to limit applications in view. Click column headers to sort. Add additional columns using "Optional Fields", or "Export" data to a variety of formats.

Disposition (0) Reviewers (0) Custom Tag/Specialty (0) Ref Letters (0) **Clear Filters**

have designated with these permissions.

Search... Export Optional Fields Reset Set

All Applicants (201) Phase 1 (193) Phase 2 (4) Finalists (4)

Remove Phase Add Phase

Select Multiple (0) Bulk Actions Showing applicants 1 to 25 out of 201

Previous 1 2 3 4 5 9 Next

<input type="checkbox"/>	Name	Phase	Date Submitted	App. Docs	Ref. Letters (Minimum 0)	Reviews (Cnt)	Reviews (Avg)	My Review	Assigned To (Reviewer)	Email	Disposition	Custom Tag/Specialty
<input type="checkbox"/>	Abermathy, Eunice	1	2018-01-13 01:36:22	2 / 1	0 / 0			0	Janice Eberly	olga.wehner@botsford.biz	Not Selected [Rsch/Expertise Not a Match]	Test 7
<input type="checkbox"/>	Abermathy, Enrico	2	2018-06-25 04:55:31	2 / 1	0 / 1	5	3.60		James Adams	greenfelder.myrtie@osinski.com	Job Seeker	
<input type="checkbox"/>	Adams, Maximus	Finalist	2017-10-05 20:48:40	2 / 1	0 / 0	1	3.00			kilback.jamil@botsford.com	Offer	

To drill into an individual application, click the candidate's name

You may see your name under "Assigned To" if your Search Committee Chair has assigned certain applications for your review. Additional details may be displayed under "Custom Tag/Specialty", such as the candidate's sub-discipline.

View applicant information here  
(also see next page)

Applicant Information

Expand All

Official Contact Information	
Application ID:	2
Name:	
Mailing Address:	
City:	
State:	
Postal Code:	
Country:	
Email Address:	
Phone:	

Academic Information	
Highest Degree Granting Institution:	Illinois State University
Highest Degree (or expected) Date:	1995-05-31
Degree Type:	Associate of Business Admin
Comment on Degree:	
Major Field:	Graphic Design
Current Institution:	NU
Current Position:	Senior Developer

My Review

You can make comments and score on the application. Please check the box at the bottom when your review is complete. You can make changes even after checking the box.

Current Review Phase:

Review Score:

Select

Review Comments:

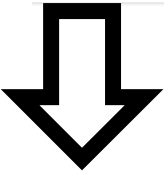
My Tags:

Other Tags:

Review Complete:

Save Review

(see applicant information and materials continued on next page)



Enter your review score and comments here. Be sure to save review when complete.  
**Optional:** Can add tags to help sort candidates in your Dashboard (e.g., "already reviewed")

(image continued from previous page)



**Applicant Self Identification Information**

Status:	Not received
Last Updated:	Not received
Last Request Sent:	N/A

**Applicant Disposition Information**

Disposition:

**Search Committee Categorization**

Custom Tag (e.g., Specialty Area):

Faculty Name:

**Application Documents**

Name	Document Type	Size	Created
No data available in table			

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

**List of References**

Applicant reference information is listed in order below. Click on the 'plus' icon to expand and view the reference details, including their rank/title, email address, and details of the receipt of their reference letter. Users that can manage references may also use this area to resend reference letter requests.

No.	Name	Institution	Relationship	Received
<input type="button" value="+"/>	Reference FName Reference LName	NU	Current Postdoc Advisor	<input type="button" value="View Letter"/>
<input type="button" value="⊖"/>	Reference FName 2 Reference LName 2	NU	Graduate School Advisor	No

Click + sign to expand reference detail.

1	Reference FName	Reference LName	NU	Current Postdoc Advisor	No
Full Name:		Reference FName Reference LName			
Rank/Title:		Director			
Institution:		NU			
Email:		reference@northwestern.edu			
Relationship:		Current Postdoc Advisor			
Email Request Sent:		No request sent			
Date Letter Received:		Not received			

View reference letters received on applicant's behalf

**Administrative Notes**

Notes	User	Updated
This is a seeded test note.		2017-04-12 13:53:05

## 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. Whenever your committee chooses to reject an applicant from consideration, be sure to provide your Search Administrator with the rejection (or withdrawal, or offer refusal) reason so this can be entered.

<i>Reject</i>	
<u>Disposition Code Reason</u>	<u>Description/Usage Guidance</u>
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

<i>Withdrawn Application (should also be used for candidates who refuse an offer)</i>	
<u>Disposition Code Reason</u>	<u>Description/Usage Guidance</u>
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

# Sample FRS Application Form

## Full Professor of ut libero eius

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.

[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 (\*).

### Applicant Information

Official Contact Information	Academic Information
<p><b>First Name*</b> <input type="text"/></p> <p><b>Last Name*</b> <input type="text"/></p> <p><b>Address 1:</b> <input type="text"/></p> <p><b>Address 2:</b> <input type="text"/></p> <p><b>City:</b> <input type="text"/> <b>State:</b> <input type="text"/></p> <p><b>Postal Code:</b> <input type="text"/> <b>Country:</b> <input type="text"/></p> <p><b>Email Address:*</b> <input type="text"/></p> <p><b>Verify Email Address:*</b> <input type="text"/></p> <p><b>Phone Number:*</b> <input type="text"/></p> <p><b>How did you find us?:</b> <input type="text" value="Select"/></p>	<p><b>Highest Degree Granting Institution:*</b> <input type="text" value="Select"/></p> <p><b>Highest Degree Date:*</b> <input type="text"/> <b>Highest Degree Type:*</b> <input type="text" value="Select"/></p> <p><b>Comments:</b> <input type="text"/></p> <p><b>Major Field:</b> <input type="text"/></p> <p><b>Current Institution:</b> <input type="text"/></p> <p><b>Current Position:</b> <input type="text"/></p>

## Sample Application Form, cont'd.

List of References

First Name: *	Last Name:	Rank/Title:	Institution:	Email:	Reference Type: Select
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Application Documents (files must be in Adobe PDF format)

Cover Letter \* (Max size: 8MB)

Browse

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.<sup>1</sup> 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:

<ul style="list-style-type: none"><li>• Blindness</li><li>• Deafness</li><li>• Cancer</li><li>• Diabetes</li><li>• Epilepsy</li></ul>	<ul style="list-style-type: none"><li>• Autism</li><li>• Cerebral palsy</li><li>• HIV/AIDS</li><li>• Schizophrenia</li><li>• Muscular dystrophy</li></ul>	<ul style="list-style-type: none"><li>• Bipolar disorder</li><li>• Major depression</li><li>• Multiple sclerosis (MS)</li><li>• Missing limbs or partially missing limbs</li></ul>	<ul style="list-style-type: none"><li>• Post-traumatic stress disorder (PTSD)</li><li>• Obsessive compulsive disorder</li><li>• Impairments requiring the use of a wheelchair</li><li>• Intellectual disability (previously called mental retardation)</li></ul>
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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.

<sup>1</sup>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](http://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](mailto: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		
<p>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.</p> <p>If you do not wish to provide this information, please check the box to the left of 'I don't wish to answer.'</p>		
Gender Identification	Ethnicity identification	Race Identification
<p><input type="radio"/> Male</p> <p><input type="radio"/> Female</p> <p><input type="radio"/> I don't wish to answer</p>	<p><b>Are you Hispanic or Latino?</b></p> <p>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</p> <p><input type="radio"/> Yes, I am Hispanic or Latino</p> <p><input type="radio"/> No, I am not Hispanic or Latino</p> <p><input type="radio"/> I don't wish to answer</p>	<p><b>What is your race?</b></p> <p><input type="checkbox"/> <b>American Indian or Alaska Native</b> 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.</p> <p><input type="checkbox"/> <b>Asian</b> 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.</p> <p><input type="checkbox"/> <b>Black or African American</b> A person having origins in any of the black racial groups in Africa.</p> <p><input type="checkbox"/> <b>Native Hawaiian or Pacific Islander</b> A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><input type="checkbox"/> <b>White</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p><input type="checkbox"/> I don't wish to answer</p>
<p>Questions? Contact BME Search Committee at <a href="mailto:facsearch@bme.northwestern.edu">facsearch@bme.northwestern.edu</a> or call 000-000-0000.</p>		

[Submit Application](#)