

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 23. For assistance with the faculty search process or related policies, contact the Office of the Provost ([facultyrecords@northwestern.edu](mailto: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](mailto: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 33 of this guide.

## Table of Contents:

Pg. 2	-	<b>Search Configuration options</b> <i>(Note: Need to set these options before search can be opened for applications)</i>
3	-	<b>FRS Basic Navigation</b>
3	-	Dashboard
4	-	Navigating within a search
5	-	<b>Configuring a Search</b>
5	-	Basic Settings
7	-	Search Committee Permissions
9	-	Adding Other Individuals to a Search; Creating Groups
11	-	Customizing the Application Form
12	-	Customizing E-mail Templates
13	-	<b>Applications</b>
13	-	Reviewing Applications
14	-	Editing Applications/Materials on behalf of a candidate
17	-	Adding and Using Custom Tags (e.g., Specialty Area)
18	-	Copying a Candidate to Another Search
19	-	Guide to Using Disposition Codes
21	-	<b>Exporting Reports</b>
22	-	<b>Sending Emails to Applicants or Other Recipients via Faculty Recruiting System</b>
23	-	<b>FAQs</b>
27	-	<b>Sample Application Form</b>
Appendix	-	eRecruit Instructions and eRecruit → FRS Interface

## **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?
- Optional: Which ad sources (i.e., "how did you hear about this opening?") should an applicant 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 screenshot shows the Northwestern myHR Faculty Recruiting Dashboard. The header includes the Northwestern logo and the text "myHR Faculty Recruiting". Below the header, there is a "Dashboard" tab. The main content area displays a welcome message and a list of available searches. The searches are categorized by status: Pre-Active (87), Active (9), Hold (1), Canceled (1), and Filled/Closed (10). A "Quick Search" field with an "Export" button is present. Below the search results, there is a table with columns: Search ID, HR Job ID, School/Adm Unit, Department, Title, Submitted, 7-Day, Today, Reviewed by You, and Config. The first row shows Search ID 11, HR Job ID 30766, School/Adm Unit Feinberg School of Medicine, Department MED-Gastroenterology, Title Gastroenterology Professor, Submitted 8, 7-Day 0, Today 0, and Reviewed by You 0 of 8. Callout boxes provide additional information: "The Dashboard is your main landing page, and shows you the searches to which you have access. Toggle between search statuses using these tabs." points to the status tabs. "Customize your display, or see searches across other schools in which you are participating, using the 'Optional Fields' and 'Academic Groups' dropdowns. After selecting these options, click 'Set'." points to the dropdowns and "Reset" and "Set" buttons. "Export or print the data on your screen in a variety of formats" points to the "Export" button. "To drill into any searches, click on the search title. See next page" points to the "Gastroenterology Professor" title. "Shows # of applications received" points to the "Submitted" column value "8". "Shows your search committee members how many applications they have reviewed" points to the "Reviewed by You" column value "0 of 8".

Northwestern | myHR Faculty Recruiting

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 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.

Pre-Active 87 Active 9 Hold 1 Canceled 1 Filled/Closed 10

Quick Search:  Export

- Optional Fields - - Academic Groups - Reset Set

Search ID	HR Job ID	School/Adm Unit	Department	Title	Submitted	7-Day	Today	Reviewed by You	Config.
11	30766	Feinberg School of Medicine	MED-Gastroenterology	Gastroenterology Professor	8	0	0	0 of 8	

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. 17 of this guide for information on disposition codes), click the Optional Fields dropdown, select "Final Dispositions", and click Set.*



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

Primary navigation tabs within each search

## 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-

Jump to search committee information or search configuration. *See pages 5 and 7*

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

Date Open: 2017-04-12

Reference Letter Date: 2017-04-27

Date Closed: ---

Reference Min.: 3

Reference Max.: 5

Dept. Website URL: <http://www.purdy.biz/nostrum-officis-quibusdam-aliquid-aut-natus>

Application URL: <http://evfrsqaapp1.ci.northwestern.edu/apply/MQ==>

Search Description:

Debitis ut sequi voluptatem modi. Perspiciat tempore iste quos sequi autem.

School/Admin Unit: McCormick School of Eng and Appl

Sci

Department: MCC Chem & Biol Engg

Department Code: 335500

Auto Email Reference: Yes

Email App. Upon Letter Upload: No

Full Text Search: No

*See pg. 17*

This is the unique URL for your search's application form

## 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)

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
	Search Contact	MCC Biomedical Engg		000-000-0000
	Reference Contact	MCC Biomedical Engg		000-000-0000

View high-level search details, recent administrative notes, and key individuals and contact points associated with the search.

*See next page to edit these fields*

## Configuring a Search – Basic Settings

### Northwestern | myHR Faculty Recruiting

Dashboard Overview Applications Reporting Communications **Settings**

Log Out (Search Admin)

(30781) Full Professor of aut voluptatem voluptatibus

Pre-Active

[McCormick School of Eng and Appl Sci - MCC Chem & Biol Engg]

Configure searches  
via the **Settings** tab

#### Search Administration

This section is where you configure all the search related configurations — detailed search settings, contacts, administrators, search types, etc. to name a few.

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

Search Overview Search Committee Search Options System Users My Groups

#### Search Details

A quick high-level reference to the basics of the search

The Post URL is usually a departmental web page, or site, that lists the position available. This should include details of the position and details of the applicant of the necessary information they will need to apply. It should also contain a link to the application for itself, which is the Application URL.

Use the edit button to configure your search — reference numbers, link details, description, dates, etc.

Search ID: 1

HR Job ID: 30781

Status: Pre-Active

Date Open: 2017-04-12

Reference Letter Date: 2017-04-27

Date Closed: ---

Reference Min.: 3

Reference Max.: 5

Dept. Website URL: <http://www.purdy.biz/nostrum-officiis-qui-busc>

Application URL: <http://evfrsqaapp1.ci.northwestern.edu/apply/M>

Search Description:

Debitis ut sequi voluptatem modi. Perspiciatis delectus occaecat tempore iste quos sequi autem.

School/Admin Unit: McCormick School of Eng and Appl

Sci

Department: MCC Chem & Biol Engg

Department Code: 335500

Auto Email Reference: Yes

Email App. Upon Letter Upload: No

Full Text Search: No

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.

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. 33 for instructions on how to pre-designate the Search Administrator role within myHR.**

#### Search Administrators

Listed below are the search administrators assigned to this search. Additional search administrators may be created as needed. Search administrators are those that manage the details of the search. They are responsible for setting the search options, creating the search committee (adding/removing search committee members), along with the basic search configurations.

First Name	Last Name	NetID	Permissions	Review Phase	Show Phases
Search	Admin	sa000	All	1 +	All

#### 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. **Only one search contact is required — Search Coordinator.** If you choose not to use a Reference Coordinator contact, all correspondence will be directed through the Search Coordinator contact.

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



## Configuring a Search – Basic Settings, cont'd.

### Search Details

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 position available. This should include details of the required documents and the necessary information they will need to complete the application. It should also include a link to the application for itself, which is the Application URL listed below.

Use the edit button to configure your search — reference numbers, etc.

Set search to “Active” status to begin accepting applications (only a school’s Data Coordinator may do this)

Status: **Pre-Active**

Date Open: 2017-04-21

Reference Letter Date: 2017-05-06

Date Closed: ---

Reference Min.: 5

Reference Max.: 1

Dept. Website URL: <http://conroy.info/>

Application URL: <http://evfrsqaapp1.ci.northwestern.edu/apply/IMQ==>

Search Description:

Architecto accusantium aliquid quam explicabo quis. Quia magnam cum  
Facere dolorum corporis culpa sit et neque nisi non.

### Edit Search

#### Search Description/Instructions:

Any text typed here will appear at the top of the application form. Can use this to provide a brief description of the search, or to provide additional instructional text to applicants.

#### Search Status:\*

Pre-Active

#### Department Site Posting URL:

#### Second Degree\*

No

#### Second Degree Required:\*

No

#### Reference Min.:

1

#### References Max.:

3

#### Accept Reference Letter Until:\*

2018-01-01

#### Auto Email Reference\*

No

#### Email Applicant Upon Reference Letter Upload:\*

No

Close

Save

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

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	
			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 -	
			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 -	
			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 -	

### Additional Search Committee Members/Administrators

Search:


First Name	Last Name	NetID	Permissions	Group	Phase	Show Phases	Show Disposition	
			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 -	
			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 -	

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*)

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.

First Name	Last Name	NetID	Permissions	Role	Tenure	Dept.	Title	Review Phase	Show Phases	Show Disposition	
			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 -	

**Edit Committee Member Permissions**

First Name: [Text Box] Last Name: [Text Box] NetID: [Text Box]

**User Permissions**

- Application
- Applications [View Only]
- Documents
- Documents [View Only]
- References
- References [View Only]
- Notes
- Admin Notes [View Only]
- Review

**Permission Options**

- Application
- Applications [View/Edit]
- Documents
- Documents [View/Edit]
- References
- References [View/Edit]
- Notes
- Admin Notes [View/Edit]
- Review
- Review [No Access]
- All-Reviews
- All Reviews [View Only]
- Communications
- Communications [View Only]
- Communications [View/Edit]
- Disposition
- Disposition Codes [View Only]
- Disposition Codes [View/Edit]
- Custom-Tag
- Custom Tag [View Only]
- Custom Tag [View/Edit]

Save

**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 17. Recommended setting: Schools' discretion.*



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

This section contains the search committee assigned to this search and grants those users access and specific permissions within the search. The MyHR Committee section is loaded from the initial search creation in E-Recruit and is read-only within FRS. Changes to this part of the committee will need to be done through E-Recruit and will then be updated automatically in FRS. All MyHR committee members default to read-only access and basic settings for each. The search administrator is responsible for updating and setting each committee member's level of access.

The general search committee section is where you may supplement the MyHR committee with addition committee members if needed. There are two ways of doing this by loading options (i.e., select one of your predefined groups, then assign the various permissions — these will be assigned to each member of the group), or similarly for user permissions. Once added to a committee it's easy to edit permissions.

A few other notes:

- Permission options for all users and group users are the same.
- Permission options will toggle between available options.
- Review Phase: The phase where reviewer is currently in.
- Show Phases: The phase(s) that the reviewer has access to.
- Show Disposition Code: Preset a user's disposition code.

To add individuals to the search who are not part of the myHR search committee, start by selecting the users whom you wish to add. If a user does not appear, add them on the "System Users" tab.

Once you've selected the User(s) you wish to add to the search, view their existing permissions in "User Permissions", and make changes by clicking the type of permission in "Permission Options" to toggle through the various options. Click "Add User(s) Permissions" to add the User to your search.

Groups

Select

Selected Group Users

Group User Permissions

Application Applications [View Only]

Documents Documents [View Only]

References References [View Only]

Notes Admin Notes [View Only]

Review

Permission Options

Application Applications [View/Edit]

Documents Documents [View/Edit]

References References [View/Edit]

Notes Admin Notes [View/Edit]

Review

Add Group User Permissions

Users

- User Listing -

Selected Users

User Permissions

Application Applications [View Only]

Documents Documents [View Only]

References References [View Only]

Notes Admin Notes [View Only]

Review

Permission Options

Application Applications [View/Edit]

Documents Documents [View/Edit]

References References [View/Edit]

Notes Admin Notes [View/Edit]

Review

Add User(s) Permissions

## Configuring a Search - Adding Other Individuals to a Search; Creating Groups, cont'd.

[illegible]

The screenshot shows the 'Search Committee' tab selected in the top navigation bar. Below the navigation bar, the 'Groups' tab is active. A dropdown menu labeled 'Select' is shown, with a 'Select Group' button next to it. Below this, there are three main sections: 'Selected Group Users' (empty), 'Group User Permissions' (containing a list of permissions like Applications, Documents, References, Notes, and Review), and 'Permission Options' (containing a list of permissions like Applications, Documents, References, Notes, and Review). A double-headed arrow indicates a relationship between the 'Group User Permissions' and 'Permission Options' sections. At the bottom right, there is a button labeled 'Add Group User Permissions'.

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.

Search Overview Search Committee Search Options System Users My Groups

### Degree Types

Add the degree types you'd like to include in your search. You may drag and drop to change your display order by clicking and dragging an item's display order.

Degree Type	Display Order
Associate of Applied Science - [AAS]	1

### Reference Types

Add the reference types you'd like to include in your search. You may drag and drop to change your display order by clicking and dragging an item's display order.

Reference Type	Display Order
Current Postdoc Advisor	1
Other	2

### Document Type

Add the document types you'd like to include in your search. Specify the maximum document size for your document and whether or not it is a required document. You may drag and drop to change your display order by clicking and dragging an item's display order.

Document Type	Max Size	Required?	Display Order
Cover Letter	8 (MB)	Yes	1

### Ad Source Types

Add the advertising sources you'd like to include in your search. **This is an optional field and not required for you search.** You may drag and drop to change your display order by clicking and dragging an item's display order.

Ad Source Type	Display Order
Search Engine (google, yahoo, etc)	1

(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

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	<p>Dear {applicant first name} {applicant last name},</p> <p>{applicant first name} {applicant last name} ({applicant email}) is applying for a {position title} in the {department} Department at Northwestern University. Please submit your letter of recommendation in Adobe PDF format.</p> <p>When you are ready to upload your letter of recommendation, please visit this link: {reference url}</p> <p>The deadline to submit your letter of recommendation is {reference deadline}.</p> <p>On behalf of the applicant, thank you for submitting your letter of recommendation.</p>
Application Submission Confirmation	<p>Dear {applicant first name} {applicant last name},</p> <p>Thank you for your application for the open {position title} position in {department} at Northwestern University. Your application has been submitted.</p> <p>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}.</p> <p>Faculty Search Committee</p>
Reference Letter Request	<p>Dear {reference first name} {reference last name},</p> <p>{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.</p> <p>When you are ready to upload your letter of recommendation, please visit this link: {reference url}</p> <p>The deadline to submit your letter of recommendation is {reference deadline}.</p> <p>On behalf of the applicant, thank you for submitting your letter of recommendation.</p>

**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](mailto: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

Northwestern myHR Faculty Recruiting

Dashboard Overview Applications Reporting Communications Settings Log Out (MCC Data Coordinator)

(30781) Full Professor of Natural History Museum & Biol Engg] Active

View candidates by phase, if applicable. Phases can be added. The Phase 1 tab will always show all applicants, including those who have been advanced to later phases or to the Finalists tab.

Click column headers to sort. Add additional columns using “Optional Fields”, or “Export” data to a variety of formats.

Search: [ ] Export

- Optional Fields - - Disposition Codes - Reset Set

Last Name	First Name	Date Submitted	Highest Degree Granting Institution	App. Docs	Ref. Letters	Reviews (Cnt)	Reviews (Avg)	My Review	Assigned To (Reviewer)	Custom Tag (e.g., Specialty Area)	Phase	Copy Applicant To	Disposition	Finalist
[ ]	[ ]	2017-08-10 15:33:43	Not Listed - Other	1 / 4	1 / 2	0	0		-- Select Faculty --	-- Select Custom Tag --	+	[ ]	Job Seeker	+
[ ]	[ ]	2017-07-13 13:25:52	University of New Hampshire	2 / 4	0 / 0	0	0		-- Select Faculty --	-- Select Custom Tag --	+	[ ]	Job Seeker	+
[ ]	[ ]	2017-07-12 14:47:20	Johns Hopkins University	1 / 4	0 / 0	1	1		-- Select Faculty --	-- Select Custom Tag --	+	[ ]	Job Seeker	+
[ ]	[ ]	2017-07-12 16:15:09	Buena Vista University	2 / 4	1 / 2	1	4		-- Select Faculty --	-- Select Custom Tag --	+	[ ]	Job Seeker	+

Click applicant's last name to open their application and access their materials

Assign a member of the search committee to review an application (optional)

Apply a custom tag to a candidate – **see pg. 17 for instructions**

Assign a disposition code to a candidate – **see guide on Pgs. 19 - 20**

Advance a candidate to the next review phase, or to the finalist stage.

## Applications - Editing Applications/Materials on behalf of a candidate

Northwestern | myHR Faculty Recruiting

Dashboard

Overview

Applications

Reporting

Communications

Settings

Log Out (Search Admin)

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

Applicant Information

Administrative Notes

Manage Documents

My Review

All Reviews

☒ Expand All

Applicant Phase: 1



Finalist: +



Download All Documents

### Official Contact Information

Application ID: 2

Name:

Mailing Address:

City:

State:

Postal Code:

Country:

Email Address:

Phone:

Edit information  
on the applicant's  
behalf, if needed

### 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

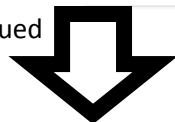
Current Institution: NU

Current Position: Senior Developer

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.

(see image continued  
on next page)





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

(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:	<input type="button" value="Job Seeker"/>

Search Committee Categorization	
Custom Tag (e.g., Specialty Area):	<input type="button" value="-- Custom Tag --"/>
Faculty Name:	<input type="button" value="-- Select Faculty --"/>

Application Documents			
<input type="button" value="View File"/> <input type="button" value="Download All"/>			
Name	Document Type	Size	Created
No data available in table			

List of References					
Applicant reference information is listed in order by rank/title, email address, and details. References may also use this area to resend reference letters.					
No.	Name	Institution	Relationship	Received	
1	Reference FName Reference LName	NU	Current Postdoc Advisor	No	
2	Reference FName 2 Reference LName 2	NU	Graduate School Advisor	No	

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

Can edit a candidate's disposition code directly from this screen *(see Pgs. 19-20)*

Can update assigned faculty reviewer, or custom tag, here as well *(see page 17)*

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.

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 <input type="button" value="Resend Request Email"/>		
Date Letter Received:		Not received		

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

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

Northwestern | myHR Faculty Recruiting

Das

Communications

Settings

Log Out (Search Admin)

Leave administrative notes for search committee

Manage documents on an applicant's behalf, if needed

Application Detail

Located below is the applicant detail summary view. All information related to an applicant will be housed here.  
Department notes, if any.

Applicant Information

Administrative Notes

Manage Documents

You can leave administrative notes for this applicant. The notes made here will also be listed in the "Applicant Information" tab.

Add

Edit

Delete

Notes

User

Updated

This is a seeded test note.

2017-04-12 13:53:05

Applicant Information

Administrative Notes

Manage Documents

New file(s) will replace the existing one(s) if any.

Upload/Replace Applicant Documents

Cover Letter

File Name: Test Cover Letter.pdf

Size: 27 KB [View File](#)

Uploaded On: 11/20/17

[Browse](#)

[Upload and Replace](#)

Curriculum Vitae

File Name: Test CV.pdf

Size: 26 KB [View File](#)

Uploaded On: 11/20/17

[Browse](#)

[Upload and Replace](#)

Add Missing Documents

Cover Letter (Max size: 4MB)

[Browse](#)

[Upload](#)

Research Statement\* (Max size: 4MB)

[Browse](#)

[Upload](#)

Upload/Edit Reference Documents

Alex Rot

Relationship: Supervisor

File Name: None

Email Request Sent: No

Letter Received: No

[Browse](#)

[Upload Reference Letter](#)

16

## Applications – Adding and Using Custom Tags (e.g., Specialty Area)

### 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)

Custom Tag (e.g., Specialty Area)	Display Order
Custom Tag 1	1
Custom Tag 2	2

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*). The dropdown will then appear on the Applications screen.

(30766) Gastroenterology Professor Active  
[Feinberg School of Medicine - MED-Gastroenterology]

### Applications Summary

You may customize your display by selecting specific attributes from the optional fields dropdown. Correcting basic applicant information is now done as part of the applicant detail screen. This may be done by your search administrator, or those they have designated with these permissions.

If you have access to disposition codes, you may use that dropdown to select and filter based on those criteria.

Phase 1 Finalists

Add Phase

Quick Search:  Export

- Optional Fields - - Disposition Codes - Reset Set

Last Name	First Name	Date Submitted	Highest Degree Granting Institution	App. Docs	Ref. Letters	Reviews (Cnt)	Reviews (Avg)	My Review	Assigned To (Reviewer)	Custom Tag (e.g., Specialty Area)	Phase	Copy Applicant To	Disposition	Final
		2017-08-10 15:33:43	Not Listed - Other	1 / 4	1 / 2	0	0							
-- Select Faculty --										-- Select Custom Tag --			Job Seeker	

## Applications – Copying a Candidate to Another Search

Last Name	First Name	Date Submitted	Highest Degree Granting Institution	App. Docs	Ref. Letters	Reviews (Cnt)	Reviews (Avg)	My Review	Assigned To (Reviewer)	Custom Tag (e.g., Specialty Area)	Phase	Disposition	Final
[Profile Picture]		2017-08-10 15:33:43	Not Listed - Other	1 / 4	1 / 2	0	0		-- Select Faculty --	-- Select Custom Tag --	+	Job Seeker	+

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, click the “Copy Applicant To” button on the Applications screen, pick a search from the dropdown menu to which you wish to copy the candidate, and click “Copy”.

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.

This will copy the applicant's profile, attachments, and references to another search with which you are affiliated. If the selected search requires different documents, the system will make a best effort to copy over the relevant files, but you will need to contact the candidate to obtain any missing information.

If you would like to send this candidate to a search but you are not affiliated with it, contact your school's FRS data coordinator.

**Applicant**

[Profile Picture]

**Search**

[HR Job ID # 30130] WCAS Molecular Biosciences, Asst Professor (Posting) - CH MQ QA for E...

Search

-- Select Search --

[HR Job ID # 30130] WCAS Molecular Biosciences, Asst Professor (Posting) - CH MQ QA for EV

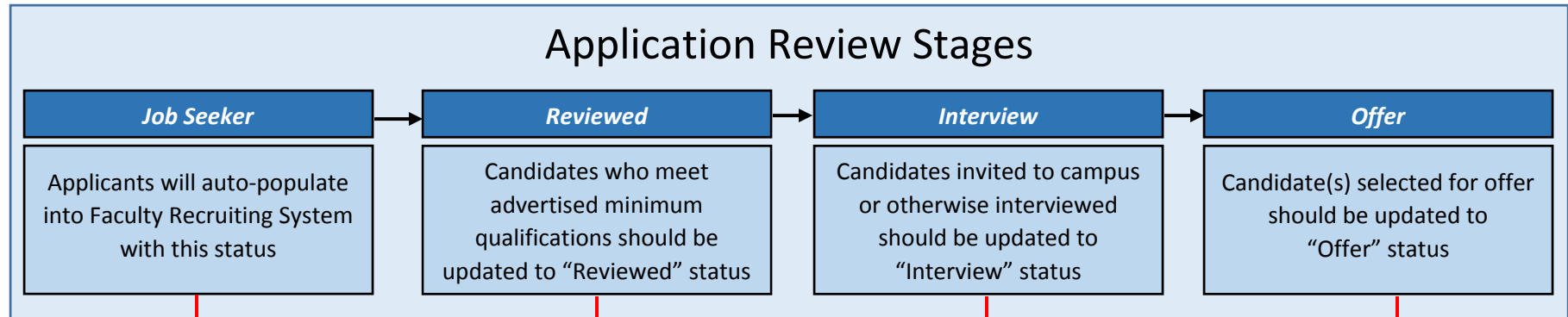
[HR Job ID # 32669] NUL Distinctive Collections, Librarian (Posting)

[HR Job ID # 30781] NUL Distinctive Collections, Librarian (Posting)

Close Copy

## 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.



### Northwestern | myHR Faculty Recruiting

Dashboard Overview **Applications** Reporting Communications Settings

Phase 1 Finalists

Search:  **Export**

Last Name	First Name	Date Submitted	Highest Degree Granting Institution	App. Docs	Ref. Letters	Reviews (Cnt)	Reviews (Avg)	My Review	Phase	Disposition	Finalist
		2017-04-26 15:23:20	Adelphi University	4 / 4	0 / 3	0	0		+	Job Seeker	+
		2017-04-26 15:33:43	Adelphi University	2 / 4	0 / 3	0	0		+	Job Seeker	+
		2017-04-26 15:38:30	Adelphi University	2 / 4	0 / 3	0	0		+	Job Seeker	+
		2017-04-26 15:52:28	Adelphi University	2 / 4	0 / 3	0	0		+	Job Seeker	+
		2017-04-26 15:55:14	Adelphi University	2 / 4	0 / 3	0	0		+	Job Seeker	+
		2017-04-26 16:26:28	Adelphi University	2 / 4	0 / 3	0	0		+	Job Seeker	+
		2017-04-26 16:28:30	Adelphi University	2 / 4	0 / 3	0	0		+	Job Seeker	+

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 "Reject" 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 “Reject” 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.

The screenshot shows a web interface for managing applications. At the top right is an 'Add Phase' button. Below it, there's a 'Disposition Code Reason' dropdown menu. To its right are 'Final Fields ->', '- Disposition Codes ->', 'Reset', and 'Set' buttons. Below the dropdown is a text input field with a placeholder '\* Disposition code reason is required.' and a red asterisk. To the right of the input field is a dropdown menu with options: 'Reject', 'Refused Offer/Withdrawn App', and 'Job Seeker'. The 'Reject' and 'Refused Offer/Withdrawn App' options are highlighted with a red box. Below the dropdown menu are 'Save' and 'Close' buttons. A red arrow points from the text box to the dropdown menu.

### Reject

<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

### *Withdrawn Application (should also be used for candidates who refuse an offer, but this will be done in the myHR eOffer module)*

<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



## 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.

**Northwestern myHR Faculty Recruiting**

Dashboard Overview Applications **Reporting** Communications Settings Log Out (MCC Data Coordinator)

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

Search Reporting

Below are the available canned applicant reports available to you. You may refine these reports by using the Optional Fields dropdown to add additional fields of interest. Click the export button for various options to export a copy of your report.

Application Information **My Reviews** Review Scores Review Scores - Detail

Search:  **Export** - Optional Fields - v **Reset** **Set**

Last Name	First Name	Highest Degree Granting Institution	Date Applied	Reference Letters Submitted	Reference Letters Not Submitted	References	Reference Emails Submitted	Reference Emails Not Submitted	Disposition
		Illinois State University	2017-04-12 13:53:04	---	2	Reference FName Reference LName [Current Postdoc Advisor], Reference FName 2 Reference LName 2 [Graduate School Advisor]	---	Reference FName Reference LName [reference@northwestern.edu], Reference FName 2 Reference LName 2 [reference2@northwestern.edu]	Job Seeker
		Northwestern University	2017-04-12 13:53:04	---	1	Ref FName Ref LName [Previous Postdoc Advisor]	---	Ref FName Ref LName [reference3@northwestern.edu]	Job Seeker
		Abilene Christian University	2017-04-12 14:46:20	---	3	aaa aaa [Current Postdoc Advisor], aaa aaa [Current Postdoc Advisor], aaa aaa [Current Postdoc Advisor]	---	aaa aaa [aaa@aa.com], aaa aaa [aaa@aa.com], aaa aaa [aaa@aa.com]	Job Seeker
		Northwestern University	2017-04-12 13:53:04	---	---	---	---	---	Job Seeker

Previous **1** Next

## Sending Emails to Applicants or Other Recipients via Faculty Recruiting System

Northwestern | myHR Faculty Recruiting

Dashboard Overview Applications Reporting **Communications** Settings

Log Out (MCC Data Coordinator)

Send e-mails to individual recipients or to multiple recipients. Select recipients to e-mail using checkboxes or dropdown filters. Compose custom e-mails, or use existing templates.

Emails can be set to come from the Search Contact, or from the user sending the e-mail

Use the Compose Email tabs to generate your email communications. Users may create and manage their own listing of templates for frequent types of communications under the Manage Templates tab. All communications sent through the system will be saved and stored under the Communication Records tab.

Recipient List

Communication Records

See records of all past communications (auto-generated and individually-sent) for all recipients.

Compose Email

Manage Templates

Listed below are all the available applicants. You may use codes (if granted access), to quickly find and select the checkboxes on the left to select and unselect recipients. You may also use one of your predefined templates you've created in the

search, optional fields and disposition codes. Use the checkboxes to delete the entered characters. Use the checkboxes to create a newly created email, or based on

Compose your email below. Recipients selected on the left under the Recipient List tab will be those that receive your communications. Please note that the {Recipient First Name} and the {Recipient Last Name} will be replaced by the actual first name and the last name of the individual recipient. You may also BCC the search contact email by checking the box below.

All communications sent will be logged and stored under the Communication Records tab.

Recipient Type:

Applicants

Quick Search:

- Optional Fields -

- Disposition Codes -

Reset

Set

Template:

-- Select --

From:\*

BME Search Committee <test@northwesterntestsearchcommittee.edu>

To:\*

Selected recipients from recipient list on left.  
The recipient(s) will see his/her email address only

Subject:\*

Message: (No HTML tags allowed. Any HTML tags will be stripped out)

Dear {Recipient First Name} {Recipient Last Name},

Regards  
BME Search Committee

<input type="checkbox"/>	Last Name	First Name	Date Submitted	Highest Degree Granting Institution	Phase	Disposition	Finalist
<input type="checkbox"/>	...	...	2017-04-12 11:53:04	Illinois State University	1	Job Seeker	No
<input type="checkbox"/>	...	...	2017-04-12 11:53:04	Northwestern University	1	Job Seeker	No
<input type="checkbox"/>	...	...	2017-04-12 11:46:20	Abilene Christian University	1	Job Seeker	No
<input type="checkbox"/>	...	...	2017-04-12 11:53:04	Northwestern University	1	Job Seeker	No

Check All

Select recipient type; can send communications to Applicants, Search Committee Members, or References

## **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](mailto: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 14-16.*

**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](mailto: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 pages 14-15.*

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

Yes, all candidates not selected for offer must be assigned the "Reject" (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 19-20.*

**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 16.*

**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 rejected from consideration (i.e., when they are assigned the "Reject" 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 22.*

**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 22.*

**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](mailto: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 if it was not entered at the time of application. *See pages 14-16* 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](mailto:facultyrecords@northwestern.edu).



## Sample Application Form

Northwestern | myHR Faculty Recruiting

### 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](mailto: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 (\*).

To edit, see pg. 6

#### 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?:

##### Academic Information

Highest Degree Granting Institution:\*

Highest Degree Date:\*

Highest Degree Type:\*

Comments:

To add institutions to this list, contact [facultyrecords@northwestern.edu](mailto:facultyrecords@northwestern.edu)

To edit, see pg. 11

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:
* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <span>▼</span>

Application Documents (files must be in Adobe PDF format)	
Cover Letter * (Max size: 8MB)	<input type="text"/>
<input type="button" value="Browse"/>	

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

Why are you being asked to complete this form?
<p>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.</p> <p>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.</p>

### Self Identification - Disability

How do I know if I have a disability?				
<p>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.</p> <p>Disabilities include, but are not limited to:</p> <table><tbody><tr><td><ul style="list-style-type: none"><li>• Blindness</li><li>• Deafness</li><li>• Cancer</li><li>• Diabetes</li><li>• Epilepsy</li></ul></td><td><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></td><td><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></td><td><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></td></tr></tbody></table>	<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>
<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>	
<p><input type="radio"/> YES, I have a disability (or previously had a disability)</p> <p><input type="radio"/> NO, I don't have a disability</p> <p><input type="radio"/> I decline to provide my disability information</p>				

Reasonable Accommodation Notice
<p>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.</p>
<p><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 <a href="http://www.dol.gov/ofccp">www.dol.gov/ofccp</a>.</p> <p>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.</p>

## 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?</p> <p>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

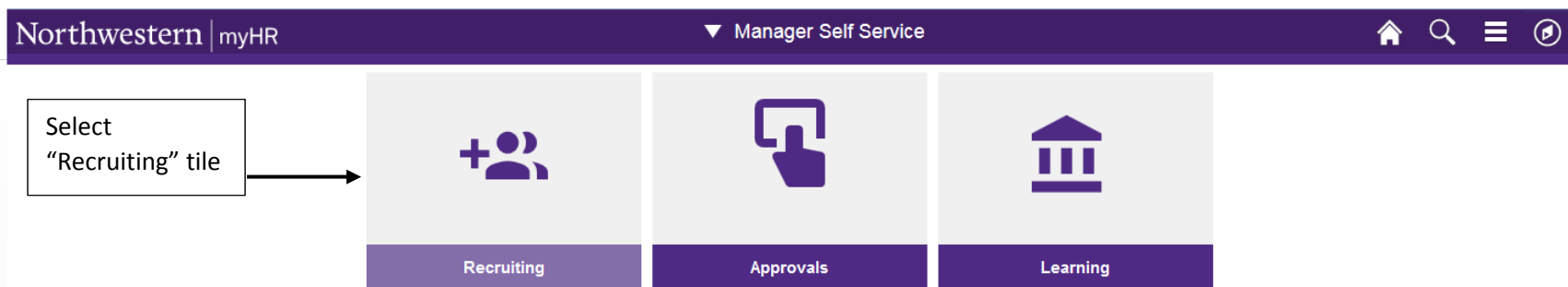
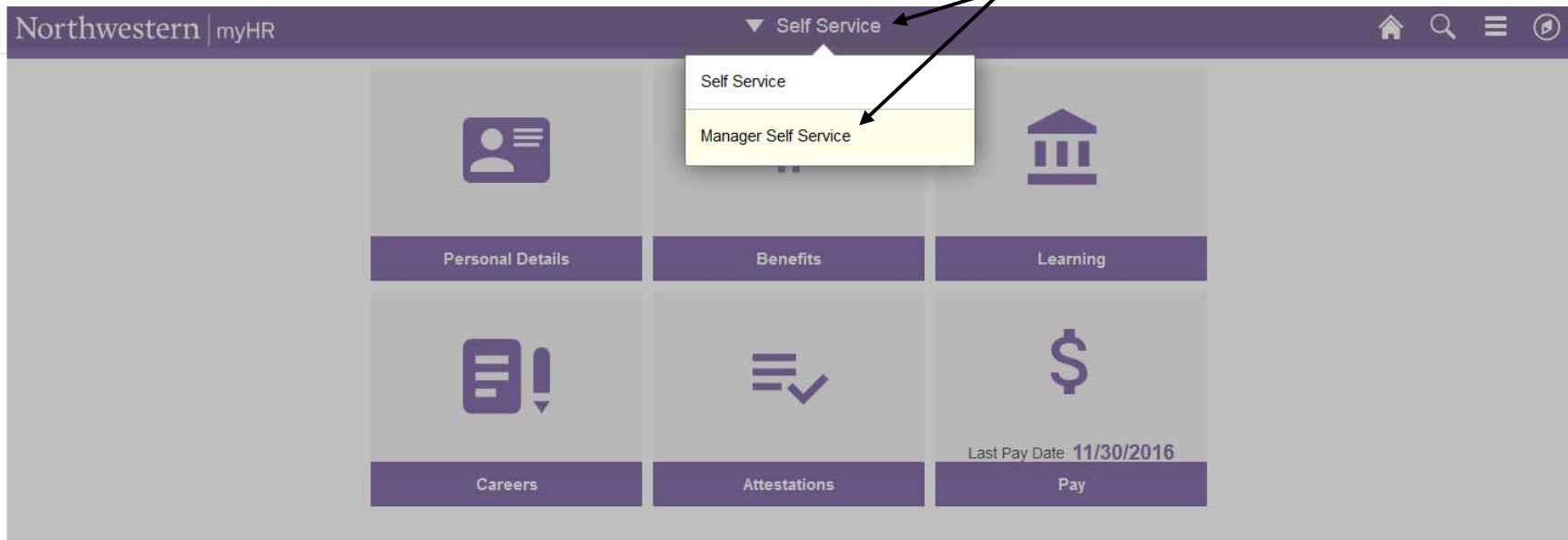
To change contact information, see pg. 5

## 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 “Manager Self Service” from  
Self Service dropdown.



**My Alerts**

**Quick Links**

- [Browse Job Openings](#)
- [Create Faculty Position](#)
- [Create Job Opening](#)
- [Faculty Offer](#)
- [Online Application Form](#)
- [Pending Approvals](#)
- [Self Identification Email](#)
- [Browse Job Openings](#)

**My Job Openings**

Personalize | Find | View All | First 1-10 of 54 Last

Job Opening	Recruiting Location	Category	Days Open	Days to Fill Date
24892 - Faculty Position - Ocu...	Chicago, Illinois	<input type="checkbox"/>	810	0
25102 - Assoc Prof/Professor i...	Chicago, Illinois	<input type="checkbox"/>	779	0
25258 - Senior Scientist, Canc...	Chicago, Illinois	<input type="checkbox"/>	755	0
25463 - Faculty Position in Ph...	Chicago, Illinois	<input type="checkbox"/>	717	0
25464 - Faculty Position in Ph...	Chicago, Illinois	<input type="checkbox"/>	717	0
25551 - Assistant/Associate Pr...	Chicago, Illinois	<input type="checkbox"/>	709	0
25552 - Asst Professor, Pallia...	Chicago, Illinois	<input type="checkbox"/>	709	0
25600 - Hospital Medicine Facu...	Chicago, Illinois	<input type="checkbox"/>	700	0
25602 - Chief of General Inter...	Chicago, Illinois	<input type="checkbox"/>	700	0
25603 - Thoracic Oncology Facu...	Chicago, Illinois	<input type="checkbox"/>	700	0

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

**Create New Posn**

Position Number: 00000000 Position Status Proposed

\*Effective Date: 04/19/2017

**Job Information**

\*Job Code: 200001 Asst Professor (Posting)

**Position Information**

Position End Date: Indefinite End ☒

Percent Full Time: 100.00 Standard Hours: 37.50

Salary Admin Unit:

**Work Location**

Department: 390200 Cell and Molecular Biology; Feinberg School of Medicine

Location: 1308 MED-Cell & Molecular Biology

Reports To Posn: 00002048 Professor Rick Smith

\* Specialty/Area: Biology

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

Northwestern | myHR

Recruiting Home

My Alerts

Quick Links

- Browse Job Openings
- Create Faculty Position
- Create Job Opening
- Faculty Offer
- Online Application Form
- Pending Approvals
- Self Identification Email

Browse Job Openings

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".

### Primary Job Opening Information

Recruiting Home

Job Details

Job Opening Type: Standard Requisition

\*Business Unit: NWUNV Northwestern Business Unit

Department: 390200 MED-Cell & Molecular Biology

\*Position Number: 00075428 Asst Professor (Posting)

Job Code: 200001 Asst Professor (Posting)

\*Recruiting Location: 1

\*Job Posting Title: Asst Professor (Posting)

Continue

Favorites > Main Menu > Recruiting > Create Job Opening

< Create Job Opening

Job Opening

Save and Submit Save as Draft Recruiting Home Notification Start Over

Job Opening ID NEW Status 005 Draft

Job Posting Title Asst Professor (Posting) Business Unit NWUNV (Northwestern Business Unit)

Job Code 200001 (Asst Professor (Posting)) Department 390200 (MED-Cell & Molecular Biology)

Position Number 00075428 (Asst Professor (Posting)) Primary Recruiting Location 1 (Evanston, Illinois)

Job Information Search Committee Job Posting

Opening Information

Job Opening Type: Standard Requisition

Created By: Created

Created: 04/19/2017

\*Openings to Fill: Limited Number of Openings

Target Openings: 1

Specialty/Area: Biology

Is this a Joint Appointment? Yes No

MED-Cell & Molecular Biology

Position Number: 00075428

Primary Position: [X]

Add Position

Employees Being Replaced

\*Employee ID Name

1

Add Employee

Save and Submit Save as Draft Recruiting Home Notification Start Over

Top of Page

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

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

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

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



## [Create Job Opening](#)

### Job Opening

[Save and Submit](#) | 
 [Save as Draft](#) | 
 [Recruiting Home](#) | 
 [Notification](#) | 
 [Start Over](#)

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

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

[Job Information](#) | 
 [Search Committee](#) | 
 [Job Posting](#)

#### Assignments ?

Provost Office Authorizer ?			
*Name	Prvst Off Auth ID	Primary	
Andrea Bueschel		<input type="checkbox"/>	
Alex Rot		<input checked="" type="checkbox"/>	
Nicole Lechuga		<input type="checkbox"/>	

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.

[Add Provost Office Authorizer Team](#)

Search Committee ?							
*Name	Ethnic Group	Gender	Department	Job Title	Tenure	Chair	Equity Representative
ANDREA BUESCHEL	WHITE	Male	MED-Hematology Oncology	Professor	A	<input type="checkbox"/>	<input type="checkbox"/>
ALEX ROT	ASIAN	Female	MED-Hematology Oncology	Assoc Professor	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NICOLE LECHUGA	BLACK	Male	MED-Urology	Professor	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

[Add Search Committee Member](#)

School Authorizer ?	
*Name	Authorizer ID

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

[Add School Authorizer](#)

Department Authorizer ?	
*Name	Dept Auth ID

Resume Receiver	
Name	Res Rec ID

Optional field

[Add Resume Receiver](#)

## Job Opening

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

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

[Job Information](#) | [Search Committee](#) | **[Job Posting](#)**

Job Postings ?

Postings	Primary Posting Title
Asst Professor (Posting)	<input checked="" type="checkbox"/>

[Add Job Posting](#)

[Save and Submit](#) | [Save as Draft](#) | [Recruiting Home](#) | [Notification](#) | [Start Over](#) [Top of Page](#)

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

## Posting Information

Job Postings ?

\*Posting Title

Job Descriptions ?

Description Type Department Marketing Statement  
Visibility Internal and External

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

Applications accepted here: << hyperlink >>

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

[Add Posting Description](#) [Delete Posting Description](#)

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)
Internet	Internal Posting	7 - Seven days after approval	04/26/2017	<input type="text" value="31"/>	<input type="text" value="31"/>
Internet	External Posting	7 - Seven days after approval	04/26/2017	<input type="text" value="31"/>	<input type="text" value="31"/>
GreaterChicago HERC Website	External Posting	7 - Seven days after approval	04/26/2017	<input type="text" value="31"/>	<input type="text" value="31"/>

[Add Posting Destination](#)

[OK](#) [Cancel](#) [Preview](#)

[Third Party Advertisement](#)

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 should not be edited.**

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

**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.

The screenshot shows the 'Job Descriptions' system interface. At the top, the 'Posting Title' is 'Director of Compliance'. Below this, the 'Description Type' is 'Department Marketing Statement' and 'Visibility' is 'Internal and External'. A rich text editor toolbar is visible, with the hyperlink icon (a chain link) highlighted with a red box. The 'Job Summary' section contains the following text: 'Reporting to the Associate Vice President, Chief Compliance Officer, play an innovative and important role in building Northwestern's University [Compliance Office](#) Working with partners throughout the University, identify and analyze the compliance risks faced by the University and develop ways to address them strategically and collaboratively.' The text 'Compliance Office' is highlighted with a red box.

The image shows two screenshots of the 'Link' dialog box, illustrating the steps to configure a new window target. The left screenshot shows the 'Link Info' tab with the 'Link Type' set to 'URL' and the 'Protocol' set to 'http://'. The URL 'www.northwestern.edu/audit-and-advisory/' is entered in the text field. The 'Target' tab is highlighted with a red box. A red arrow points from this box to the 'Target' tab in the right screenshot. The right screenshot shows the 'Target' tab with the 'Target' dropdown menu set to 'New Window (\_blank)'. Both screenshots have 'OK' and 'Cancel' buttons at the bottom.

Job Postings ?

\*Posting Title

Job Descriptions ?

First 1 of 1 Last

Description Type Department Marketing Statement

Visibility Internal and External

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

Applications accepted here: << hyperlink >>

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

Add Posting Description

Delete Posting Description

Job Posting Destinations ?

*Destination	*Posting Type	Relative Open Date	Post Date	Remove Date	Posting Duration (Days)	
Internet ▼	Internal Posting ▼	7 - Seven days after approval ▼	04/26/2017	<input type="text" value=""/>	<input type="text" value=""/>	
Internet ▼	External Posting ▼	7 - Seven days after approval ▼	04/26/2017	<input type="text" value=""/>	<input type="text" value=""/>	
GreaterChicago HERC Website ▼	External Posting ▼	7 - Seven days after approval ▼	04/26/2017	<input type="text" value=""/>	<input type="text" value=""/>	

Add Posting Destination

Third Party Advertisement

OK

Cancel

Preview



[← Create Job Opening](#)

### Job Opening

[Save](#) | [Recruiting Home](#) | [Create New](#) | [Print Job Opening](#)

<b>Job Opening ID</b> 30155 <b>Job Posting Title</b> Asst Professor (Posting) <b>Job Code</b> 200001 (Asst Professor (Posting)) <b>Position Number</b> 00075428 (Asst Professor (Posting))	<b>Status</b> 006 Pending Approval <b>Business Unit</b> NWUNV (Northwestern Business Unit) <b>Department</b> 390200 (MED-Cell & Molecular Biology) <b>Primary Recruiting Location</b> 1 (Evanston, Illinois)
---	---

[Job Information](#) | [Search Committee](#) | [Job Posting](#) | [Approvals](#)

#### Job Approvals

**Authorizer/Recruiter**

**Job Opening: Pending**

DeptAuth\_SchAuth\_PrivOffAuth

**Self Approved**  
 June Kelly  
 NW Dept Auth Group  
 04/19/17 - 8:09 AM

**Self Approved**  
 June Kelly  
 NW School Auth Group  
 04/19/17 - 8:09 AM

**Pending**  
 Multiple Approvers  
 NW Provost Office Auth Group

Comments Text

[Save](#) | [Recruiting Home](#) | [Create New](#) | [Print Job Opening](#) [Top of Page](#)

Once a job opening has been submitted to the first level of approval (Department Authorizer), an Approvals tab will populate to show what phase of approval the opening is in.

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

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

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

These three e-mails are shown below as a reference.

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/HRIS\\_HRPM.HRS\\_JOB\\_OPENING.GBL?Action=U&HRS\\_JOB\\_OPENING\\_ID=30158](http://hr92devbweb.ci.northwestern.edu/psp/hr92devb/EMPLOYEE/HRMS/c/HRIS_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>

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.

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 receiving applications.

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.