

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

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

The screenshot shows the Northwestern myHR Faculty Recruiting Dashboard. The interface includes a header with the Northwestern logo and 'myHR Faculty Recruiting'. Below the header is a 'Dashboard' tab. The main content area displays a welcome message and a list of available searches. A callout box points to the 'Dashboard' tab, stating: 'The **Dashboard** is your main landing page, and shows you the searches to which you have access. Toggle between search statuses using these tabs.' Another callout box points to the search status tabs (Pre-Active, Active, Hold, Canceled, Filled/Closed), stating: '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”.' A third callout box points to the 'Export' button, stating: 'Export or print the data on your screen in a variety of formats'. A fourth callout box points to the search title 'Gastroenterology Professor', stating: 'To drill into any searches, click on the search title. *See next page*'. A fifth callout box points to the 'Submitted' column value '8', stating: 'Shows # of applications received'. A sixth callout box points to the 'Reviewed by You' column value '0 of 8', stating: 'Shows how many applications you have reviewed'.

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	

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

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

### Search Summary

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

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

Submitted 4

7 - Day 4

Today 0

Reviewed 1

Top Ranked 2

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

Overview

Recent Applications

Recent Letters

Recent Reviews

### Search Details

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

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

Search ID: 1  
HR Job ID: 30781

Status: Pre-Active

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/IMQ==>

#### Search Description:

Debitis ut sequi voluptatem modi. Perspiciatis delectus occaecati temporibus et provident explicabo maxime. Officiis 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

### Search Administrators

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

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

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

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

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

### Search Contacts

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

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

### Recent Administrative Notes

Recent administrative notes that have been created for applicants.

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

(30781) Full Professor of aut voluptatem voluptatibus Active

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

## 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.

Type to add/edit FRS instructions

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

Phase 1 Phase 2 Finalists

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)	Copy Applicant To
		2017-04-12 13:53:04	Illinois State University	0 / 1	0 / 2	2	1.5		<a href="#">-- Select Faculty --</a>	<a href="#">-- Select Custom Tag --</a>	
		2017-04-12 13:53:04	Northwestern University	0 / 1	0 / 1	1	1		<a href="#">-- Select Faculty --</a>	<a href="#">-- Select Custom Tag --</a>	
		2017-04-12 14:46:20	Abilene Christian University	0 / 1	0 / 3	0	0		<a href="#">-- Select Faculty --</a>	<a href="#">-- Select Custom Tag --</a>	
		2017-04-12 13:53:04	Northwestern University	0 / 1	0 / 0	0	0		<a href="#">-- Select Faculty --</a>	<a href="#">-- Select Custom Tag --</a>	

The Applications tab shows submitted applications. To review or score a specific application, click on the candidate's last name.

You may see your name here if your chair has assigned an application to you for initial review

If you are serving on the committee for multiple searches, you can copy applicants from one search to another. **See page 6.** Use only as appropriate and in consultation with the respective chairs.

View applicant information here  
(also see next page)

## Applicant Information

☒ Expand All

### Official Contact Information

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

### Academic Information

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

(see applicant  
information and  
materials  
continued on next  
page)

## My Review

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

Current Review Phase:

Review Score:

Select

Review Comments:

My Tags:

Other Tags:

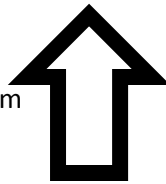
Review Complete: ☐

Save Review

Enter your review score and  
comments here. Be sure to save  
review when complete.

**Optional:** Can add tags to help  
sort candidates in your Dashboard  
(e.g., "already reviewed")

(image continued from  
previous page)



Applicant Self Identification Information

Status:

Not received

Last Updated:

Not received

Last Request Sent:

N/A

Applicant Disposition Information

Disposition:

Job Seeker

Search Committee Categorization

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

-- Custom Tag --

Faculty Name:

-- Select Faculty --

Application Documents

View File

Download All

Name	Document Type	Size	Created
No data available in table			

List of References

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

Click + sign to expand reference detail.

No.	Name	Institution	Relationship	Received
1	Reference FName Reference LName	NU	Current Postdoc Advisor	<div>View Letter</div>
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

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

1

Reference FName Reference LName

NU

Current Postdoc Advisor

No

Full Name:

Reference FName Reference LName

Rank/Title:

Director

Institution:

NU

Email:

reference@northwestern.edu

Relationship:

Current Postdoc Advisor

Email Request Sent:

No request sent

Date Letter Received:

Not received

View reference letters  
received on  
applicant's behalf

5

## Applications – Copying a Candidate to Another Search

The screenshot shows the 'Applications' tab in a web interface. A table lists candidate applications with columns for 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, and Final. A callout box points to the 'Copy Applicant To' button, which is located next to the 'Phase' column.

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
		2017-08-10 15:33:43	Not Listed - Other	1 / 4	1 / 2	0	0			-- Select Faculty --	-- Select Custom Tag --	Job Seeker	

Any faculty member who is serving on multiple active search committees can copy candidates between those searches. This should only be done when appropriate, and in consultation with the respective chairs. 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 the system 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 staff 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.

The 'Copy Applicant To' dialog box is shown, containing a message about copying the applicant's profile, attachments, and references. Below the message, there is a section for 'Applicant' and a 'Search' section. The 'Search' section has a dropdown menu with the following options:

- 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)

At the bottom of the dialog box are 'Close' and 'Copy' buttons.

## **Guide to using Disposition Codes**

Disposition codes serve two purposes – to define the stages of the application review process, and to allow search committees to define the reason that a candidate was rejected from consideration (or withdrew themselves from consideration). These purposes will be outlined below. Whenever your committee chooses to reject an applicant from consideration, be sure to provide your Search Administrator with the rejection (or withdrawal, or offer refusal) reason so this can be entered.

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

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

## Sample FRS Application Form

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### 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 (\*).

#### Applicant Information

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



## Sample Application Form, cont'd.

### 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"/>	<input type="text" value="Select"/>

### Application Documents (files must be in Adobe PDF format)

Cover Letter \* (Max size: 8MB)

Browse

### Why are you being asked to complete this form?

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

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

### Self Identification - Disability

#### How do I know if I have a disability?

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

Disabilities include, but are not limited to:

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

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

### Reasonable Accommodation Notice

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

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

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

## Sample Application Form, cont'd.

### Self Identification - Veteran Status

#### Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - A person who was discharged or released from active duty because of a service connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA — the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

#### Self-identification

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selecting the appropriate option below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

☒ I identify as one or more of the classifications of protected veteran listed

- ☐ Disabled Veteran
- ☐ Recently Separated Veteran
- ☐ Active Duty Wartime or Campaign Badge Veteran
- ☐ Armed Forces Service Medal Veteran

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

☐ I am a veteran, but not a protected veteran as defined above

☐ I am not a veteran

☐ I don't wish to answer

Military Discharge Date

#### Reasonable Accommodation Notice

If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability. Applicants and employees may request a reasonable accommodation by contacting Northwestern's Office of Equal Opportunity and Access at 847-491-7458 or via email at [EEO@northwestern.edu](mailto:EEO@northwestern.edu).

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

## Sample Application Form, cont'd.

### Self Identification - Diversity

Gender/Ethnicity/Race		
<p>Northwestern University is subject to certain governmental record-keeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, Northwestern University invites applicants to voluntarily self-identify race/ethnicity, gender, and veteran status. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information is kept confidential and is only used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p> <p>If you do not wish to provide this information, please check the box to the left of 'I don't wish to answer.'</p>		
Gender Identification	Ethnicity identification	Race Identification
<p><input type="radio"/> Male</p> <p><input type="radio"/> Female</p> <p><input type="radio"/> I don't wish to answer</p>	<p>Are you Hispanic or Latino?</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>What is your race?</p> <p><input type="checkbox"/> American Indian or Alaska Native A person having origins in any of the original peoples of North or South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.</p> <p><input type="checkbox"/> Asian A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including for example, Cambodia, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Viet Nam.</p> <p><input type="checkbox"/> Black or African American A person having origins in any of the black racial groups in Africa.</p> <p><input type="checkbox"/> Native Hawaiian or Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p><input type="checkbox"/> White A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p> <p><input type="checkbox"/> I don't wish to answer</p>
<p>Questions? Contact BME Search Committee at <a href="mailto:facsearch@bme.northwestern.edu">facsearch@bme.northwestern.edu</a> or call 000-000-0000.</p>		

Submit Application