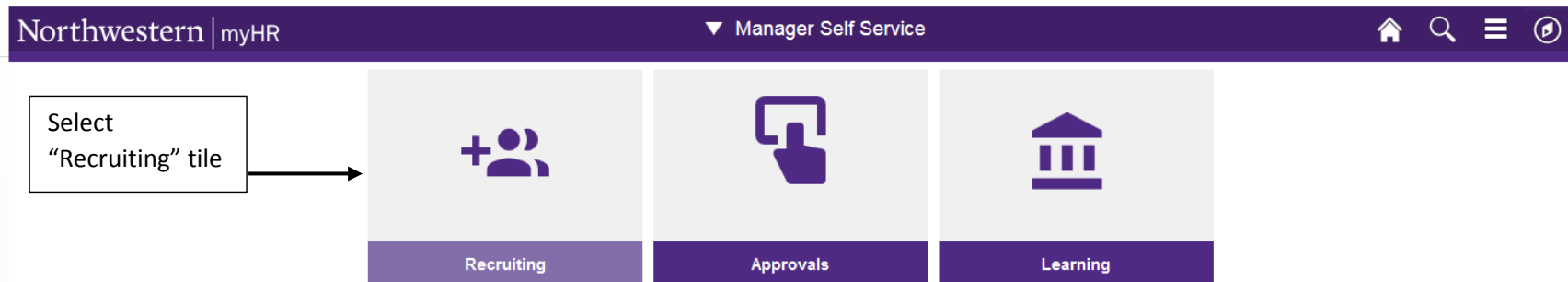
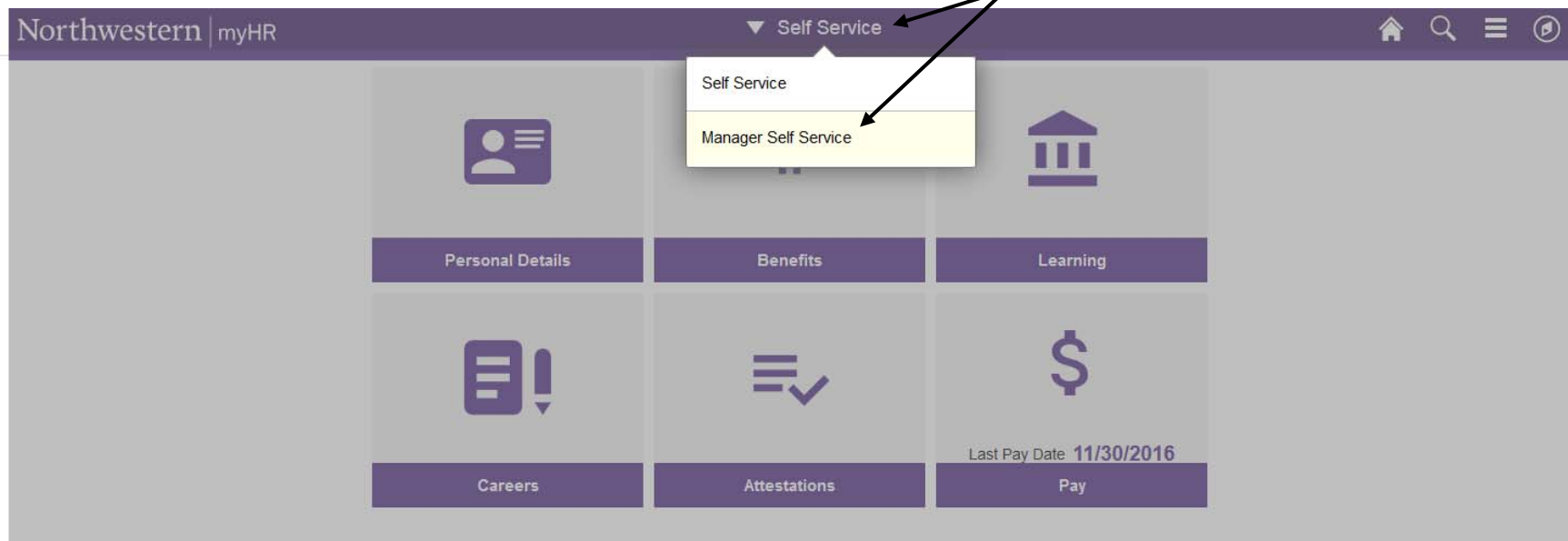


Before a faculty search can be opened with the Faculty Recruiting System, a new position must be created for review by the Office of the Provost, and the job advertisement text and search committee membership must be submitted for review by the Office of the Provost. The steps below demonstrate these 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
Dr. [Name]	WHITE	Male	MED-Hematology Oncology	Professor	A	<input type="checkbox"/>	<input type="checkbox"/>
Dr. [Name]	ASIAN	Female	MED-Hematology Oncology	Assoc Professor	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dr. [Name]	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 Asst Professor (Posting)

Job Descriptions ?

Description Type Department Marketing Statement  
Visibility Internal and External

Format Font Size B I U S

- 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"/>	<input type="text"/>
Internet	External Posting	7 - Seven days after approval	04/26/2017	<input type="text"/>	<input type="text"/>
GreaterChicago HERC Website	External Posting	7 - Seven days after approval	04/26/2017	<input type="text"/>	<input type="text"/>

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.

This screenshot shows the 'Link' dialog box with the 'Link Info' tab selected. The 'Link Type' is set to 'URL'. The 'Protocol' is set to 'http://'. The 'URL' field contains 'www.northwestern.edu/audit-and-advisory', which is highlighted with a red box. The 'Target' tab is also visible, with 'New Window (\_blank)' selected in the dropdown menu, also highlighted with a red box. A red arrow points from the 'Target' tab in this dialog to the 'Target' tab in the next dialog.

This screenshot shows the 'Link' dialog box with the 'Target' tab selected. The 'Target' dropdown menu is set to 'New Window (\_blank)', which is highlighted with a red box. The 'OK' and 'Cancel' buttons are at the bottom.

## Posting Information

Job Postings

\*Posting Title Asst Professor (Posting)

Job Descriptions

Description Type Department Marketing Statement  
Visibility Internal and External

Format
Font
Size
B
I
U
S

- 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		
Internet	External Posting	7 - Seven days after approval	04/26/2017		
GreaterChicago HERC Website	External Posting	7 - Seven days after approval	04/26/2017		

Add Posting Destination
Third Party Advertisement

OK
Cancel
Preview

Click "OK" to return to the Job Posting tab (can also click "Preview" to see the posting formatted for the Careers page on Northwestern's website), and click "Save and Submit" to submit posting to the Department Authorizer for review. Click "Save as Draft" if you wish to return and complete the process later. These two options are also available from the Job Information and Search Committee tabs.

Create Job Opening

Home
Search
Menu

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 00048823 (Asst Professor (Posting))

Status 005 Draft  
Business Unit NWUNV (Northwestern Business Unit)  
Department 275900 (WCAS Religious Studies)  
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



[← 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.



  10:24 AM  
Job Opening ID (30158) Assistant/Assoc Prof (Posting) has been Approved

The following Job Opening has been fully "Approved". You will receive a follow-up e-mail notification when the Faculty Recruiting page is available for this search.

Job Opening ID: 30151  
Posting Title: Assistant/Assoc Prof (Posting)

To view this Job Opening, visit:

[http://hr92devbweb.ci.northwestern.edu/psp/hr92devb/EMPLOYEE/HRMS/c/HRS\\_HRPM.HRS\\_JOB\\_OPENING.GBL?Action=U&HRS\\_JOB\\_OPENING\\_ID=30158](http://hr92devbweb.ci.northwestern.edu/psp/hr92devb/EMPLOYEE/HRMS/c/HRS_HRPM.HRS_JOB_OPENING.GBL?Action=U&HRS_JOB_OPENING_ID=30158)

E-mail #1: Search committee and job advertisement text have been approved by the Office of the Provost. Stand by to receive notification from FRS that search is ready for configuration.

---

A new FRS search has been created and is ready for configuration. The search details are as follows:

Admin Unit: McCormick School of Eng and Appl Sci

Department: MCC Biomedical Engg

Notes: Title: Professor - Testing BL0 - 4/29

Search Opened: 2017-04-17

HR Job ID: 30151

Log into your FRS search here:

<http://frs54.northwestern.edu/search/2>

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.

 myHR Test  4/12/2017  
Job Opening will now be posted and is available in FRS

The following search is now available for use within the Faculty Recruiting system, and this Job Opening will now be posted.

Job Opening ID: 30151  
Posting Title: Assistant/Assoc Prof (Posting)

To access the Faculty Recruiting administrative page for this opening, visit:

<http://evfrsqaapp1.ci.northwestern.edu/auth>

Faculty applicants for this Job Opening can apply here:

<http://facsearch-dev.northwestern.edu/apply/MTI=>

E-mail #3: Once search has been flipped to "Active" status by your school's Data Coordinator, the job advertisement will post to the University's Careers page, and you will receive this e-mail as confirmation.