



Configuring a Search in FRS- Quick Guide

1. Search Structure

- x What should the contact email address be if applicants wish to contact the department (will be listed at the bottom of the application)

Configuring a Search- Basic Settings



Configuring a Search- Basic Settings, cont'd.

The screenshot shows a web-based configuration interface for search settings. At the top, there is a navigation menu with items: Applications, Reporting, Communications, Settings, Adminis, Dashboard, and Over. Below this, a sub-menu includes Search Overview, Search Committee, Search Options, System Use, and Groups. The main content area is titled 'Search Details' and contains a 'Search Administrators' section. A red box highlights a checkmark icon in the top right of this section. A central 'Edit Search' dialog box is open, showing a 'Search Description/Instructions' field with a text area and a 'Search Status' dropdown menu. Several callout boxes with arrows point to specific elements: one points to the 'Search Status' dropdown, another to the 'Search Description/Instructions' text area, and others to various input fields and checkboxes in the lower part of the configuration page.

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”.

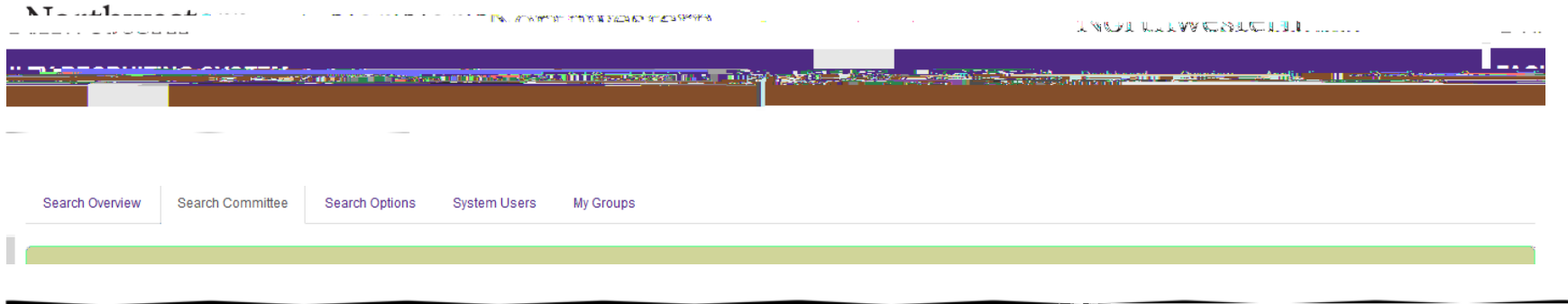
Should candidates be able to list a second degree earned, or just their highest degree? Should this be required?

Mix/Max number of references accepted for each applicant

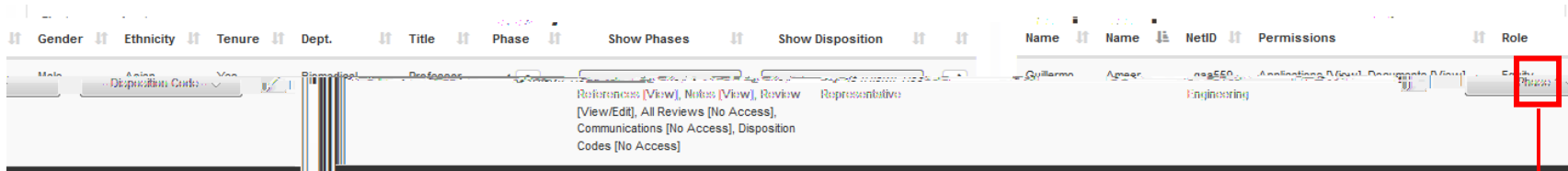
Auto email applicants' references asking for letter of reference (yes/no);
Send applicants confirmation emails when letters are uploaded on their behalf (yes/no)

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

Configuring a Search- SearchCommitteePermissions



Configuring a Search- Search Committee Permissions cont'd.



Gender	Ethnicity	Tenure	Dept.	Title	Phase	Show Phases	Show Disposition	Name	Name	NetID	Permissions	Role
				Professor				Guillermo	Amador	ga550	Applications [View], Documents [View],	Engineering



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

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 Type

Search Committee

System Users

These mail templates that the system sends to applicants can also be adjusted from this screen— [see](#)

Configuring a Search- Customizing Email Templates

