

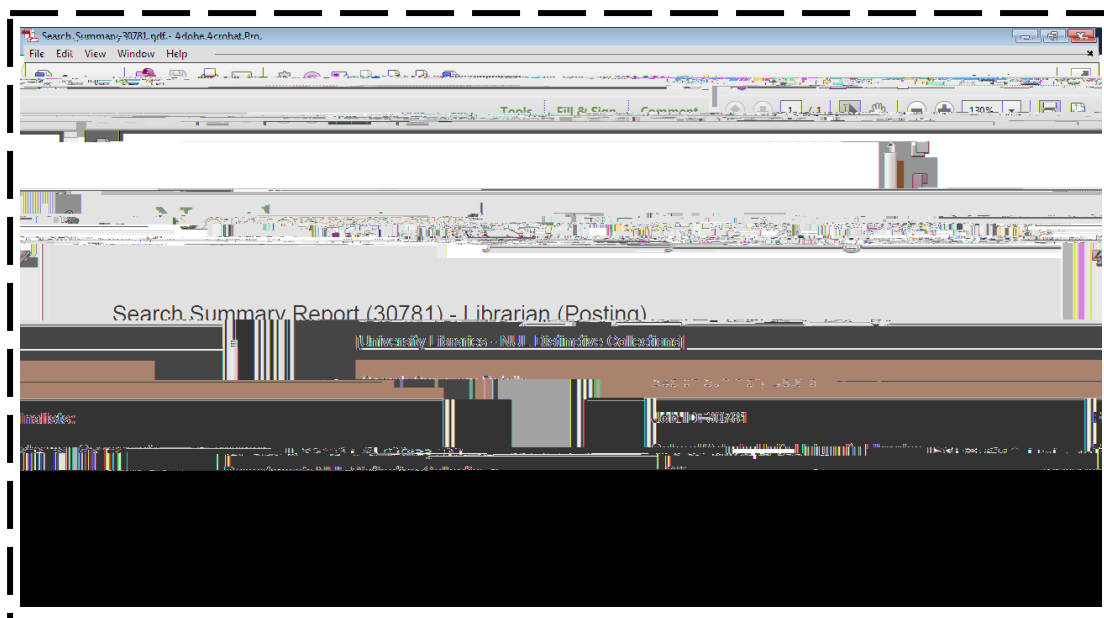
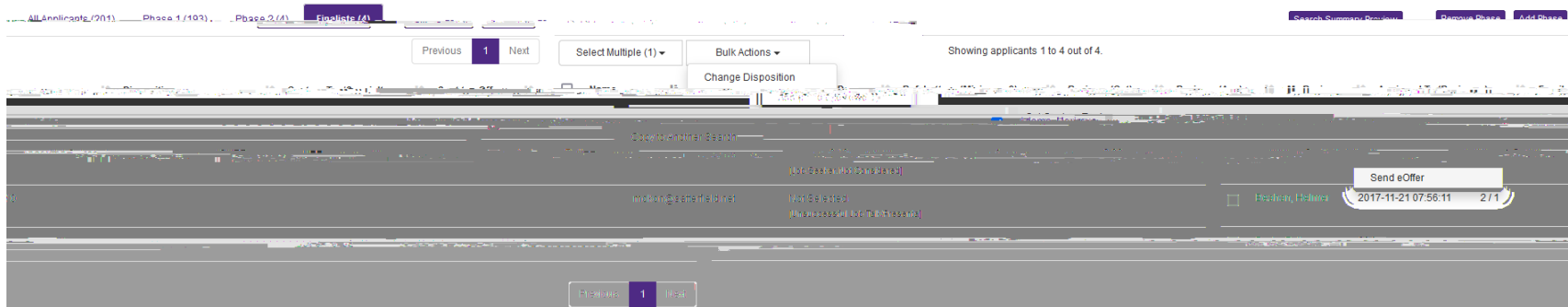
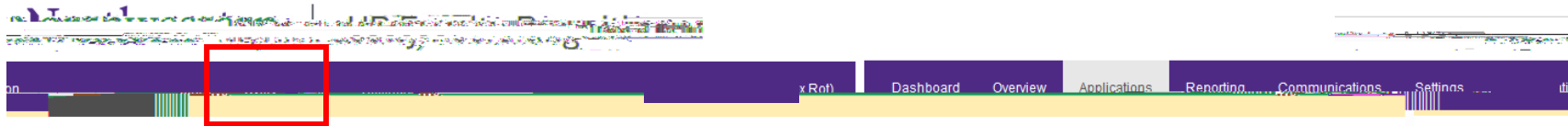
# Selecting a finalist candidate in FRS eOffer – Job Aid for Data Coordinators

When a search committee has identified its candidate of choice and your Dean's Office has signed off on that candidate, the candidate's information and materials can be sent to myHR eOffer directly from FRS. This guide will walk you through how to send these materials over, and it will also walk you through the process of sending an offer to the Provost's Office for review (via eOffer) and marking a final offer status in eOffer.

Before you can send the candidate of choice to eOffer, the Search Administrator needs to have entered "Not Selected", "Withdrawn", or "Accepted Another Position at NU" disposition codes for all non selected candidates by selecting the non selected candidates and then using the "Change Disposition" action. They should also move any candidates who advanced to the Finalist stage to the finalist phase using the "Move to Phase/Finalist" action.

Annotations in the screenshot include:

- A red box around the 'Administration' menu item in the top navigation bar.
- A text box with the instructions above.
- Red arrows pointing from the text box to the 'Change Disposition' button and the 'Send eOffer' button in the candidate list.
- A red box around the 'Job Seeker' link in the candidate list.



ants 1 to 4 out of 4.

Previous 1 Next Select Multiple (0) Bulk Actions Showing applic

log Out (Alex Rio) | Home | Overview | Applications | Reporting | Communication | Security | Administration

Active (20704) | Pending (4) | On Hold

Application Detail

Expand All

Application Information | Academic Information | Personal Information | Contact Information

Application ID: 20704 | Status: Pending

Applicant: Alex Rio | Institution: American University

Application Date: 2017-07-10 | Degree Type: Doctor of Philosophy

In the event that your candidate of choice does not have a mailing address and/or a highest degree granting institution entered on their application (note: if this is the case, you will receive a warning message when trying to transmit this candidate to eOffer), click on the candidate's last name to drill into their application, and use the pencil icons to make edits.

Academic Information

My Tags:

Other Tags:

Custom Comments:

Highest Degree Granting Institution:	American University
Highest Degree (or expected) Date:	2017-07-10
Degree Type:	Doctor of Philosophy

The process to pull data from FRS to eOffer runs automatically every 15 minutes. So, once you have clicked to "Send to eOffer" button noted in the earlier pages, the candidate's information and documents should be available for you in eOffer within 15 minutes.



### Faculty Offer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

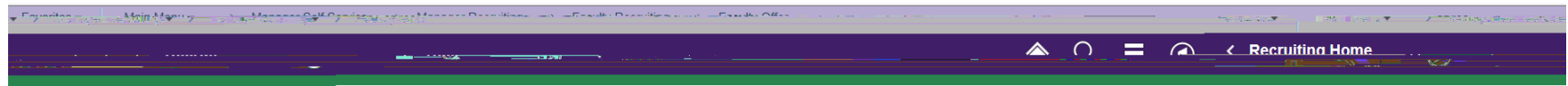
Search Criteria

Last Name begins with  
First Name begins with

Navigate to eOffer, and search for the candidate's information using the last name/first name search fields.

Search Key begins with  
Case Sensitive

Search Clear Basic Search Save Search Criteria



### Faculty Offer

Job Posting Desc: Alex, test search #1

Offer Status:

Reason Refused:

Competing School:

Offer Date:

Hire Type:

Offer status will initially populate as "Offer Requested"

(image continued on next page)

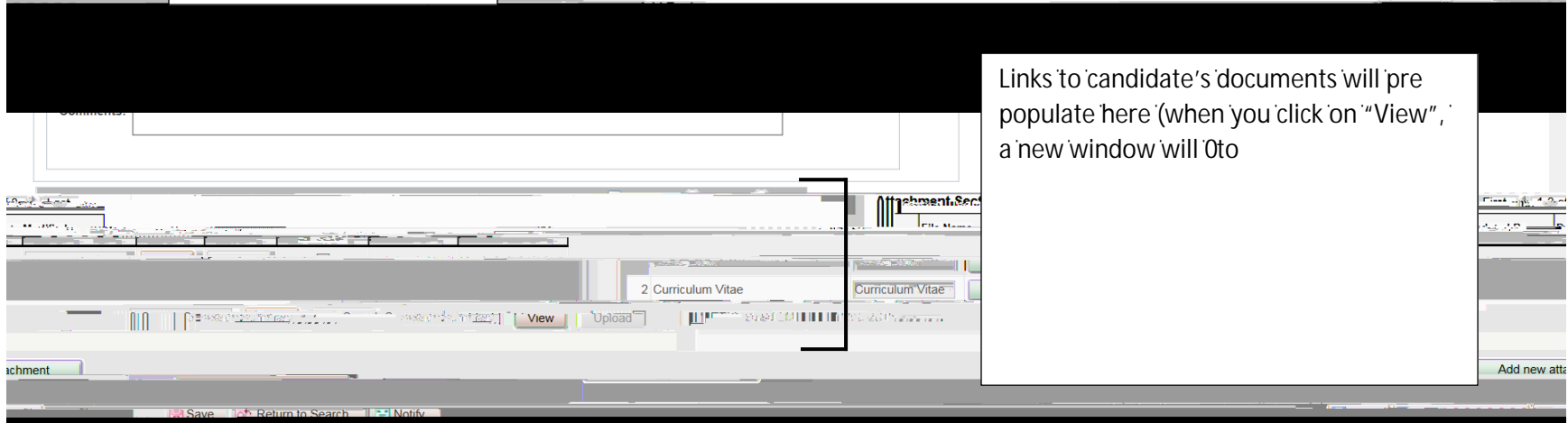
Information populates from FRS



Complete remaining information as you normally would. In event that candidate is being hired into a different department than the department that ran the search, change the Dept ID under Hiring Department.



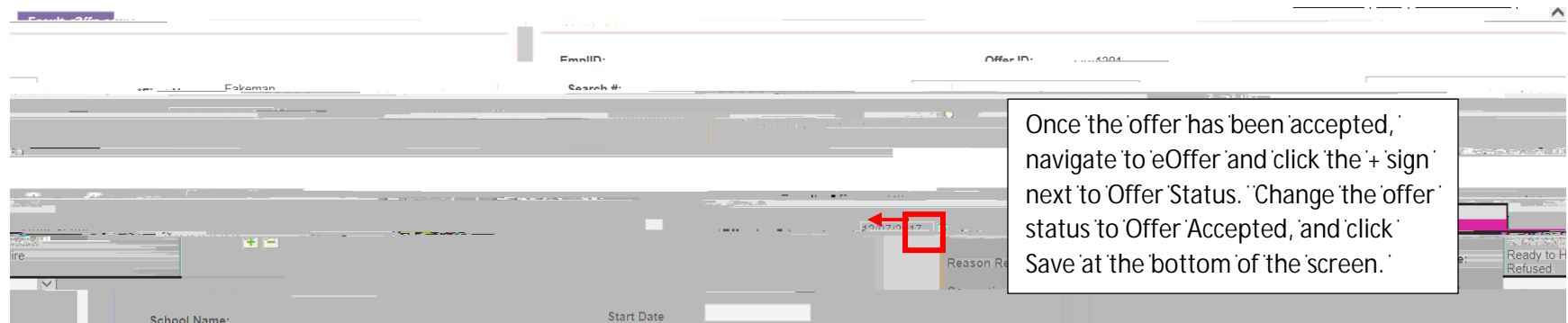
When file is ready for review by the Office of the Provost, press Send Email



Links to candidate's documents will pre populate here (when you click on "View", a new window will open)

If the Provost approves of the offer request, an e mail will be sent to your Dean with approval to make the offer. The following pages contain instructions for taking action in the event that the offer is accepted, or in the event that the offer is refused.

### Offer Accepted:



If you know the faculty member's start date at this time, you can proceed to place the individual in Ready To Hire status, which will send their information to HR Operations in preparation for hiring the individual into the myHR system (once the appointment/position form and personal data form are received). If you do not yet know the start date, you may save this next step until the start date has been determined.

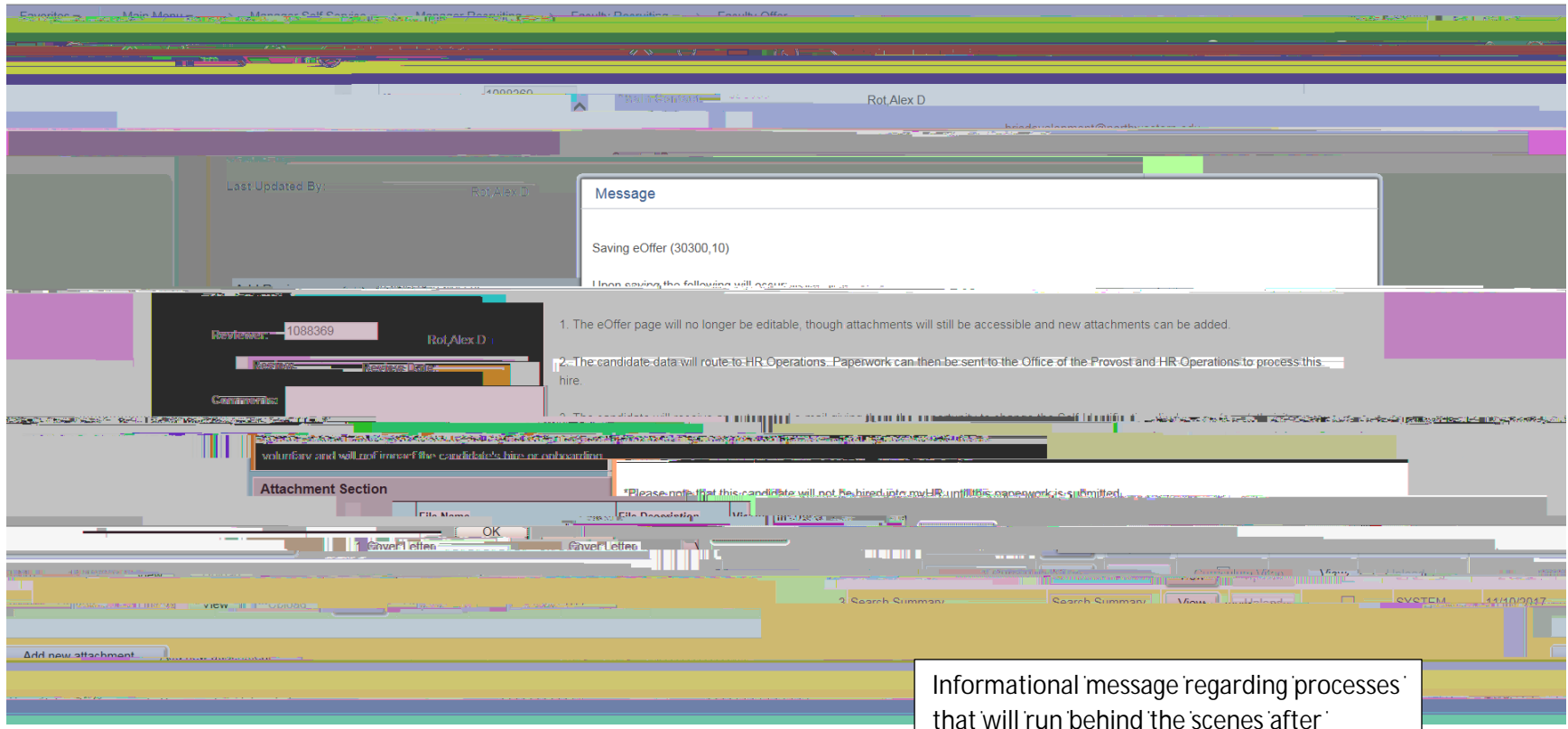
Click the + sign, change the Offer Status to Ready To Hire, enter a start date, and select whether the hire type is a Hire (individual is new to NU), or a Rehire (individual already has an Empl ID from a previous NU role). If unknown, use Hire.

Placing a candidate in Ready To Hire status will: a) send their information to HR Operations in preparation for receiving an appointment/position form and personal data form to hire them, and b) send the candidate the Post Offer Self Identification notice (see below).

If you do not intend to hire more faculty from this search, notify [facultyrecords@northwestern.edu](mailto:facultyrecords@northwestern.edu) to have the job opening closed.

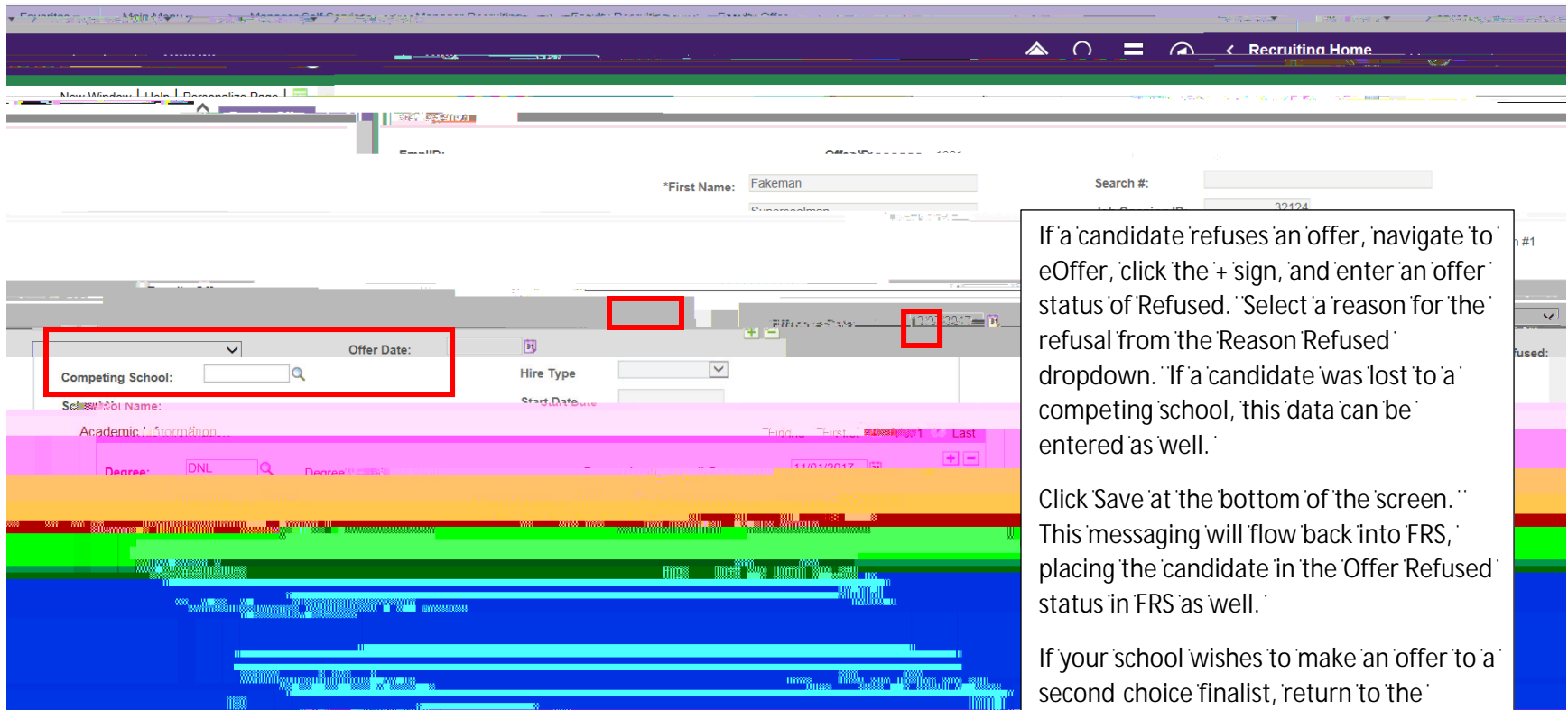
If you are performing this step on the same day that you recorded the candidate's offer acceptance in the previous step, set the Effective Date forward by one day - the system requires different effective dates, but this will not impact the process in any way.

(Offer accepted, cont'd)



Informational message regarding processes that will run behind the scenes after moving candidate to Ready To Hire status.

Offer refused:



If a candidate refuses an offer, navigate to eOffer, click the + sign, and enter an offer status of Refused. Select a reason for the refusal from the Reason Refused dropdown. If a candidate was lost to a competing school, this data can be entered as well.

Click Save at the bottom of the screen. This messaging will flow back into FRS, placing the candidate in the Offer Refused status in FRS as well.

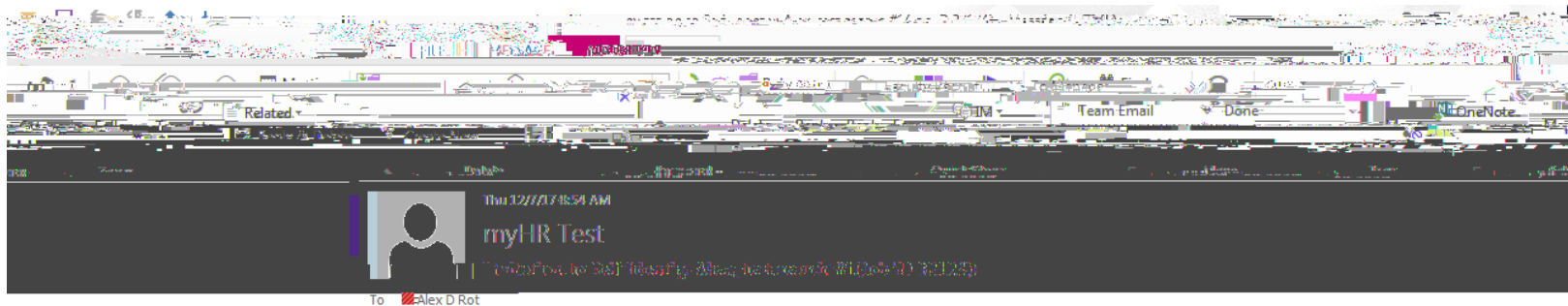
If your school wishes to make an offer to a second choice finalist, return to the beginning of this guide and follow the process to send that candidate's materials forward from FRS to eOffer.



**Appendix: copy of post offer acceptance self identification request**

*As noted in earlier pages, when a candidate is moved into Ready To Hire status, the system will send them an e mail providing them with the opportunity to update their Self Identification disclosures, if they wish. This is entirely voluntary, and has no impact on their start date at the University. Their response is not required – if they entirely miss or disregard the e mail, there is no adverse effect.*

*This appendix shows a copy of the e mail they will receive, as well as the interface to update their disclosures in myHR. This is purely informational for Data Coordinators; there is no expectation that Data Coordinators will follow up with the candidate regarding these items.*



~~emulations. Northwestern University. As a Federal Government Contractor, Northwestern University is subject to and complies with applicable federal and state regulations. As part of those regulations, the University will ask you to provide information about your race, ethnicity, sex, disability status, and veteran status. This information is used to ensure that all individuals receive equal treatment.~~

~~disability status, and veteran status, no further steps are needed. If you have not provided this information, or if you have already provided information regarding your race, ethnicity, sex,~~

~~to support diversity and equity initiatives to foster an inclusive campus culture that embraces the talents and achievements of all individuals regardless of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age,~~

~~Northwestern's office of Equal Opportunity and Access ("EO/AA") is committed to ensuring that all individuals receive equal treatment and that all individuals have the opportunity to succeed at Northwestern University.~~



**Protected Veteran**  
 This category is for Government employees subject to the Military Service Medal Act of 1974, as amended. It includes:
 

- A veteran of the U.S. military, naval, or air service who is entitled to compensation, regardless of whether the recipient is a member of the uniformed services of the United States.
- A veteran of the U.S. Coast Guard or Merchant Marine.
- A veteran of the U.S. Public Health Service or U.S. National Oceanic and Atmospheric Administration.
- A member of the U.S. Armed Forces who has been discharged from the U.S. Armed Forces with a service-connected disability.
- A member of the U.S. Armed Forces who has been discharged from the U.S. Armed Forces with a service-connected disability and who is entitled to compensation.
- A member of the U.S. Armed Forces who has been discharged from the U.S. Armed Forces with a service-connected disability and who is entitled to compensation and who is also a member of the U.S. Armed Forces.

**Formerly Protected Veteran**  
 This category is for Government employees subject to the Military Service Medal Act of 1974, as amended. It includes:
 

- A veteran of the U.S. military, naval, or air service who is entitled to compensation, regardless of whether the recipient is a member of the uniformed services of the United States.
- A veteran of the U.S. Coast Guard or Merchant Marine.
- A veteran of the U.S. Public Health Service or U.S. National Oceanic and Atmospheric Administration.
- A member of the U.S. Armed Forces who has been discharged from the U.S. Armed Forces with a service-connected disability.
- A member of the U.S. Armed Forces who has been discharged from the U.S. Armed Forces with a service-connected disability and who is entitled to compensation.
- A member of the U.S. Armed Forces who has been discharged from the U.S. Armed Forces with a service-connected disability and who is entitled to compensation and who is also a member of the U.S. Armed Forces.

**Other Protected Veteran**  
 This category is for Government employees subject to the Military Service Medal Act of 1974, as amended. It includes:
 

- A veteran of the U.S. military, naval, or air service who is entitled to compensation, regardless of whether the recipient is a member of the uniformed services of the United States.
- A veteran of the U.S. Coast Guard or Merchant Marine.
- A veteran of the U.S. Public Health Service or U.S. National Oceanic and Atmospheric Administration.
- A member of the U.S. Armed Forces who has been discharged from the U.S. Armed Forces with a service-connected disability.
- A member of the U.S. Armed Forces who has been discharged from the U.S. Armed Forces with a service-connected disability and who is entitled to compensation.
- A member of the U.S. Armed Forces who has been discharged from the U.S. Armed Forces with a service-connected disability and who is entitled to compensation and who is also a member of the U.S. Armed Forces.

**Self-Identification**

If you believe you belong to any of the classifications of protected veterans listed above, please indicate by selection the appropriate

Identify as one or more of the classifications of protected veterans listed.

Recently Separated Veteran

Active Duty Wartime or Campaign Badge Veteran

- I am a protected veteran, but I choose not to self-identify.
- I am a veteran, but not a protected veteran as defined above.
- I am not a veteran.
- I do not wish to answer.

**Reasonable Accommodations Notice**

Northwestern University is committed to providing equal employment opportunities for all individuals. If you have a disability that may require a reasonable accommodation in the job, 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.