

Guide to Managing WCAS Faculty Search System

Search Administrators

Before You Start: Advertising and directing Applicants

- You will request approval for your ad, committee, intended advertising targets and special considerations for affirmative action via [Faculty Pre-Search Review form for Weinberg](#). If you intend to use the search system, your ad should indicate your departmental website as the address at which applications will be received.

Configuring Search Options

- Once you have received your [Faculty Pre-Search Review form for Weinberg](#) back from the Dean's Office, work with the search committee chair to fill out the [Faculty Search System Configurable Options Form](#) and send to Fran Petty (fpetty@northwestern.edu)
- You will receive an email with your department's specific application URL. See [attachment 1](#). Please open the URL and make sure the application page looks correct with the variables you have chosen. Once you have approved the application page, your search will be activated and you will have access to it in the system.

Posting the application link

- You will post your job on your department website with the link to the application page. Most departments run a mini-ad with a link to another page on the department site that includes applicant instructions. See [attachment 2](#).
- *Applicants are NOT able to return to their application once it is submitted, so it is important that they are informed of this and that they know what is required to apply before they begin.*
- The applicant will fill in their information and attach their documents and will receive an email confirming receipt by the system. They will also be given your chosen email as a point of contact regarding the search.

Managing Search Members

- When you enter the search system, you will start on the "[Dashboard](#)" page. This page gives you an at-a-glance update on applications and reviews. See [attachment 3](#).
- To grant access to administrators/search committee members (including yourself), go to the "[Administration](#)" tab. There, you will find a grid in which to add members. The + key will allow you to add a new line/member. A pop-up window will ask for NetID, Last Name, First Name, and then give you several drop down options for members' access. See [attachment 4](#).

Managing Application Documents

- To review and edit applications, click on the "[Applications](#)" tab at the top of the page. You may customize your display, sort by any of the fields, filter by review decision, correct basic applicant information, and search by keywords for an application. See [attachment 5](#).
- Click on applicant's last name to view a specific application. You can view basic information, concatenate the application documents by clicking the "view all" link

above the documents menu, and enter a review from this page if you have reviewer status. [See attachment 6.](#)

- Click on the “[Administrative Notes](#)” tab to leave a note for the committee regarding the application (i.e. ‘documents added mm/dd/yy,’ or ‘candidate withdrew’, etc.).
- Click on “[Manage Documents](#)” tab to upload new documents for applicants, in cases where warranted.
- An Excel document can be generated by clicking the “[Reports](#)” tab that will list all the basic information on each applicant of the search. Committee members with “Can edit” access to reviews can print an Excel report of their own reviews.

Managing communications

- Click on the “Communications” tab to send emails to applicants. [See attachment 7.](#)
- You can filter applicants for keywords so that you can customize your email for a particular group, e.g. send a ‘thanks but no thanks’ message to applicants with a search chair ‘reject’ code.
- You can choose to have the system email references on completion of application – or – you can choose to hand-select which among the applicant’s references you will request.
- If you choose to hand-select, you will need to go into the finalist’s application detail. Under Documents, List of References you will be given the option to send an email to that specific reference. You will need to send to each one individually.
- If you choose to have the system email references automatically, you can still email individual references to send a second or personalized request.


Search Chair Review decision

- You will have same access as committee members to review applicants (see committee member guide below), but will also have “Review decision by chair” capability on the applicant detail pages. This allows you to code the applicant’s review status.

Search Committee Members

- When you enter the search system, you will start out on the “[Dashboard](#)” page. This page gives you an at-a-glance update on applications and reviews.
- To review and edit applications, click on the “[Applications](#)” tab at the top of the page. You may customize your display, sort by any of the fields, filter by review decision, and search by keywords for an application. The search feature will not search the text of your reviews for keywords, however, you can add ‘tags’ to your reviews by which you can sort.
- Click on applicant’s last name to view a specific application. You can view basic information, concatenate the application documents by clicking the “view all” link above the documents menu, and enter a review from this page.
- You can also view “Administrative Notes” on this page in cases where the administrator or chair would like to call your attention to the application.
- When you have entered your review score and completed your review comments, click the box indicating “My review is complete” before saving your review. This is a sortable field from the “[Applications](#)” tab.
- An Excel document can be generated by clicking the “[Reports](#)” tab that will list all the basic information on each applicant of the search. Committee members can also print an Excel report of their own reviews.

Attachment 1: Candidate application page



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Faculty Search

Template/Test - Weinberg Dean's Office (Pre-Active)

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 (*).

OFFICIAL CONTACT INFORMATION

Name *

Last Name

First Name

Mailing Address Line 1

Mailing Address Line 2

City

State/Province

Postal Code

Country

E-mail Address *

Verify E-mail Address *

Phone *

e.g. (123) 234-1223

ACADEMIC INFORMATION

Highest Degree Granting Institution *

Highest Degree (or expected) Date *

e.g. 09/05/2012

Highest Degree Type

Comments

Field in which your degree was awarded

Major Field

Field in which your degree was awarded

Current Institution

Current Position

LIST OF REFERENCES

LAST NAME	FIRST NAME	INSTITUTION	EMAIL	THIS REFERENCE IS

APPLICATION DOCUMENTS (files must be in Adobe PDF format)

Curriculum Vitae

(Max filesize limit: 4M)

Browse...

Cover Letter

(Max filesize limit: 4M)

Browse...

Research Interests

(Max filesize limit: 4M)

Browse...

Copies of Recent Publications

(Max filesize limit: 4M)

Browse...

Submit Application

Questions?

[Contact Weinberg Dean's Office Faculty Search Committee](#)

Northwestern University // Judd A. and Marjorie Weinberg College of Arts and Sciences

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Attachment 2: Department webpage portal to application

Department of **Neurobiology**
Northwestern University
Weinberg College of Arts and Sciences

Search site...
☐ Neurobiology ☐ Northwestern

ABOUT RESEARCH PEOPLE ACADEMICS NEWS EVENTS RESOURCES

2011-2012 Application Instructions Open-Rank Faculty

Applications will only be accepted online. Please prepare all documents in advance as Adobe PDF files. All required fields are marked with an asterisk and must be filled in before clicking on the "Submit" button. Incomplete applications cannot be saved.

- 1. Prepare a separate PDF (3M max file size) for each of your documents using the naming convention in parentheses**
 - Your cover letter to the Committee
(*LastName_FirstInitial_letter.pdf*) example: *smith_d_letter.pdf*
 - Your curriculum vitae
(*LastName_FirstInitial_cv.pdf*) example: *smith_d_cv.pdf*
 - Your statement of research interests, including related figures and illustrations
(*LastName_FirstInitial_research.pdf*) example: *smith_d_research.pdf*

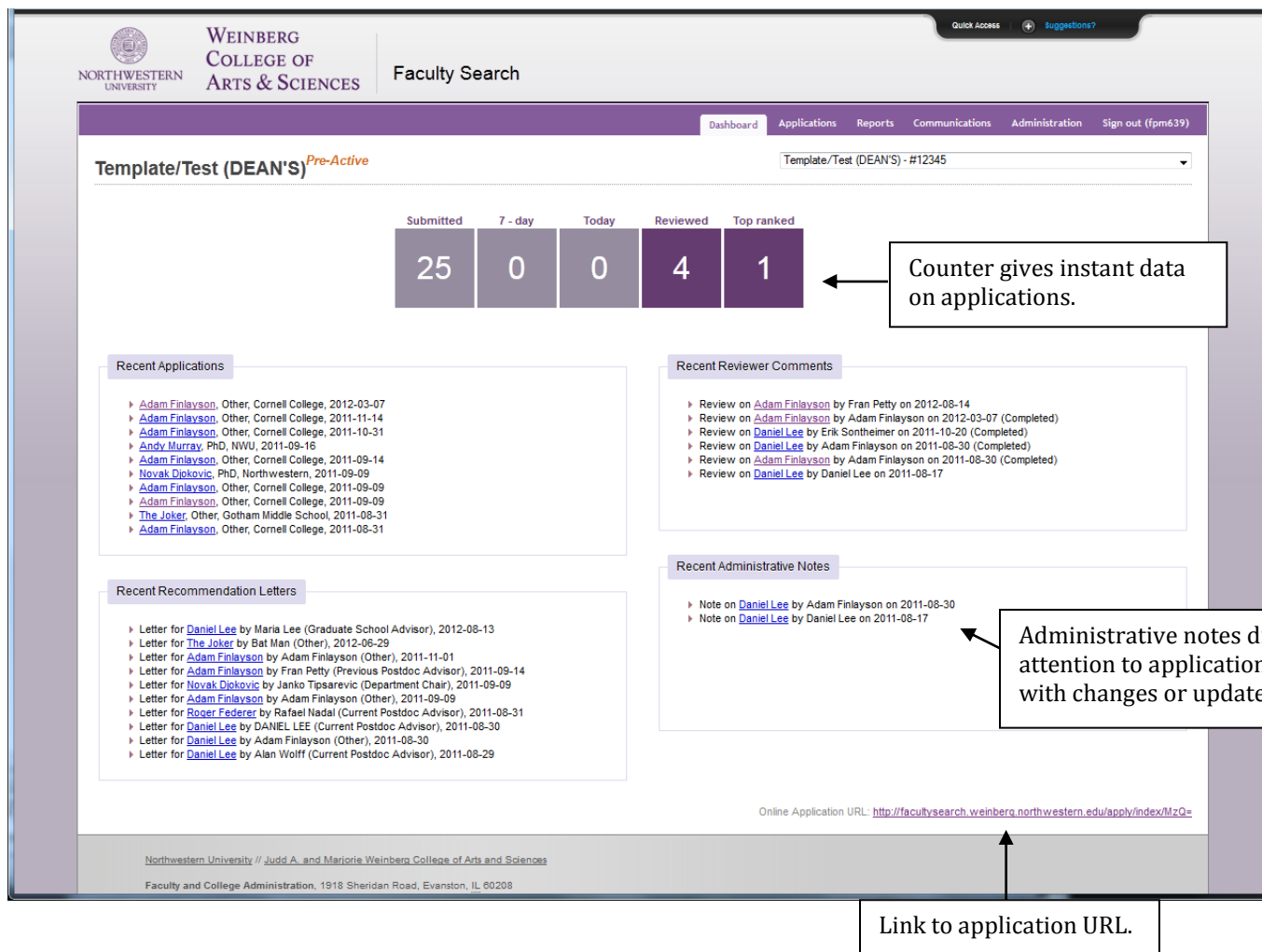
Please save or "print-to-PDF" all of your individual documents into PDF format. Alternately, a printed copy of your documents can be scanned and saved as PDFs. The first method is preferred, however, because it retains text recognition capabilities.
- 2. Prepare a list of names and email addresses for your external references**

Three references are required but you may submit up to five names. Your references will be emailed instructions beginning mid-September for uploading a letter of recommendation. References will be asked to use the following naming convention: *YourLastName_Recommender'sLastName.pdf* (example: *smith_jones.pdf*). The deadline for letters of recommendation is December 2, 2011.
- 3. Submit application**

When your pdf files and list of references are complete, you may proceed to the [Online Application](#). All required fields must be filled in before you click on the "Submit" button. The system will not accept incomplete applications. Applications that are complete by **November 21** will be ensured full consideration. You will receive an email confirmation shortly after your application has been received.
- 4. Optional**

You may email one PDF (3M max file size) that includes up to 3 of your publications using the following naming convention: *YourLastName_FirstInitial_pubs_.pdf* (example: *Smith_D_Pubs.pdf*) to nbpfacultysearch@northwestern.edu. Please direct any questions to nbpfacultysearch@northwestern.edu.

Attachment 3: The Dashboard



The dashboard provides a comprehensive overview of application status and recent activity. Key features include:

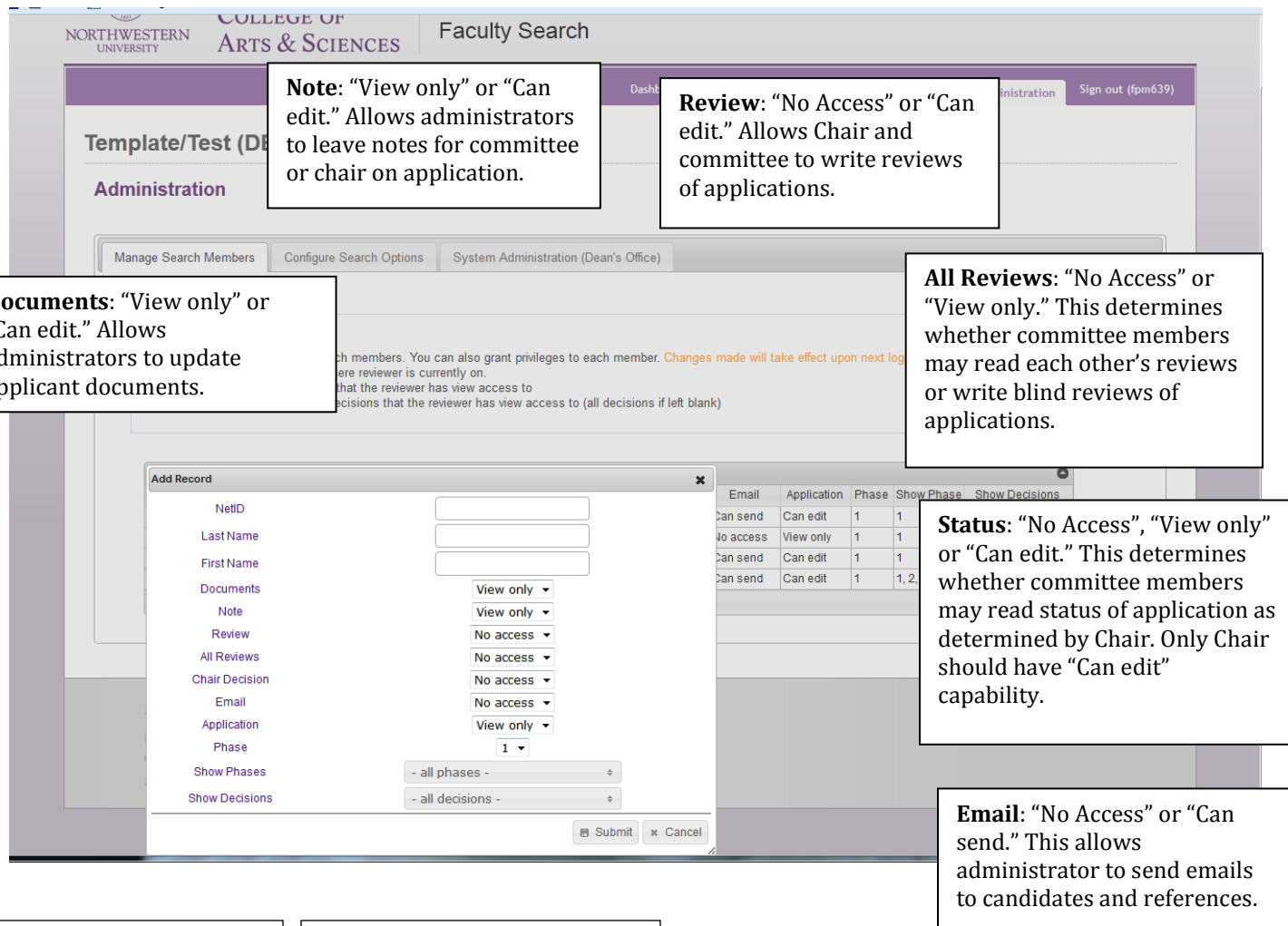
- Navigation Bar:** Includes links for Quick Access, Suggestions?, and a sign-out option (fpm639).
- Faculty Search:** The primary section for managing applications.
- Template/Test (DEAN'S) Pre-Active:** A dropdown menu showing the current selection.
- Application Status Counter:** A summary table showing the number of applications in various stages:

Submitted	7 - day	Today	Reviewed	Top ranked
25	0	0	4	1
- Recent Applications:** A list of recent application submissions with details on the applicant, institution, and date.
- Recent Reviewer Comments:** A list of recent reviewer comments, including the reviewer's name and the date of the comment.
- Recent Administrative Notes:** A list of recent administrative notes, including the note's content and the date.
- Recent Recommendation Letters:** A list of recent recommendation letters, including the letter's content and the date.
- Online Application URL:** A link to the online application portal: <http://facultysearch.weinberg.northwestern.edu/apply/index/MzQ=>

Annotations highlight key features:

- Counter gives instant data on applications.** (Points to the Application Status Counter)
- Administrative notes draw attention to applications with changes or updates.** (Points to the Recent Administrative Notes section)
- Link to application URL.** (Points to the Online Application URL)

Attachment 4: Member Administration



Note: "View only" or "Can edit." Allows administrators to leave notes for committee or chair on application.

Review: "No Access" or "Can edit." Allows Chair and committee to write reviews of applications.

Documents: "View only" or "Can edit." Allows administrators to update applicant documents.

All Reviews: "No Access" or "View only." This determines whether committee members may read each other's reviews or write blind reviews of applications.

Status: "No Access", "View only" or "Can edit." This determines whether committee members may read status of application as determined by Chair. Only Chair should have "Can edit" capability.

Email: "No Access" or "Can send." This allows administrator to send emails to candidates and references.


Application: "View Only" or "Can edit." This allows administrator to edit application information.

Show decisions: Members can be added who only have viewing access to candidates who have been ranked as 'Top', etc. This feature allows entire departments to be added so they only see finalists.

Phase: members can be moved to 'phases' of review so that, for instance, a second round of reviews can be written about finalist candidates.

Show Phases: members can be set to see one, some, or all of the reviews from all phases.

Attachment 5: Applications Summary page


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[Suggestions?](#)

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[Sign out \(fpm639\)](#)

Template/Test (DEAN'S) *Pre-Active*

Applications Summary

You may [customize the display](#) by defining specific attributes that displayed applicants must possess. You can also [correct the basic applicant information](#).
 To sort on several columns at once, click on the header of the primary column first, then hold down the shift key and click on the other columns.

Quick Search:

Review Decision Filter: All

Last Name	First Name	Date Submitted	PhD Inst.	App. Docs	Rec. Letters	Reviews (Cnt)	Reviews (Avg)	Complete?	Review Decision
Finlayson	Adam	2012-03-07	Cornell College	0 / 4	0 / 1	1	1.00	Yes	2 - Very Good
Finlayson	Adam	2011-11-14	Cornell College	0 / 4	0 / 1			Yes	
Finlayson	Adam	2011-10-31	Cornell College	0 / 4	1 / 1			Yes	
Murray	Andy	2011-09-16	NWU	2 / 4	0 / 0			Yes	
Finlayson	Adam	2011-09-14	Cornell College	3 / 4	1 / 1			Yes	
Djokovic	Novak	2011-09-09	Northwestern	2 / 4	1 / 1			Yes	
Finlayson	Adam	2011-09-09	Cornell College	4 / 4	0 / 0			Yes	
Finlayson	Adam	2011-09-09	Cornell College	3 / 4	0 / 0			Yes	
Federer	Roger	2011-08-31	Northwestern University	1 / 4	1 / 1			Yes	
Finlayson	Adam	2011-08-31	Cornell College	1 / 4	0 / 1			Yes	
Joker	The	2011-08-31	Gotham Middle School	1 / 4	1 / 1			Yes	
Lee	Matthew	2011-08-31	Northwestern University	1 / 4	0 / 1			Yes	
Finlayson	Adam	2011-08-30	Northwestern University	1 / 4	0 / 1			Yes	
Finlayson	Adam	2011-08-30	Cornell College	1 / 4	1 / 1			Yes	
Lee	Daniel	2011-08-30	test	1 / 4	0 / 1			Yes	
Lee	Daniel	2011-08-30	Test	1 / 4	0 / 1			Yes	
Lee	Daniel	2011-08-30	Northwestern University	4 / 4	1 / 1	1	1.00	Yes	1 - Top
Lee	Daniel	2011-08-30	Northwestern University	1 / 4	0 / 1			Yes	
Lee	Daniel	2011-08-30	Northwestern University	1 / 4	0 / 1			Yes	
Lee	Daniel	2011-08-30	Northwestern University	1 / 4	0 / 1			Yes	
Petty	Fran	2011-08-30	test	0 / 4	0 / 1			Yes	
Petty	Fran	2011-08-30	test	1 / 4	0 / 1			Yes	
Lee	Daniel	2011-08-29	Northwestern University	2 / 4	2 / 4			Yes	
Finlayson	Adam	2011-08-23	Cornell College	1 / 4	1 / 3	2	2.00	Yes	4 - Hold
Lee	Daniel	2011-08-17	Northwestern University	3 / 4	1 / 3	2	4.50	Yes	Reject

This takes you into the basic application so you can correct misspellings, typos, etc.

Attachment 6: Applicant Detail page

Leave an administrative note indicating a change to an application. This shows up on the dashboard.

Administrators can swap out documents if applicants contact them with updated vitas, new reference letters, etc.

Template/Test (DEAN'S) : Applicant Detail

Applicant Name: Finlayson, Adam

You may alter the display of the application summary list by adding or removing fields from the "Additional field choices" tab.

Applicant Information Administrative Notes (0) Manage Documents

☒ Expand All

▼ Official Contact Information

OFFICIAL CONTACT INFORMATION

Application ID: 844

Name: Adam Finlayson

Mailing Address:

City:

State:

Postal Code:

Country:

E-mail Address: amf3@mailinator.com

Phone: 847-866-3697

▼ Academic Information

ACADEMIC INFORMATION

Highest Degree Granting Institution: Cornell College

Highest Degree (or expected) Date: 5/1/2001

Degree Type: Other

Comment on Degree:

Major Field:

Current Institution:

Current Position:

▼ Documents

A PDF file that contains all of the letters and documents currently on file. [View All](#)

APPLICATION DOCUMENTS (files should be in Adobe PDF format)

DOCUMENT TYPE	DATE RECEIVED	FILE SIZE	
Curriculum Vitae	2011-09-09	173.22K	View
Cover Letter	2011-09-09	1383.44K	View
Research Interests	2011-09-09	26.01K	View

LIST OF REFERENCES

▼ Administrative Notes (0)

My Review All Reviews (0)

Help

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.

Review Score:

Review Comments:

Review Status:

☐ My review is complete


Review decision by chair :

Save Review

Reviewers enter score and notes here, and may view others' comments if granted this access.

Concatenate all application documents by hitting "View All" – or – look at individual application documents by clicking each one individually

Attachment 7: Communications


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Template/Test (DEAN'S) *Pre-Active*

Send Email Messages

You can send email message(s) to applicants from the "Compose New" tab.

Compose New

You can send an email to multiple applicants. The filter option in the drop down list may help you select recipients with ease. You can also BCC the email on the search contact email. Please note that the **(first name)** and the **(last name)** will be replaced by the actual first name and the last name of the individual recipient. To avoid any unexpected loss of data, it is recommended that you compose a message using a separate editor (e.g MS-Word) and copy and paste the message into the body section.

From: Adam Finlayson <amf@northwestern.edu>
To: The recipient(s) will see his/her email address only
Subject:
Message: (No HTML tags allowed. Any HTML tags will be stripped out)
Dear {first name} {last name},

☐ Blind carbon copy the search contact email (amf@northwestern.edu) on this message.

Recipients can be filtered in several ways so that a semi-personalized message can be sent.

Salutation will autofill to recipient's name.

Administrator can be cc'd for records. System will NOT save a copy of sent emails for you.