

Role of the Self-ID Coordinator

Review:

Department administrators who were historically charged with the responsibility of mailing out the affirmative action/EOE postcards to tenure-line and tenure-track faculty applicants are now required log-in to HRIS Self-Service with their NetID and password, and enter in candidate's email addresses into the online system in order to record. This role is referred to as the **Self-ID Coordinator**. Each department/program will be responsible for determining which staff member will be assigned this role.

Once job candidates begin to apply for a faculty position, the Self-ID Coordinator should access HRIS Self-Service and enter in the candidates' email addresses, so they will receive an email message and hyperlink from NU. Candidates will be requested to access a secure and confidential University website, in order for them to complete a self-id questionnaire. This email will appear as though it was sent from a general NU email address. It will not give any reference to you or your personal NU email account.

This step is voluntary for the candidate. If a candidate chooses to participate, their information will be sent directly back to the Office of Equal Opportunity and Access and will be kept confidential. Department staff and faculty search committee members will not have access to this information.

Please note: *This process does currently affect tenure-track faculty searches, as well as searches for members of the Continuing Lecturer Faculty.*

Obtaining Access to the Self-ID Coordinator panel in Self-Service

Each person who has been identified as a Self-ID Coordinator will need to complete a **Pre-Search Security Access form** and submit it to HRIS prior to using the system. This form and other related materials can be found on the WCAS Faculty Affairs webpage at <http://www.weinberg.northwestern.edu/staff/affairs.html>

Please note: When completing the form, you should "check" the Self-ID Coordinator option ONLY. You will also need to list your department's ID number. A list of HR departmental ID numbers can be found online at <http://www.northwestern.edu/hr/hris/adminfunctions/codes/hrdepartmentsjun09.pdf>.

If you have any questions about this process, please contact Fran Petty at 1-3276 or via email at f-petty@northwestern.edu