

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

Configure searches via the Settings tab

Edit/Add Search Administrators and Search Contacts;
REMINDER: FRS will grant the Search Administrator role to

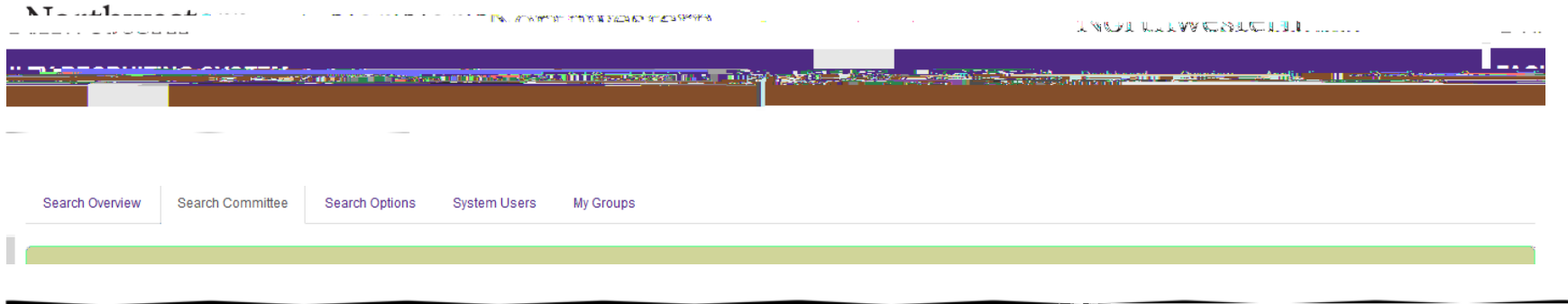
Configuring a Search- Basic Settings, cont'd.

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 placeholder text: 'Any text typed here will appear at the top of the application form. Can use this to provide a brief'. Below this are several rows of configuration options, each with a label and a radio button. Annotations with arrows point to these options and provide instructions.

Annotations:

- Top Right:** 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”.
- Search Description/Instructions:** Set search to “Active” status to begin accepting applications (only a school’s Data Coordinator may do this)
- Second Degree:** Should candidates be able to list a second degree earned, or just their highest degree? Should this be required?
- References:** Mix/Max number of references accepted for each applicant
- Auto Email:** Auto email applicants’ references asking for letter of reference (yes/no); Send applicants’ confirmation emails when letters are uploaded on their behalf (yes/no)

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

