# Tips for Filling out the Online Application System prior to a search

Prior to completing Request to Recruit on-line have: (committee should have met at least once)
- Search committee members chosen and emails
- Job Description, justification for the position, requirements and preferences determined
  - Attach a copy of the full position description and organizational chart to documents
- A list of advertising sources you plan to advertise in
- Budget for the position, funding numbers, including advertised salary and high end of the budget

1. If you put a date in for closing, keep in mind that the system will automatically close it off the web on that date. If you want to put it open until filled, try putting a "start date of review" in the special instructions to the applicants, as well as in the initial screening date field. In addition, keep in mind that if you have the position as "open until filled" you will want to close the position upon starting to interview or you will continue to receive applicants. You will still be able to view all applicants and materials.

2. When entering the "Title" of the position, overwrite the template title to the actual title of the position. Suggested for faculty positions or positions that may have multiple listings, use your department name. Ex. "Assistant Professor in Chemistry" and not just "Assistant Professor"

3. Be careful when selecting your required documents. Whatever you choose in required, the applicant will not be considered complete until they have attached something to all required documents. You have the option of "optional documents" for any additional documents that may or may not come in.
   - If you do have another document that you are requiring applicants to submit and you choose the "Other document" option, make sure to make a note in the special instructions to the applicant regarding what you are requiring.
   - Think about choosing one optional "Other document" as an option for applicants to attach an additional item, such as a writing sample, research materials etc.

4. Decide if you want to require letters of recommendation up front, or do only phone interviews or require the letters only of finalists. It is highly recommended to only require letters of reference from finalists or your short list.

5. You can put in qualifying questions that the applicant has to ask prior to their application being considered complete. These can be things such as "Do you have a PHD" "Do you have work experience in X field" If the answer is no and you are requiring a Yes, the applicant will automatically be dismissed from the applicant pool.

6. Check the applicant's notes/history for any notes that may have been made regarding the applicant or messages/emails that may have been sent through the recruiting office.

7. You will be given a Guest User name and password that is generated by the system, you will be able to change the guest user password if you choose and make sure to click the "update password" link. Your Recruiter will send out an email with the guest user name and password to search committee members once the position is posted on the web. This will allow all search committee members to view all applicants' materials.

8. When Request to offer is approved by all, print out copy for files. Also, print out the history section for proof of "signatures."