

# **ELECTRONIC FACULTY HIRING SYSTEM (EFHS) – THE GUIDE FOR DATA ENTRY**

Updated August 2023

Note: This guide is focused on how to enter data into the EFHS, a function that is done by Form Administrators. There will be a troubleshooting/common issues section at the end.

## **Step Zero: Getting to the OEO EFHS**

To access the OEO's EFHS, do the following:

- Use Google Chrome as a browser (typically gives the fewest issues)
- Login to Academica using your Wayne State Login Credentials
- Once logged in, look towards the left sidebar:
  - Under "Resources" click on "Employee Resources"
  - Under "Employee Resources" click on "Administrative Systems"
  - Under "Administrative Systems" click on "OEO Faculty Selection"

## **Step One : Enter Information for the Search Committee**

After the form has been initialized, your first step as a Form Administrator will be to provide the names of the person who will chair the search committee, and the names of the search committee members.

The OEO looks for a few things when evaluating a search committee:

- A well-balanced representation of members by gender
- A mixture/balance of different races and ethnic backgrounds
- A representation of the department as a whole (for example, if there is a department with some significant Hispanic representation, and the races on the committee include only White, Black and Asian People, the committee may be rejected by

the OEO or the OEO may ask the committee to be more representative of the department).

- **\*\*Note\*\***: In the training video, the presenter Ryan Kelly states that “only faculty should be on the search committee.” At the discretion of the department looking to hire, non-faculty staff can also be on a search committee and have voting privileges. If a member of a search committee member has voting privileges, whether faculty or non-faculty staff, their biographical information (gender and Race), will be considered for OEO diversity purposes. If a member does not have voting privileges, their biographical information will not be considered for OEO diversity purposes.
  - If the department wishes to include other voting members on its search committee whose information does not automatically populate in the EFHS, the department can create a memo signed by the dean documenting the name, department, rank/title, gender, and race of each said voting member. This memo must be uploaded along with the “Dean signature page” as one document. Obtaining and uploading the Dean’s signature page” will be described shortly.
  - Students may also be on a search committee; however, students may not have voting privileges and will not contribute to the diversity of a search committee.
- You should add both the chair and committee members by entering their access ID, selecting the person’s name from the

drop-down menu, and then clicking the green “+Add User” Button. Do this for each member.

- Once you have added both the Committee Chair and the Committee Members, you should obtain the Dean’s and Department Chair’s Signature, and upload this signed form on the upload link under the section that says “Dean/Department Chair Approval” You should obtain these signatures by doing the following:
  - First Hit “Ctrl P” (or “Command P” if on a Mac) to pull up a print screen of the page. This page should now have a spot for both the Dean’s Signature, and the Department Chair’s Signature.
  - Print or save that Page as a PDF, then send the page to both the Department Chair and Dean for their signatures.
  - Once the signatures have been obtained, upload the signed file to the EFHS by clicking the “Choose File” button under the “Dean/Department Approval” Section on the Bottom Right of the Page.
    - Note: The Department Chair’s Signature is optional, but should be obtained whenever possible. However, the Dean’s Signature is ABSOLUTELY MANDATORY. If a Dean’s Signature is missing from this page, your submission will be rejected.

- Once you have uploaded the Dean’s Signature page with the required signatures (after entering the Search Committee Chair & Members), Click the green “Submit for Approval” Button to send the submission to the OEO.

## **Step Two: Enter Information for the Recruitment Strategy**

- Once the Search Committee has been approved by the OEO, you will receive an email letting you know that you can enter information about your Recruitment Strategy.
- On this page, you should enter the sources and publications where you intend to advertise your position.
- The OEO looks for diverse sources of advertising, as described on our training video. Some common sources of diverse advertising are listed on our website at [OEO.wayne.edu](http://OEO.wayne.edu) under the “Faculty Hiring Process” Page.
- When entering different sources of advertising, each source should be itemized by having its own entry box
  - To do this, in the “New Entry Line” enter in the name of one advertising source that you plan to post your job to, and then click on the green “+Add” button.
  - This will add that one source, and then give you a new blank “Entry Line” to add additional sources, repeat the above step as needed
- When you have finished adding all of your sources, print or save a printout of the Recruitment Strategy Page as a PDF, and then send that page out to obtain signatures from the Department Chair and Dean.

- Once those signatures have been obtained, upload the signed form in the EFHS on the Recruitment Strategy page in the lower right-hand side under the “Dean/Department Approval” file.
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- Click the green “Submit for Approval” button to submit to the OEO for approval.

### **Step Three: Submit Necessary Information to the Provost’s Office After you have Completed Your Interview Process.**

- Once you have your recruitment strategy approved, you will see a page with the following message:
  - “Recruitment Strategy has been approved. A posting may now be originated in the Online Hiring System and submitted to the Provost Office queue.”
  - At this point your department needs to contact the Provost’s office to provide them information. The Provost Office will know what information to ask for until the next step in this guide.

### **Step Four: Enter Information on the Candidate Selection Page**

- After the Provost’s Office provides a “Positing/Requisition Number” the Candidate Selection Page will become available for you to see.

- On this page you should classify which candidates were “Seriously Considered” by your department, who were “Semi Finalists” and who is the “Finalist” for the position. Descriptions of these classifications are provided at the top of the page.
  - **NOTE: This information can be entered once all interviews and decisions have been made. It does not have to be entered on an ongoing basis.**
- It is important to note that in order for someone to be a Semi-Finalist, they must be listed under “Seriously Considered.” When you enter the “Seriously Considered” candidates, do so one at a time, entering their race and gender, if known, or on a “best guess” basis.
  - For each candidate that is seriously considered, you should also upload their CV where it says “Upload CV.” If the CV file is too large to upload, upload a file of the first page of the CV.
  - After you have entered this information and uploaded the candidate’s CV, hit the white “Save Candidate+” button. Do this for each “Seriously Considered” candidate.
- Next you will enter which of the “Seriously Considered” candidates were considered as Semi-Finalists. When you select the Semi-Finalist from the dropdown menu, their demographic information will automatically populate from the information you entered for that person in the “Seriously Considered” category.

- For each Semi-Finalist, you must provide the date that they were first interviewed and the “Reason for Not Advancing” to the Finalist stage. The reason for not advancing must be legitimate, and non-discriminatory, such as the candidate’s qualifications, research or teaching experience.
  - There should only one “Finalist.” Therefore, with the exception of one person who will have the “Reason for Not Advancing” as “NA—Candidate Advancing,” every other Semi-Finalist should be given a reason for not advancing.
    - If you gave a verbal or tentative offer to a person and they rejected that offer, you should put that as a “Reason for Not Advancing” in the Semi-Finalist Category under the classification of “Other.” Do this ONLY if you make an offer to an alternate Semi-Finalist and that alternate candidate tentatively accepts the pending offer.
    - Each reason for not advancing, on top of being categorized, should also give a small explanation as to why the candidate did not advance. (For example, what aspect of their professional record was lacking?).
- After entering all of the Semi-Finalist Data, you should choose your finalist for the position under the “Finalist” section.
  - In this section, you should also include the candidate’s Work Authorization, Offer Status (which, if accepted at this point should ALWAYS be “Tentative Offer Pending” and NOT “Tentative Offer Accepted”), the dollar amount of the offer, the date that the offer was given.



- Note: Ryan Kelly, the presenter of the training video, noted that you should also include a draft of the offer letter. This is no longer a requirement. Instead, you may upload a blank page into the “Offer Letter” file slot.
- After you have entered all of the required information, print or save a print screen of this page as a PDF, get the required Dean and Department Chair Signatures, and then upload that document in the lower right-hand corner of the page under “Dean/Department Approval.” Then, you submit for approval.

*What if Nobody Accepts the Tentative Offer/Everyone Rejects or Takes Another Job?*

- If your job offer is not accepted and you are unable or unwilling to offer to any of the other Semi-Finalists, you should list your primary candidate as the “Finalist” and list the Offer Status as “Tentative Offer Rejected.” You may also list any other people you made offers to as Semi-Finalists and list “Tentative Offer Rejected” as the “Reason for not advancing.” and list every candidate’s reason for not accepting the offer when prompted (this field should show up after selecting “Tentative Offer Rejected).” This will classify to the OEO that this is a Failed Search.
  - **NOTE: This information can be entered once all interviews and decisions have been made. It does not have to be entered on an ongoing basis.**
- As with every other page, even if a failed search, after you have entered all of the required information, print or save a print screen of this page as a PDF, get the required Dean and

Department Chair Signatures, and then upload that document in the lower right-hand corner of the page under “Dean/Department Approval.”

### **Common Issue/Troubleshooting Page Freezes:**

#### *Cache and Cookie/Freezing Issue*

Occasionally, our office will get calls from departments because the system is freezing, not working properly or pages not accepting data. Before contacting the OEO or C&IT, try the following first:

- From Google Chrome, select the three vertical dots in the upper right-hand corner and select “History” (You may also try the keyboard command, “Ctrl H” or on Mac, “Command H”)
  - This should bring up your history page.
  - On the left hand side you should see a sidebar, and on the bottom a trashcan with the words “Clear Browsing Data” Click this Button.
  - After Clicking this button, you should see a popup with the option to clear browsing history, cookies and site data, and cached images and files. Click the blue “Clear data” button.
  - After this is done, restart Chrome and login again to the OEO Faculty Selection Page and see if you are now able to enter data
    - If this does not solve the problem, you may contact our office so that we may help you try to troubleshoot.

*System fails to load/internet page brings back a 403 error.*

Sometimes when you click on the link to access the OEO system, the page takes too long to load and then will give you a kickback error (saying that the page took too long to load). If this happens, try refreshing the page after connecting to the Wayne State VPN via the application “GlobalProtect.” If you do not have GlobalProtect installed or need instructions on how to login to GlobalProtect, please visit the following link:

<https://tech.wayne.edu/kb/security/wsu-virtual-private-network/500212>

### **Outgoing Message**

I hope this guide was helpful. I wish you and your department the best of luck on your tenure/tenure-track faculty search!