Faculty Recruiting Tool

Manual: Questions and Answers

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Questions and Answers: Faculty Recruiting Tool

Login and Technical Problems

How do I log in to the Faculty Recruiting Tool?

Go to the URL: https://www.bi.id.ethz.ch/recruiting_app/ in your browser. Enter your login information (ETH user name and ETH password for ETH employees, user name and password received by e-mail for external committee members) and click „Login“. Accept the confidentiality agreement. If you are logging in for the first time, you also need to accept the privacy statement.

Read and accept the „Rating Policy“. If so desired, you can disable that message display for future use. Open the tab „Rating policy“ to read up on the rating policy at any given time.

Select the position you wish to rate the applications for. In case you are a committee member for one position only, the application overview for this position will open automatically.
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What is my user name and password?

1) ETH employees use their ETH login. Information on your ETH user account can be found at https://ethz.ch/services/en/it-services/service-desk/password_eth.html.

If you do not know your ETH user name, go to the URL: https://ethz.ch/services/en/it-services/service-desk.html and contact the ITS Service Desk.

2) Other users received their user name and password for the Faculty Recruiting Tool from the Office for Faculty Affairs by e-mail. Please consult the Office for Faculty Affairs (faculty-recruiting@sl.ethz.ch) if you have any questions.

How do I change my password in the Faculty Recruiting Tool if I am not an ETH employee?

External users can change their password by clicking on the key icon in the toolbar, once logged in to the Faculty Recruiting Tool.

I cannot access the Faculty Recruiting Tool, what should I do?

Please contact the Office for Faculty Affairs or write an email to faculty-recruiting@sl.ethz.ch with a short description of your problem.
Navigation and Configuration

Where is the complete list of applications?

Once a position has been selected, the „Applications“ tab automatically opens, displaying the application list for this position. By default, the filter „Without rejection“ is activated, i.e., all rejected candidates are hidden. Click on the filter „Show all“ to display the complete list of applications.

How do I customize the list?

The cog wheel icon allows you to customize the list of applications to your needs. Click on the icon, select all information you wish to add as a column to the table and click on „Save“. 
How do I sort the applications by my personal rating?

In the applications table, click on the „My rating“ column header. This will sort the applications by rating in ascending or descending order.

Can I hide the applicants who were rejected?

By default, all rejected candidates are hidden. To display the entire list of applications, click on the filter „Show all“. To hide the rejected candidates again, click on the filter „Without rejection“. 
Is it possible to filter the list for A-candidates?

Click on the filter „A-Decision“ to display only applications which received an „A“ decision in the committee meeting. Click on the filter “Without rejection” to show the entire list of candidates without rejection again.

Open the filter options by clicking the funnel icon. Click on the filter „My rating“ and select „A rated“ to display only applications which were given an „A“ rating by you. You can remove the filter by clicking on „Clear“.
Can I search for a specific candidate?

Enter a search term (such as a name) in the search field and press „Enter“ or click „Search“. Click on the cross in the search field to clear a search. Please note, that the search is performed in the visible fields of the application list only. To add additional information to the list, see the question „How do I customize the list?“ above.

How do I browse through all applications?

In the „Applications“ tab you can open the detailed view of an application by simply clicking on the entry in the application list. You can now view the application in detail and rate it. Use the arrows to navigate to the next or the previous application.
Where is the list of committee members?

You can find the list of all committee members in the „Committee“ tab.
A-B-C Ratings

Where do I find the documents submitted by a candidate?

You can access documents in two different ways:

1) Open the detail page of an application by clicking on an entry in the application list. Attached documents are available for download either as single files, or combined in one PDF file.

2) The drop-down menu „File downloads“ in the table view allows you to download „All applications combined (ZIP)“ with one click.
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How do I decide which applications should be rated A, B or C?

Information on the rating system can be found in the „Rating policy“ tab. Documents for further reading are also provided on this page.

How do I give an application an A-B-C rating and how do I handle a conflict of interest?

You can either rate an application in the table view by simply selecting the appropriate button in the „My rating“ column, or on an application detail page on the left side of the toolbar. Open the detail page of an application by clicking on an entry in the application table.

Examples of situations that might create either a real or perceived conflict of interest for a member of a selection committee include, but are not limited to, the review of candidates who are current or former students, postdocs, mentees, co-authors, close collaborators or partners in a business or professional practice. In this case, please state your conflict of interest by clicking on the -icon.
How much time do I have for rating?

You can find the rating deadline in the „Applications“ tab above the application list. It also shows the number of days you have left to complete your ratings.

How do I add notes to an application?

You can either add notes in the application list by clicking on the pencil icon in the „Edit notes“ column, or on the detail page of an application by using the button „Add notes“, located on the right side of the page.
Are my A-B-C ratings visible to others?

No. All your ratings and notes are private and remain private. No one except you can access them, neither the head of committee, nor the faculty or other committee members. The A-B-C ratings are visible though, albeit in an anonymized way, for the head of the committee, the Office for Faculty Affairs as well as system administrators. After the rating deadline, also the other committee members can access all A-B-C ratings in anonymized form.

What does a crossed-out application mean?

This applicant has withdrawn his/her application and is no longer available for this position.
Letter of recommendation and expert assessment

What is the difference between a referee and an expert?

The name and contact details of a referee are provided by the applicant. The referee will be requested to upload a letter of recommendation through the faculty recruiting tool. The expert is proposed by the selection committee and is asked to upload an expert assessment through the faculty recruiting tool.

What do the numbers in the experts and referees column mean?

Experts (1 / 2) means that two experts have been contacted and one expert has already submitted his/her expert assessment. The same is true for referees.
Where do I find the letters of recommendation?

By accessing the detail page of an applicant you will find „Letter of recommendation; referees suggested by applicant“ on the right side. The names of all provided referees are listed there. Once a referee has submitted his/her letter of recommendation, the note “pending” disappears and you can open the document by using the link. All submitted letters of recommendation are included in the combined PDF file.

Where do I find the expert assessments?

By accessing the profile of an applicant you will find the category „Expert assessment“ on the right side. The names of all experts are listed there. Once an expert has submitted his/her expert assessment, the note “pending” disappears and you can open the document by using the link. You can also download all submitted expert assessments combined as a single PDF.
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Downloads

Can I download all application files at once?

The drop-down menu „File downloads“ in the table view allows you to download „All applications combined (ZIP)“ with one click, including all submitted letters of recommendation. All expert assessments are available as a separate ZIP file.

Can I download an overview of all applications, including my A-B-C ratings?

The drop-down menu „File downloads“ in the table view allows you to download the list of applications including your ratings via the menu item „List / My rating (PDF)“. 
Can I download my notes in PDF file format?

The drop-down menu „File downloads“ in the table view allows you to download the list of applications including your notes via the menu item „My notes (PDF)“.  

Can I download all letters of recommendation?

The drop-down menu „File downloads“ in the table view allows you to download „All applications combined (ZIP)“. You will find the candidates' letter(s) of recommendation at the end of each application.
Can I download all expert assessments?

The drop-down menu „File downloads“ in the table view allows you to download „All expert assessments“ of all candidates in one file.

What does the combined file in the applicant view include?

The category „Documents submitted by candidate xy“ contains the combined file which includes all documents provided by the applicant, comprising the letters of recommendation.

The category „Expert assessment“ contains a combined file which includes all expert assessments only.
Committee Meeting

What documents should I bring to the committee meeting?

We cannot guarantee that you do have WiFi access at the committee meeting. We therefore advise you to download and/or print out both your list of ratings as well as your notes beforehand. Bring the printouts to the meeting, in order to have a hardcopy you can refer to, in case there is no internet connection.

1) Download the list of applications including your ratings via the menu item „List / My ratings (PDF)” in the drop-down menu „File downloads”

2) Download your notes from the same menu via the menu item „My Notes (PDF)”.

3) Once the downloads are complete, look for two files on your hard drive with file names similar to the following, and print them out.

[Position short title]_apps.pdf
[Position short title]_notes.pdf

You can always find the position short title in the breadcrumb navigation:
I am unavailable for the committee meeting.

To ensure that your ratings and notes are incorporated in the committee decision, proceed as follows:

1) Download the list of applications including your ratings via the menu item „List / My ratings (PDF)“ in the drop-down menu „File downloads“.

2) Download your notes from the same menu via the menu item „My Notes (PDF)“.

Once the download is complete, look for two files on your hard drive with file names similar to the following:

[position short title]_apps.pdf
[position short title]_notes.pdf

You can always find the position short title in the breadcrumb navigation:

3) We encourage you to submit the download „List / My ratings (PDF)“ and (if you wish) the download „My Notes (PDF)“ by email before the committee meeting to the Office for Faculty Affairs: faculty-recruiting@si.ethz.ch.