



WaveWorks

Faculty (Non-Adjunct), Postdoctoral, and Librarian Hiring Process: How to Create an Offer

WaveWorks Go-Live Training

Hiring Process Overview

- Create a Job Offer
 - Full-time faculty
 - Tenure-track professors (Assistant, Associate, or Full Professor)
 - Full-time non-tenure track (Lecturer, Instructor, Clinical Professor, Research Professor, Professor of Practice, and Visiting.
 - Postdocs and Librarians
 - A separate training video is available with instructions on creating a job offer for Adjunct faculty.

Agenda



Log in as the Hiring manager and navigate to ‘**My Team**’ then to ‘**Hiring.**’

Navigate to ‘**Requisitions**’ and click on the **number** of Applications.

Job Requisitions								
Search by requisition title, number, or description								
Phase	State	Hiring Manager	Recruiter	Hiring Team Role Recruiter, Hiring Manager, Collaborator	Location	Filters	Clear (1)	
5 results + Create Sort By Creation Date 								
Requisition Title	Requisition Number	Requisition Status	Applications	Creation Date	Actions	Hiring Manager	Recruiter	
Adjunct Instructor	74	Approval - Pending	0	03/14/2026	...	Eric Roque	Tara Robinson	
Professor	9	Approval - Pending	0	02/02/2026	...	Eric Roque	Tara Robinson	
Librarian III	2	Approval - Pending	0	01/14/2026	...	Eric Roque	Tara Robinson	
Professor - Physics	1	Open - Posted	1	01/14/2026	...	Eric Roque	Tara Robinson	
Program Manager II	316	Job formatting - In Progre	0	11/17/2025	...	Eric Roque	Diontrell Duperon	



Once you have selected the perfect candidate, the next step is to create the offer.

Go to the Candidate's name, select the box next to the name and on the far right, click the three Action dots.

Click on '**Create Job Offer.**'

<

Professor - Physics (1)

Faculty and Librarians

Job Applications

Try candidate name, resume keywords, or previous employment

PhaseStateEmployerPositionFilters

1 results

Move Application

Add to Requisition

Add to Candidate Pool

More Actions

Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Experience	Rank
☒ ☆	DS, Martin		New, To be Reviewed			⋮ Send Text Message Send Email Send Message to Team Request Feedback Create Job Offer



The offer template will populate. Select '**Offer Team**' and '**Continue.**'

Create Job Offer

Continue

Cancel

What would you like to do while working on this job offer?



Offer Team



Other Compensation



Select the **Start Date**. This will be a 'project' start date pending the background check progress.

Employer is always '**Tulane University**,' and Worker Type is '**Employee**.'

If a candidate is new hire (not a current employee), the Action '**Pending Worker**' will populate.

1 When and Why

*When is the employee start date?

07/01/2026 

* Action

Add Pending Worker 

*Legal Employer

Tulane University 

*Worker Type

Employee 

Continue

If the candidate is an **internal employee**, below are the **Action** options:

- Add Assignment
- Assignment Change
- Faculty Position Change
- Flexible Work Arrangement
- Going on Sabbatical
- Leave of Absence
- Phased Retirement
- Promotion
- Renewed Contract
- Return from Leave
- Return from Sabbatical
- Temporary Assignment
- **Transfer**

Please select **TRANSFER** if they are moving departments into a new position.



2

Assignment Info

*Proposed Person Type

Faculty

*Business Unit

Tulane University

Position

Professor

*Job

Professor

Business Title

Professor

Department

Physics

*Location

Percival Stern Hall

*Working at Home

No

Assignment Category

Full-time regular

Continue



The "Hiring Manager" will update to the actual manager of the position according to the position hierarchy.

For anyone to view the Offer, their name **MUST** be added as to the **Offer Team**.

3 Offer Team

Hiring Manager

Fred Wietfeldt Professor

Add Collaborator Type

Collaborator

- Eric Roque Department Administrator II ✕
- Robert Samuels C152442 ✕
- Michael Rodriguez Program Administrator I ✕
- Victoria Miles Director, Finance and Budget ✕

[Add Another Collaborator](#)

Recruiter

Tara Robinson Talent Acquisition Recruiter II ▼

Continue



In the Payroll drop-down menu select Monthly.

Exempt positions will be paid **Monthly** and do not require a Time Card.

4 Payroll Info

Payroll Frequency

*Payroll

Monthly

Time Card Required for Payroll

No

×

Continue



5 Salary

*Salary Basis

Salaried ▼

Select Components ▼

*Salary Amount

110,000.00 USD Annually

Next Salary Review Date

mm/dd/yyyy 📅

Annual Salary

110,000.00 USD (FTE 1)

New Salary

110,000.00 USD Annually

Continue

Select '**Salaried**' for
Salary Basis

All **exempt** positions are
'**Salaried**.'



Faculty, Post Doc and Librarian Positions: You **MUST** attach the following documents:

- The fully executed offer letter.
- CV, If your school does not use the Provost Office's Adobe Sign instance.
- For Postdoc offers only, an Individual Development Plan (IDP).

6 Comments and Attachments

Offer Comments

Please review offer and attachments.

Internal Documents



Drag files here or click to add attachment ▼

Continue



7 Additional Info

Does faculty have terminal degree in area they are teaching?

If no, provide a justification for teaching that course

FLSA Status



Scroll up to the top and click '**Submit.**'

Create Job Offer

Top Candidate (61018), 42

Save and Close

Submit

Cancel

① When and Why	Edit	i
② Assignment Info	Edit	
③ Offer Team	Edit	
④ Payroll Info	Edit	



Once the offer is submitted, it routes for approvals. If over Mid-point, it will go to Compensation. If over budget, it will route to Budget. All route to the Recruiter.

To view the approvals, go to the Candidate's profile, select 'Offer,' then click 'View details.'

External

...

Martin DS

Status

Offer, Pending Approval

Requisition
Professor - Physics, 1

Applied On
01/21/2026

Last Contacted
52 days ago, Sent E-Mail

Email
test.recruiting+Dstst1@drivestr
eam.com

Details

Screening

Messages

Activity

Progress

Interviews

Feedback

Offer

▲ Pending Approval

Approval in progress.

View details

Key info

No duplicates found on 03/14/2026 5:01 PM CDT [Search for duplicates](#)

Candidate attachments

Click on View Details to view the Approval Flow Progress. The full approval will populate for view. Scroll to the end of the page to see the Approvers.

▲ Approval in Progress

Professor

Martin DS

Offer Details

Hire Date 07/01/2026
Legal Employer Tulane University
Worker Type Employee
Proposed Person Type Faculty
Position Name Professor
Position Code 603118
Assignment Category Full time
FLSA Status Exempt
Grant Funded N

Does faculty have terminal degree in area they are teaching? Yes

Assignment Details

Business Unit Tulane University
Job Professor
Grade UNCLASSIFIED
Department Physics
Location Percival Stern Hall

Collaborators

Michael Rodriguez
Program Administrator I
mrodriguez6@tulane.edu.xxyyzzzz

Victoria Miles
Lead Finance Administrator
vmiles1@tulane.edu.xxyyzzzz

Eric Roque
Department Administrator II
eroque@tulane.edu.xxyyzzzz

Robert Samuels
Affiliate
rsamuels2@tulane.edu.xxyyzzzz

Approvers

○ Jeanette Weiland
○ Tulane Provost Workflow Approver
○ Tulane Associate Provost Workflow Approver
🕒 Assigned to Tulane Budget Workflow Approver 03/14/2026 8:29 PM
⬆ Submitted by Eric Roque 03/14/2026 8:29 PM



Job Offers

42



State Approved X

Proposed Start Date

Candidate Type

Job Offer Team Role

Filters

Clear (1)

1 results

Offer Name	Requisition Number	Candidate Name	State	Projected Start...	Hiring Manager	Recruiter	Department
Professor - Physics	1	Martin DS (36001)	Approved	02/25/2026	Bankston, Kelly	Bankston, Kelly	Talent Acquisition

You can view the offer status by navigating to My Team > Hiring and clicking on the 'Offers' tab.

Once approved, the Recruiter will accept the Job Offer.

Job Offers

42



State Extended X

Proposed Start Date

Candidate Type

Job Offer Team Role

Filters

Clear (1)

1 results

Offer Name	Requisition Number	Candidate Name	State	Projected Start...	Hiring Manager	Recruiter	Department
Professor - Physics	1	Martin DS (36001)	Extended	02/25/2026	Bankston, Kelly	Bankston, Kelly	Talent Acquisition