



# Faculty, Postdoctoral, and Librarian Hiring Process: How to Create a Requisition

WaveWorks Go-Live Training

## Hiring Process Overview

- Create Requisition
  - HCM = Vacancies
  - WaveWorks = Requisitions
  - No IRC#'s

## Agenda



# Create Requisition

What you need before getting started

- Position name or code
  - Budgeted hourly rate for non-exempt or annual salary for exempt positions
  - The name of the Talent Acquisition Recruiter assigned to your department (list on HR website)
-



Navigate to **My Team>Hiring>**

The screenshot shows the Tulane University WaveWorks dashboard. At the top left is the Tulane University logo. To its right is a search bar with a magnifying glass icon and the text "Search for people and actions". Below the search bar, the text "Good morning," is displayed. A horizontal navigation bar contains several links: "Me", "My Team", "My Client Groups", "Benefits Administration", "Help Desk", and "Procurement". The "My Team" link is highlighted with a red rectangular box. Below the navigation bar, there are two sections: "QUICK ACTIONS" and "APPS". Under "QUICK ACTIONS", there are two tiles: "Team Time Cards" and "Add Other Time Card". Under "APPS", there are three tiles: "My Team", "Journeys", and "Hiring". The "Hiring" tile is highlighted with a red rectangular box. The "Hiring" tile features an icon of two people with a magnifying glass over one of them.

The Recruiting Activity Center will populate.

Select **Requisitions** on the bottom navigation bar.

### Recruiting Activity Center

Activities

**1**

High Priority

Type Hiring Manager Recruiter Priority Filters

☐ 7 results Dismiss

| Activity                                        | Type         | Candidate | Requisition                          | Recruiter | Hiring Manager | Date       | Priority | Action |
|-------------------------------------------------|--------------|-----------|--------------------------------------|-----------|----------------|------------|----------|--------|
| <input type="checkbox"/> Pending approval       | Requisitions |           | Talent Acquisition Recruiter II - 39 | Kelly...  | Katy Bassett   | 02/23/2026 | Low      | ...    |
| <input type="checkbox"/> Pending approval       | Requisitions |           | Senior Budget Analyst - 38           | Kelly...  | Katy Bassett   | 02/23/2026 | Low      | ...    |
| <input type="checkbox"/> No applications lately | Requisitions |           | AC Postdoctoral Fellow - 26          | Kelly...  | Alan Clerk     | 02/17/2026 | Low      | ...    |

Activity Center
**Requisitions**
Offers
Candidate Search
Pools

**What's Changed?**

HCM =  
Vacancies

WaveWorks =  
Requisitions

(No IRC#'s)



The **Job Requisition** page displays and then click the + **Create** button

## 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)



31 results

+ Create

Sort By Creation Date



| Requisition Title          | Requisition Number | Requisition Status | Applications | Creation Date | Actions | Hiring Manager | Recruiter          |
|----------------------------|--------------------|--------------------|--------------|---------------|---------|----------------|--------------------|
| Talent Acquisition Coordi  | 42                 | Approval - Pending | 0            | 02/24/2026    | ...     | Kelly Bankston | Tanzania Champagne |
| Clinical Assistant Profess | 40                 | Open - Posted      | 0            | 02/23/2026    | ...     | Kelly Bankston | Tara Robinson      |
| Talent Acquisition Recruit | 39                 | Approval - Pending | 0            | 02/19/2026    | ...     | Katy Bassett   | Kelly Bankston     |
| Senior Budget Analyst      | 38                 | Approval - Pending | 0            | 02/19/2026    | ...     | Katy Bassett   | Kelly Bankston     |
| Financial Services Superv  | 37                 | Approval - Pending | 0            | 02/13/2026    | ...     | Kelly Bankston | Tanzania Champagne |

### TIP

Filter defaults to **Hiring Team Role** of Recruiter, Hiring Manager or Collaborator.

You must have one of these roles to view a requisition and the candidates.



The **Create Job Requisition steps** display.

You can create a Requisition by selecting '**Position**' or '**Existing Requisition.**'

For '**Position**,' you can search by a key word, job title or department. **The easiest is to enter a Position Code, which HR will provide.**

Once you have an **Existing Requisition**, that will populate for you to reuse.

## 1 How

Requisition Type

Standard

\* Use

Position

Position

Existing Requisition

\* Position

Professor

Continue

**What's changed?**

All positions are visible.

**TIP**

Search by Position Code



2

## Basic Info

### Requisition Type

Standard

#### \*Requisition Title

Professor

#### \*Number of Openings

Limited

1

### Position

Professor (600823)

#### \*Business Justification

Select a value

Select a value

New Position

Replacement

### Comments

Continue

Hiring Managers may edit the **Requisition Title** and add more description to the title, e.g. Part-time, Uptown or Downtown.

### TIP

If this is a brand-new position to your org, select **New Position**.

If you are backfilling an existing position, select **Replacement**. It is recommended to add the Incumbent's name in the comments to assist with the approvals.





### 3 Hiring Team

\*Hiring Manager

Eric Roque Department Administrator II

\*Recruiter

Tara Robinson Talent Acquisition Recruiter II

Add Collaborator Type

Collaborator

Tai Ha Professor and Chair

Michael Rodriguez Program Administrator I

Add Another Collaborator

Continue

Your name will be defaulted as the Hiring Manager, but you can change that to another employee.

**NOTE: the name of the Hiring Manager WILL change on the OFFER to the ACTUAL supervisor of the position.**

The Recruiter **MUST** be the name of the **Talent Acquisition Recruiter** assigned to your department. There is a list on the HR website for your reference.

Anyone who needs to view the requisition and the candidates must be added as a **Collaborator**. This may be your search committee members and search committee chair.



4

## Requisition Structure

\*Recruiting Type

Faculty and Librarians



\*Organization

Tulane University



\*Primary Location

New Orleans, LA, United States



Other Locations

Select a value



Add Another Location

Job Family

Academic and Student Affairs

Continue

**Recruiting Type** defaults to **Faculty and Librarians**.

Be sure to **change** if creating a requisition for an **Adjunct** or **Postdoc**.



5 Details

\*Worker Type

Employee

\*Regular or Temporary

Regular

\*Full Time or Part Time

Full time

Job Shift

Select a value

Education Level

Select a value

Employee Referral Bonus

Search Waiver (attach justification document below)

No

Waiver Justification

The **Worker Type** will be Employee.

Select **Regular or Temporary, Full Time** or **Part Time**.

Job Shift and Education Level are **optional**.

**Employee Referral Bonus** is not currently being utilized.

Indicate if this is a **Search Waiver** and the reason.



Does this position require driving a Tulane vehicle?

Is this a TUMG clinic/business service position?

Is there access to Medicare Patient information?

Does this position participate in Research?

Is a drug screen required to work in a hospital?

For assistance screening applicants contact your Recruiter.

Budgeted Amount

\*Granted Funded

If Yes, please list all funding accounts and percentages

\*What is the anticipated or approved track for this faculty position?

Continue

The next questions determine which background checks are required for positions.

Job Shift and Education Level are **optional**.

Enter the budgeted amount for the position. This should be the hourly rate for non-exempt positions and the annual salary for exempt positions. [NOTE; THIS MAY CHANGE]

Indicate if the position is **Grant Funded** and any funding accounts and percentages.

Select the appropriate track for the faculty position. Not Applicable is used for Pre-Post Doc and Librarian hires.



## 6 Posting Description

### \*Posting Description for Internal Candidates

Faculty/Librarian Position Description

☐ Enter Custom Internal Posting Description

### Short Description for Internal Candidates

#### \*Description for Internal Candidates

##### Required Applicant Materials:

Interested candidates should submit the following materials:

- Curriculum Vitae
- Contact information for at least three professional references

For further inquiries about this position, please email Dr. XXX, at [XXX@tulane.edu](mailto:XXX@tulane.edu)

##### Responsibilities for Internal Candidates

##### Qualifications for Internal Candidates

☒ Same Posting Description for Internal and External Candidates

Email of Internal Contact

Continue

This description will populate as an interim measure so you can complete the requisition submission.

For Faculty, Post Doc, and Librarian positions, check the boxes to enter custom internal and external posting descriptions. You **MUST** specify the documents required for applicants to submit.



6 Offer Info

Legal Employer

Tulane University

Business Unit

Tulane University

Department

Art

Primary Work Location

Newcomb Hall

Other Work Locations

Select a value

Add Another Work Location

\*Workplace

On-site

Job

Professor (370638)

If **'Hybrid'** or **'Remote'** is selected for the **'Workplace,'** the requisition will route to additional approvers.

Continue



Use the attachments screen to upload any documents applicable to the job requisition.

7 Attachments



Drag files here or click to add attachment ▼

Continue



## 8 Configuration

### \*Candidate Selection Process

Faculty Candidate Selection Process - Faculty CSP (Default) ▼

### \*External Application Flow

Faculty Application Flow - Faculty Application Flow (Default) ▼

### \*Allow Candidates to Apply When Not Posted

Yes ▼

### Automatically Open Requisition for Sourcing

Yes, posted internally and externally ▼

### Delay Before Posting Expires

No Expiration ▼

### \*Automatically Fill Requisition

Yes ▼

Continue

Indicates where the job will be posted:

### Options:

- Not posted.
- Internally and externally
- Externally only
- Internally only





## 9 Questionnaires

### Internal Prescreening Questionnaire

Add Question

Select a value

No items to display

Maximum Possible Score 0

### External Prescreening Questionnaire

Add Question

Select a value

Do you understand and acknowledge that if you are offered employment with Tulane University, the offer will be conditional and is contingent upon satisfactory results of a background check, which may include a drug screen, if required for the position?

Question Code

PS\_QN31

Question Type

Single Choice

Question Classification

Prescreening Question Added Automatically

✓ Requires Response

Score 1

Are you legally authorized to work in the US?

Question Code

PS\_QN30

Question Type

Single Choice

Question Classification

Prescreening Question Added Automatically

✓ Requires Response

Score 1

Do you certify that all the information provided in connection with your application, whether on this document or not, is true and complete, and understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire, or if hired, termination?

Question Code

PS\_QN29

Question Type

Single Choice

Question Classification

Prescreening Question Added Automatically

✓ Requires Response

Score 0

Are you at least or over 18 years of age? (If under 18, you will need to provide proof of your eligibility to work.)

Question Code

PS\_QN19

Question Type

Single Choice

Question Classification

Prescreening Question Added Automatically

✓ Requires Response

Score 1

Maximum Possible Score 3

### Interview Questionnaires

Add Questionnaire

Select a value

Prescreening questions can be added for specific positions or job groups. Please consult with your Recruiter for future use.

All candidates will receive the External Prescreening Questionnaire.

The answers will not automatically disqualify the candidate from consideration.



## Warning

The job requisition has possible issues that may require your attention.

⚠ The candidate selection process is configured for a background check, but the job requisition doesn't have any.

Continue

Cancel

The last step - scroll to the top of the page and click **‘Submit.’**

You can continue through the Warning as the Recruiter will add the background check in the approval process.

## Create Job Requisition

Save and Close

Submit

Cancel

① How

Edit

② Basic Info

Edit

③ Hiring Team

Edit

④ Requisition Structure

Edit

⑤ Details

Edit

⑥ Posting Description

Edit

To view the approvals, go back the **Requisitions** tab.

When that page is refreshed, the new Requisition will populate with a status of ‘**Approval – Pending.**’

# 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)

6 results

+ Create

Sort By Creation Date

| Requisition Title | Requisition Number | Requisition Status | Applications | Prospects | Location                       | Creation Date | Actions |
|-------------------|--------------------|--------------------|--------------|-----------|--------------------------------|---------------|---------|
| Professor         | 75                 | Approval - Pending | 0            | 0         | New Orleans, LA, United States | 03/19/2026    | ...     |

After selecting the **Requisition**, go to the '**Details**' tab at the top.

Click on '**View Details.**'

<

Professor

75

...

Translate Job Requisition

OverviewDetailsScreening ServicesJob FormattingInterviewsMessagesFeedbackProgress

⚠ Pending Approval

Approval in progress.

View details

Basic info

Requisition Type

Standard

Number of Openings

1

Business Justification

New Position

Comments

Requisition Number

75

Position

Professor (603117)

Languages

American English (Default)

Requisition Title

Professor

Requisition Template

Tulane Faculty Default Template (DEFAULT\_FACULTY)

A page will slide out from the right side to show all details of the Requisition.

< Professor

75

Overview

Details

Screening Services

Job For

▲ Pending Approval

Approval in progress.

View details

Basic info

Requisition Type

Standard

Number of Openings

1

Business Justification

New Position

Comments

Approval Request for Requisition

Professor

75

New Position

Basic Information

Recruiting Type

Faculty and Librarians

Requisition Number

75

Requisition Title

Professor

Openings

1

Business Justification

New Position

Comments

Requisition Details

[Requisition Details](#)

Scroll all the way to the end and the list of Approvers will be displayed.

< Professor

75

Overview

Details

Screening Services

Jobs

⚠ Pending Approval

Approval in progress.

View details

Basic info

Requisition Type

Standard

Number of Openings

1

Business Justification

New Position

Comments

• Curriculum Vitae

• Contact information for at least three professional references

For further inquiries about this position, please email Dr. XXX, at [XXX@tulane.edu](mailto:XXX@tulane.edu)

Responsibilities

Qualifications

Approvers

○ Tulane Req Recruiting Approver

○ Tulane Associate Provost Workflow Approver

○ Tulane Budget Workflow Approver

🕒 Assigned to Katherine Lamb

03/19/2026 3:23 PM

⬆ Submitted by Eric Roque

03/19/2026 3:23 PM

Activity Center

Requisitions

Offers



You can check on the status of your requisitions by navigating back to

My Team > Hiring > Requisitions

# Job Requisitions

Search by requisition title, number, or description

Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Location

Filters

Clear (1)

6 results

+ Create

Sort By Creation Date



| Requisition Title | Requisition Number | Requisition Status | Applications | Prospects | Location                       | Creation Date | Actions |
|-------------------|--------------------|--------------------|--------------|-----------|--------------------------------|---------------|---------|
| Professor         | 75                 | Approval - Pending | 0            | 0         | New Orleans, LA, United States | 03/19/2024    | ...     |