

Create Staff Requisition by Position

Steps

1 Log in as a Hiring Manager.

2 Navigate to 'My Team,' then to 'Hiring.'

3 Click on the Job Requisitions tab at the bottom of the page.

4 Click the '+ Create' button.

5 #1 How

1. Use - Select 'Position' in the Use drop down or type in a keyword.
2. Business Unit - Is always Tulane University.
3. Position - Enter a position code, or search by job title; make sure it is in your department.
4. Click 'Continue'

6 #2 Basic Information

1. Requisition Title - Update to a 'marketing' title, if desired
2. Number of Openings- Indicate the number of openings. It is preferred to have one requisition per opening.
3. Business Justification- Indicate if this is a New Position. If it is a 'Replacement,' add Incumbent Name and TUID in the Comments.
4. Languages - Will always be American English.
5. Click 'Continue.'

7 #3 Hiring Team

1. Hiring Manager - Will default to your name. Update if needed.

2. Recruiter Name - Enter the name of the Talent Acquisition Recruiter assigned to your department.
3. Collaborator Type - Add the name of anyone who will need access to the requisition and candidates.
4. Click 'Continue.'

8

#4 Requisition Structure

1. Recruiting Type - Select 'Staff.'
2. Organization - Will always be Tulane University.
3. Primary and Other Locations - Update if applicable.
4. The Job Family will populate.
5. Click 'Continue.'

9

#5 Details

1. Worker Type - Select 'Employee.'
2. Select Regular or Temporary.
3. Select Full Time or Part Time.
4. Skip Employee Referral Bonus
5. Job Shift - Indicate shift, optional.
6. Education Level - Select level, optional.
7. Employee Referral Bonus - is not being utilized.
8. Search Waiver - If this is a search waiver, select 'Yes' and include the Justification. Attach any documents at end of process at Step 8
9. Minimum and Maximum Salary will populate from the position.
10. Answer required questions that pertain to the background check for the position, if applicable. (Driving, TUMG, Medicare, Research, Drug screen). These would be in addition to standard background check.
11. Budgeted Amount - Input the annual budgeted amount for the position.
12. Grant Funded - Indicate if the position is grant funded and list all funding account numbers and percentages. This will help facilitate the approval process.
13. Click 'Continue.'

10

#6 Posting Description

1. Staff posting descriptions should populate. They are not editable by the hiring department.
2. If the position description does not populate, in the drop down box, select 'Staff Position Description - Missing.' This will populate a brief explanation to candidates. Once the requisition is submitted, you may reach out to Compensation@tulane.edu for assistance.
3. Check the box for the posting description to be the same for internal and external candidates.
4. Click 'Continue.'

11

#7 Offer Info

1. Legal Employer - Will always be Tulane University.
2. Business Unit - Will always be Tulane University.
3. Department - Should default in from the position.

4. Primary Work location - Should default in from the position.
5. Other Work Location - Select as applicable.
6. Workplace - Indicate if 'On-site,' 'Hybrid,' or 'Remote.' If 'Hybrid or Remote' is selected, it will route to additional approvers.
7. Job and Grade will populate from the position.
8. Click 'Continue.'

12

#8 Attachments

1. Upload any required documents.
2. Click 'Continue.'

13

#9 Configuration

1. Candidate Selection Process - Select the 'default' Staff Candidate Selection Process - Non-Faculty CSP-V3.
2. External Application Flow - Select if a resume is required.
3. Allow Candidates to Apply When not Posted - YES
4. Automatically Open Requisition for Sourcing - YES
5. Delay Before Posting Expires - NO Expiration
6. Automatically fill Requisition - YES
7. Click 'Continue'

14

#10 Questionnaires

1. Skip Internal Prescreening Questionnaire.
2. Skip External Prescreening Questionnaire.
3. Skip Interview Questionnaire
4. Click 'Continue.'
5. Scroll to the top of the page and click 'Submit.'
6. A 'Warning' will populate stating the position requires a background check, which the Recruiter will add. Click 'Continue.'