

Quick Reference Guide:

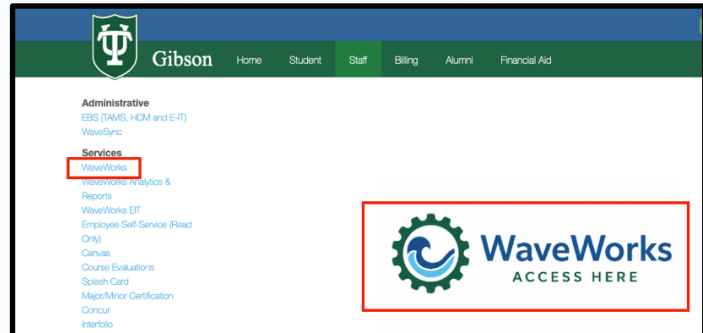
Talent Acquisition – Share a Job Requisition Link with Candidates

Purpose:

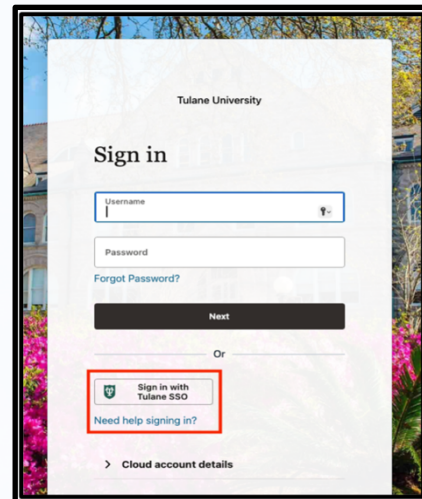
This Quick Reference Guide provides information on how to find and share a WaveWorks job requisition link with candidates, including requisitions that have not yet been posted, so candidates can access and apply for the position.

Step-by-Step:

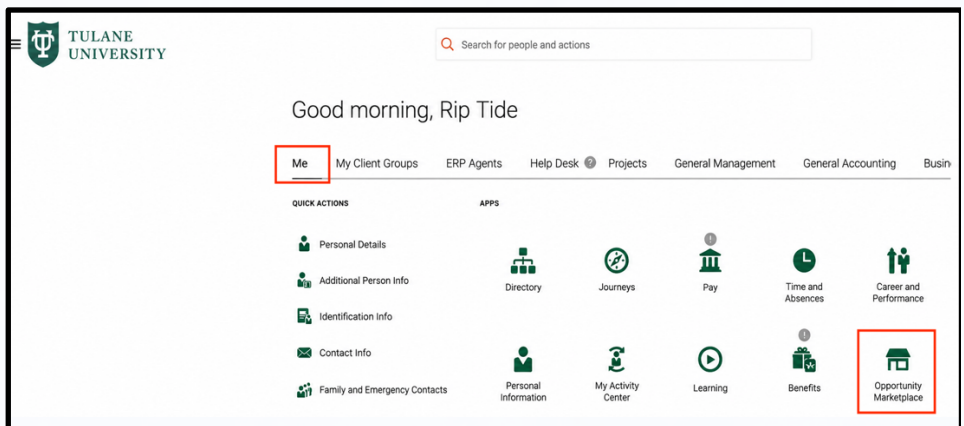
1. Log in to [Gibson](#) using your Tulane username and password.
Under **Services** on the left side of the screen, select the **WaveWorks** hyperlink or click **WaveWorks Access Here**.



2. Sign in to **WaveWorks** using **Sign-in with Tulane SSO**. Since you're already logged in to Tulane Gibson, SSO will sign you in automatically - no need to re-enter your username or password.



3. From the **WaveWorks** homepage, select **My Team or My Client Groups**, then choose the **Hiring** icon.



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- Option 1: Share a Link if the Position is not going to be posted externally.** Use this method when you are creating the requisition and intend to share the position directly with selected candidates rather than posting it externally.

While creating the requisition, locate the **Configuration** section. Set **Allow Candidates to Apply When Not Posted** to **Y (Yes)**. Complete the requisition details and submit the requisition.

Configuration	
Candidate Selection Process Faculty Candidate Selection Process - Faculty CSP	External Application Flow Faculty Application Flow - Faculty Application Flow
Automatically Open Requisition for Sourcing Yes, not posted	Allow Candidates to Apply When Not Posted Yes

- From the **Hiring/Recruiting Activity Center**, select the **Requisitions** tab and open the applicable requisition, once approved.

< Instructor
1993

Overview Details Screening Services

Basic info

Requisition Type
Standard

- On the requisition page, elect the **Details** tab next to **Overview**.

< Instructor
1993

Overview Details Screening Services

Basic info

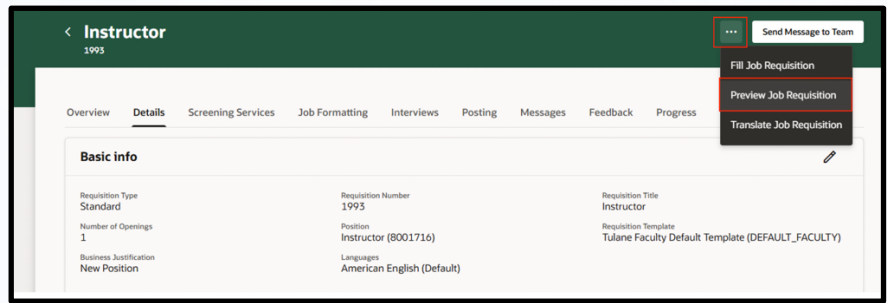
Requisition Type
Standard



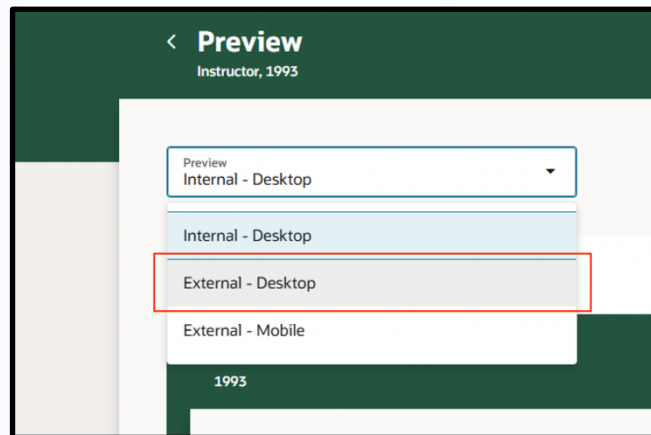
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- At the top of the page, select the three dots to the left of Send Message to Team, then select **Preview Job Requisition**.

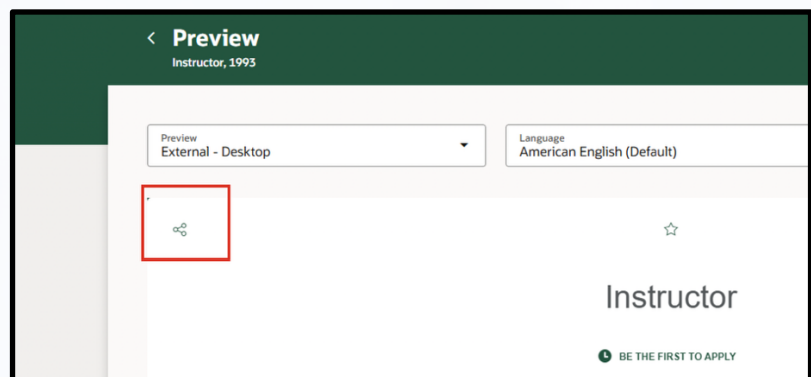


- On the **Preview** page, select **External – Desktop** from the Preview drop-down menu.



- In the job preview, select the **Share icon (three connected circles)** on the left side of the page and select the option to **copy the job link**.

Tip: The copied link can be shared with candidates by email, Teams, LinkedIn, or another appropriate method. When possible, have candidates use the link to complete their own application. This allows candidates to provide their information directly through the application process rather than requiring hiring or recruiting personnel to enter it on their behalf.

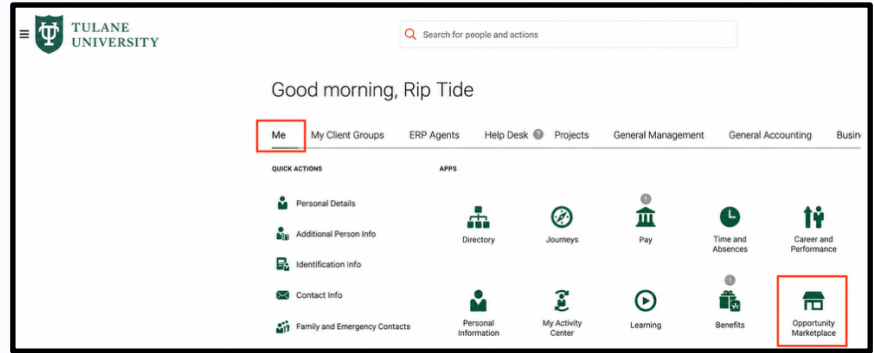


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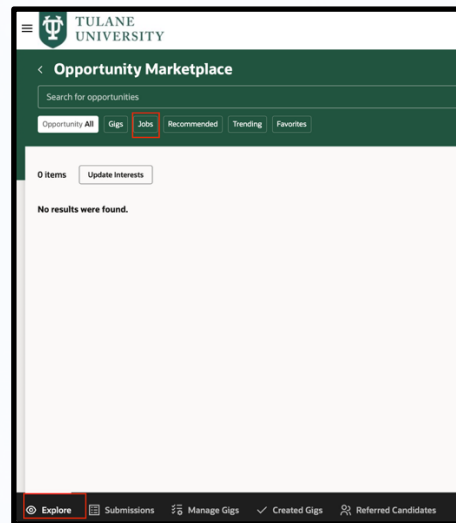
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10. **Option 2: Share a Link for a Position Already Posted Externally** Use this method when the position has been approved and posted externally.

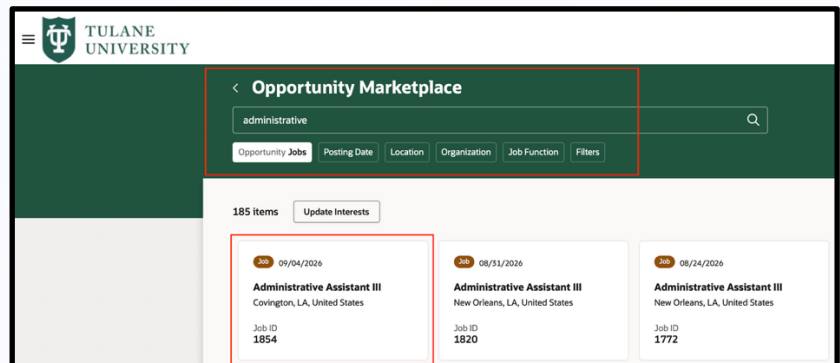
From the **Me** tab in WaveWorks, select **Opportunity Marketplace** icon.



11. From the **Explore** section of the **Opportunity Marketplace** page, click **Jobs**.



12. Search for the applicable job requisition using the **Search bar** or the available **filter options**, then select the position to view the job details.



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13. Select the **three dots** next to the **Apply** button.



14. Select **Copy Job Link**.

Tip: The copied link can be shared with potential candidates or posted to appropriate recruiting sites, email, Teams, LinkedIn, or other channels.

