

Quick Reference Guide:

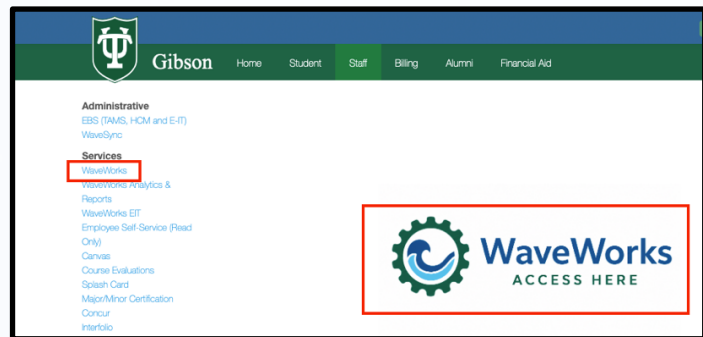
Talent Acquisition – Guide to Opportunity Marketplace

Purpose:

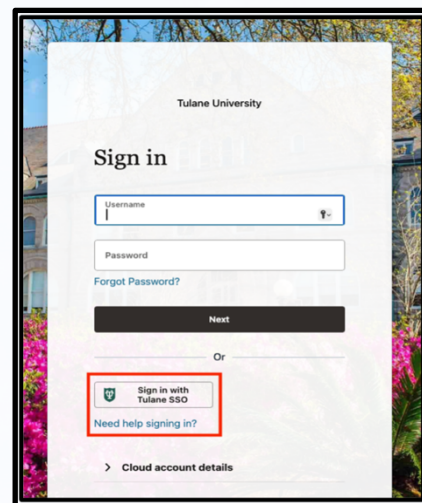
This Quick Reference Guide provides steps for Tulane employees to use the **Opportunity Marketplace** feature in WaveWorks to find, apply for, and manage internal job opportunities. The **Opportunity Marketplace** is WaveWorks' internal job search tool for Tulane employees.

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**.

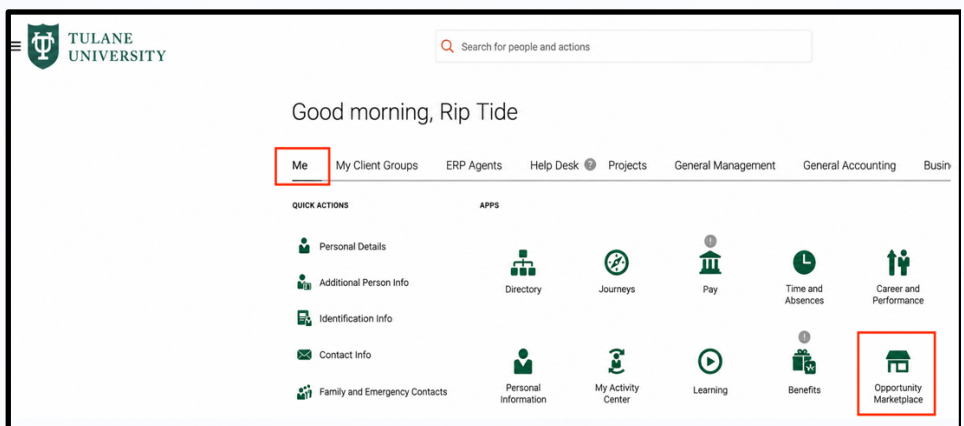


2. Sign in to **WaveWorks** using **Sign-in with Tulane SSO**. Since you're already logged in to Tulane Gibson, SSO will sign you in automatically - no need to re-enter your username or password.



3. From the **WaveWorks** homepage, select **Me**, then choose the **Opportunity Marketplace** icon.

Important: If you begin your job search on the Tulane Careers website, select **"I am an employee"** to access internal job opportunities through WaveWorks.



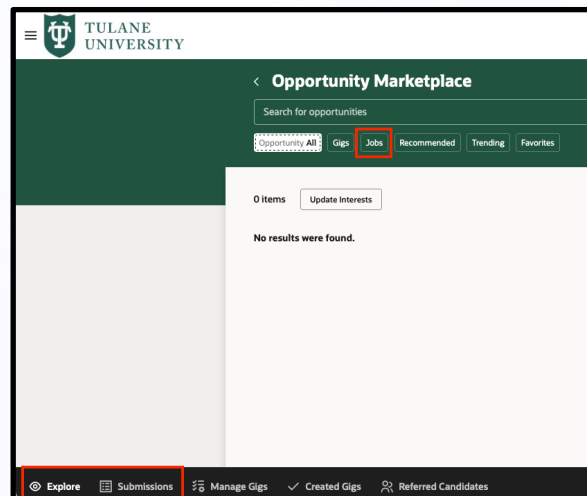
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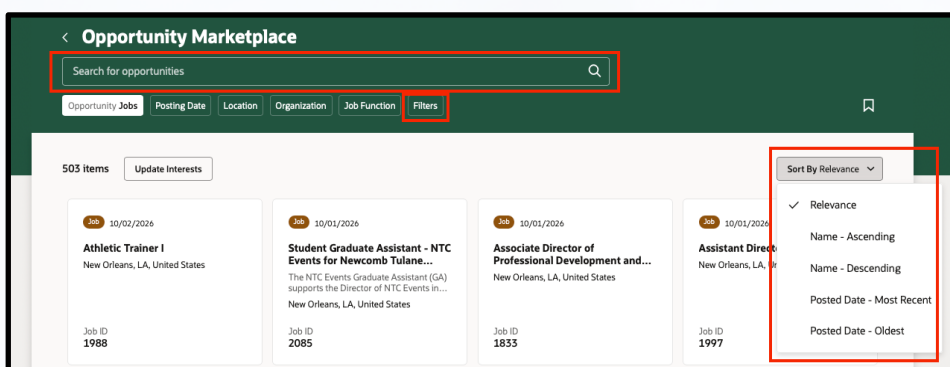
- When you first open the Opportunity Marketplace, jobs may not appear because of the default settings. Select **Jobs** to view available Tulane job opportunities.

At the bottom of the page, use the navigation bar to access the following:

- Explore:** Search and browse available Tulane job opportunities.
- Submissions:** View applications you have submitted, including hiring manager information and application status. You can also withdraw or delete applications, as applicable.



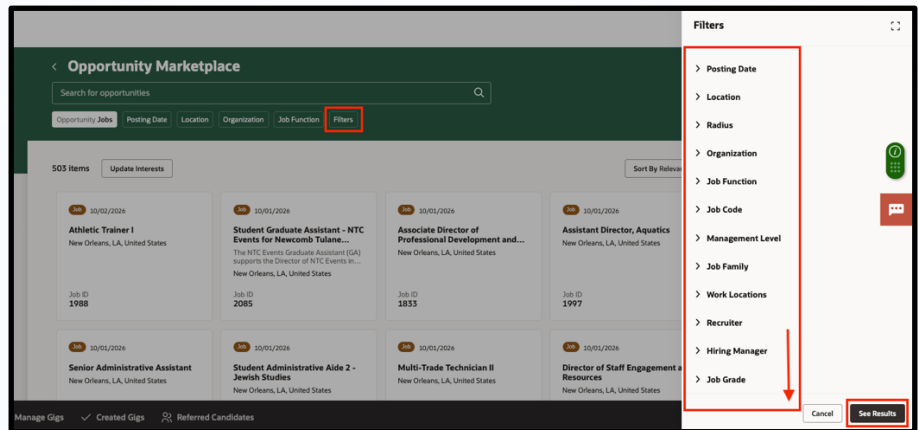
- Once you select **Jobs**, available Tulane positions will populate. Use the **Opportunity Marketplace Search Bar** to search for positions by **Job ID, job title, or posting date**. You can also sort search results by **Relevance, Name, or Posted Date**. For additional ways to narrow your search, use the **Filters** option in the next step.



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6. Select **Filters** to open a menu with additional search options. Scroll down to view the full list of available filters. Select the filters that best match your search, then click **See Results** to view the filtered positions.



7. Once you apply, you can view your applications by selecting **Submissions** from the navigation bar at the bottom of the page. The default view may display **Gigs**. Select **Jobs** next to Gigs to view your submitted job applications along with details such as position hiring manager and status.

