How to Create a Vacancy

BEFORE YOU START

Is this a Replacement Position? – If so, first obtain the Position Control Number (PCN) for the person being replaced.

- Navigation (How to find an employee’s PCN):
  - Tulane Manager Self Service \(\rightarrow\) My Employees \(\rightarrow\) Name: Enter last name
  - Click Go \(\rightarrow\) Click on the Name
  - Click Show under the details column \(\rightarrow\) The PCN is located in the position field, in front of the job title.
  - Once obtained, you can continue with Creating a Vacancy (steps below)

Is this a New Position? - The PCN will be created and assigned as part of the Vacancy process.

Prepare Supporting Documents – Depending on the type of hire, specific documents must be attached to the vacancy when it is submitted, or the vacancy will be returned to you for correction. Have these documents ready to attach:

- **Staff/Post Doc Fellows** - Job Description (approved by HR Compensation), Organizational chart.
- **Faculty/Post Doc Fellows**:
  - If School of Medicine (SOM), attach Search Request Form (SRF).
  - If Non-SOM (including Primate Center and Public Health), attach Faculty Recruitment Plan (FRAP).
  - If requesting a Search Waiver, contact the Office of Institutional Equity at (504) 862-8083 to obtain guidance on documentation before submitting the vacancy request.

START: CREATE A VACANCY

Log in to Oracle EBS/HCM:  [https://ebs.tulane.edu](https://ebs.tulane.edu) Select Tulane Manager iRecruitment

Click New Vacancy or Create a Vacancy
IMPORTANT: If you do not have Tulane Manager iRecruitment access in Oracle EBS, you must gain access to be able to submit vacancies and offers. To request access from Technology Services, please follow the instructions below. When TS grants you the access, Tulane Manager iRecruitment will appear as a link in your Oracle EBS menu.

1. Go to tulane.service-now.com/
2. Log in using your single sign-on credentials.
3. Click on Service Catalog.
5. Complete the Request access to HCM responsibilities form. Ensure the Requested for field is accurate – if you are ordering for someone else, enter that person’s name. Select Tulane Manager iRecruitment under HCM before clicking Order Now.
6. If you are ordering for someone else, that person will receive an email from Technology Services verifying that they want the access, so please advise that person to approve the request.
7. Technology Services manages these accesses, so they will review the request, and if approved, the access will appear in the Oracle EBS menu as Tulane Manager iRecruitment.

COMPLETE THE VACANCY FORM WITH THE FOLLOWING INFORMATION: STEP 1 OF 5

Posting Name/Number: IRC# (Default)
Request Date: 31-Dec-4712 (Leave this as the default – will be changed once the vacancy is approved by Employment)
Hiring Manager: Defaults to the person signed in. Please update this field to reflect the actual Hiring Manager if necessary.
Organization: Defaults to the Organization of the Hiring Manager. Please update this field if necessary.
Professional Area: Select the appropriate professional area from the drop down menu.

TIP: Click to find selection options
Grade: Staff Only. For a replacement position, the grade defaults to the value assigned by Compensation. For new positions, a grade will be assigned by Compensation when the position is created (Admin, Faculty, Librarian and Post Doc positions do not have grades).

Position Name: If replacement position, please enter PCN here (instructions above). If new position, leave this field blank.

Faculty Track: Defaults to “None”. For Faculty positions only, please update this field and select the appropriate track. To add a track, delete “None” and click on the Looking Glass icon.

Name of Employee Being Replaced: Enter the first and last name of the person vacating this position. If this is a new position, leave this field blank.

Working Hours per Week: Defaults to 37.5. If necessary, update this field to reflect the actual working hours per week for this position. Note: To be benefits eligible, an employee must work at least 18.75 hours per week.

Budgeted Employee ID: Enter the replacement's TUID. Or leave blank if new.

Is this vacancy for a search waiver or a faculty position with hiring goals?: Select ‘Yes’ if you are requesting a search waiver or if the faculty position has OIE goals. These goals can be checked on the OIE website.

Exposure to animals or animal tissues in conjunction with education or research?: Select ‘Yes’ or ‘No’ as appropriate to the position.

Budgeted Salary: Enter the budgeted salary.

Is this Position funded using existing lines?: Select ‘Yes’ or ‘No’ as appropriate to the position.

List all funding sources: List the funding sources for this position.

Remarks/Comments: Special comments pertaining to the vacancy. Note: if this is a Search Waiver, enter the candidate’s name here.

Status: Unapproved (default - will update once the vacancy is fully approved by Employment)

Number of Openings: 1 (default); Change to the required number of openings if necessary.

Location: This is where the position is physically located. Defaults to the Location of the Hiring Manager; please update this field if necessary.

Job Title: For a replacement position, the Job defaults to the value defined in the position set up. For new positions, select the job title from the list of values (for Staff, this field must match the title on the Job Description).

Employment Status: Select Full Time or Part Time. Note: any number of hours below 37.5 is part time.

Employee Group: Should be same or similar to Professional Area field. Note: TUMG is a designation for Faculty only.

Click Next: STEP 2 OF 5

Preferred Qualifications and Assessment: Leave blank. Employment will complete this.
Recruiter Name: Enter Payton, Niyoka.

Interview Team: All interview/search committee members must be added to this section in order to view applications (including the hiring manager and initiator of the vacancy).

- Select “Add Another Row,” enter the individual’s last name, and then select the Tab key on your keyboard. If the name does not automatically populate in the given field, a pop-up window will appear. Select the correct name from the list provided or do an additional search.
- Define each team member’s Vacancy Security and Interview Security using the drop down menu.
  - **Vacancy Security Options:**
    - **Update** – User can create interviews and offers for applicants
    - **Update/Delete** – Same security as Update (#1)
    - **View Only** – User is only able to view applications
  - **Interview Security Options:**
    - **All Interviews** – Can view all interviews that have been created within vacancy
    - **Assigned Interviews** – Can only view interviews assigned to interview member
- **Assigned and Previous Interviews** – Can only view assigned interviews and previous interviews conducted by others, if applicable

**IMPORTANT:** All interview team members must have access to Tulane Manager iRecruitment to view a vacancy and its applicants. To gain access, please follow the instructions on page 2 of this job aid.

The Format Job Posting page should be completed for **Faculty and Post Doc postings ONLY.** Staff postings will be created by the Talent Acquisition team.

- For **Staff, Administrator, and Librarian positions** – Leave this page unedited.

- For **Faculty positions** - Complete the necessary sections and include directions for applying via Interfolio in the “How to Apply” section.

Click **Next:** **STEP 4 OF 5**

**Create Vacancy: Review**
Review all details. If changes are needed, use the Back button to the appropriate Step. Do NOT use the Back Arrow in the Browser.

Attach Supporting Documents:
- **Staff/Post Doc Fellows** - Job Description (approved by HR Compensation), Organizational chart.
- **Faculty/Post Doc Fellows:**
  - If **School of Medicine** (SOM), attach Search Request Form (SRF).
  - If **Non-SOM** (including Primate Center and Public Health), attach Faculty Recruitment Plan (FRAP).
- If requesting a **Search Waiver**, add documents required by OIE.

**IMPORTANT:** The Job Description must be in PDF format and must include the letters “JD” in the file name (example, “Administrative Assistant JD.pdf”). This format allows the job description to be pulled into the TALX onboarding system for the new hire to review and sign.

Click **Submit**

Once submitted, the vacancy will route for approval. The general approval flow is:

**Routing Sequence:**
- Initiator
- Budget Office
- Plus One
- Senior Officer Or Provost’s Office
- Compensation (if Staff)
- OIE (if Search Waiver or Faculty Goals)
- HRIS
- Employment

Check your vacancy routing status:
The person who submitted the Vacancy can check the status as it routes for approval by selecting the vacancy from the “Saved For Later” section on the iRecruitment Home page or by clicking on the Vacancies tab in Tulane Manager iRecruitment home, searching using the IRC number in the Posting Number field, and clicking into the vacancy. At the bottom of the page is the current routing.

Office of Human Resources
Talent Acquisition Department

Contact Information:

- **Kelly Bankston** – Assistant Director of Talent Acquisition – kbanksto@tulane.edu 504-247-1746

- **Nick Douglas** – Manager, Talent Acquisition (Hiring Process, Training, Troubleshooting) – ndouglas@tulane.edu 504-247-1726

- **Niyoka “Nikki” Payton** – Sr. Talent Acquisition Coordinator (Offers) – npayton@tulane.edu 504-247-1721

- **Latara “Tara” Robinson** – Talent Acquisition Coordinator (Vacancies) – lrobin9@tulane.edu 504-247-1743

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