



How-To Guide

Faculty Hiring Process

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Tulane
University

Office of Academic Affairs and Provost



Interfolio



Open Process

Section I: *How to Open a Position in Interfolio*

Action 1: Logging in to Interfolio

Step 1a: <https://account.interfolio.com/sso>

Select Tulane University from the drop down menu and click “Sign In”



Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, select your institution name from the list below.

Sign In

[Sign in with an Interfolio account >](#)

Don't have an account? Sign up now.

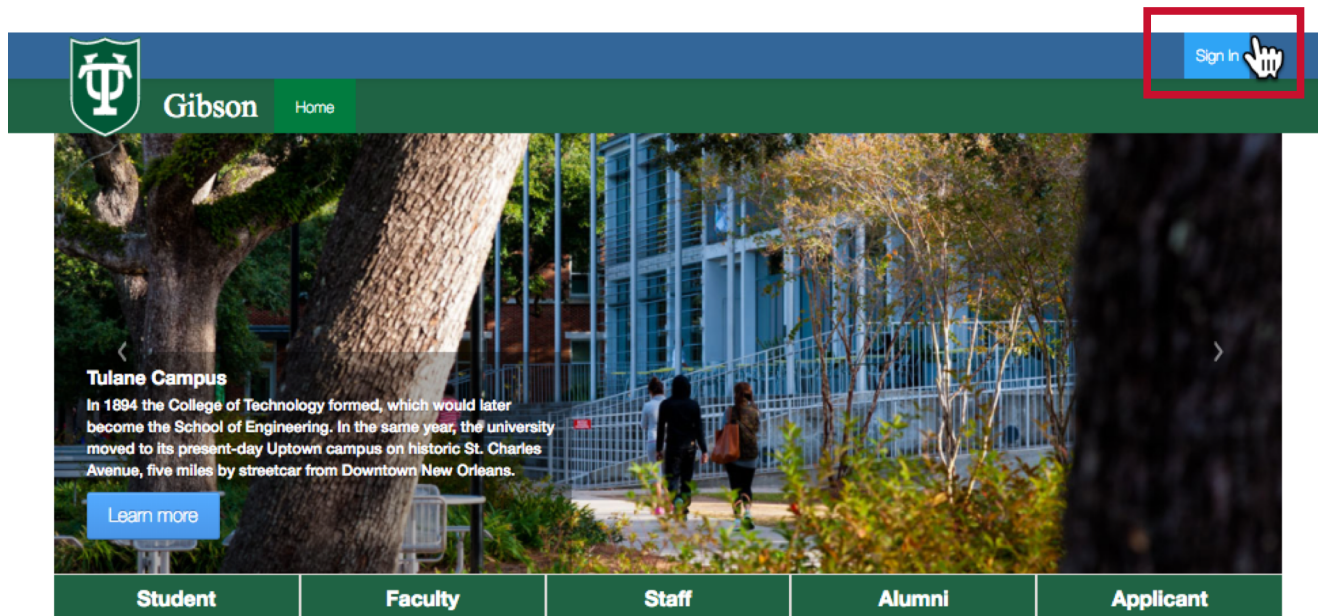
Use Interfolio's suite of services to simplify your academic life.

Sign Up

Action 1: Logging in to Interfolio Step 1b: gibson.tulane.edu

You may also sign in using the Gibson portal. To do this, go to “gibson.tulane.edu” and click “[Sign in](#)” at the top left corner.

On the following page, enter your single sign on credentials and click “[Sign In](#)”.



The image shows a login form on a green background. At the top is the Tulane University logo. Below it are two input fields: the first contains the username 'acouvil' and the second contains a masked password '.....'. A blue button labeled 'Sign In' is highlighted with a red rectangular box. Below the button is a link that says 'I forgot my username/password'.

Action 1: Logging in to Interfolio

Step 1b: gibson.tulane.edu *continued...*

Now that you're signed in, click the your respective link at the top of the screen. "Staff" is used in the example below. Depending on your permissions, you may see different options on this top bar.

The image displays two screenshots of the gibson.tulane.edu website interface. The top screenshot shows the navigation menu with the 'Staff' link highlighted in green. The bottom screenshot shows the left sidebar menu with the 'Interfolio' link highlighted in blue. The main content area of the bottom screenshot includes sections for Administrative, Services, and Resources, along with a notice about an All-Campus Town Hall and a warning about a Banking Routing Scam.

Next, select "Interfolio" from the menu on the left side of the screen.

Action 1: Logging in to Interfolio

Step 2: Sign on using your Tulane Credentials

Through either option, you will be redirected to a Tulane-branded page. Enter your username (part of the email without the “@tulane.edu”) and regular Tulane email password.

Click “[Sign In](#)”. You will be redirected back to Interfolio’s landing page after sign in.

If you experience difficulties signing in, contact Joey Couvillon (acouvil@tulane.edu) or 504-314-2816



Sign in

[Forgot Password?](#)

Service: <https://secure.interfolio.com/shibboleth-sp>

Action 2: Creating a New Position

Step 3: Click “Positions”

You should see a page that looks similar to the picture below. Depending on your access, permissions, and history, you may see slightly different options.

For example, the “Review, Promotion and Tenure” menu on the left may not appear if you do not participate in the RPT process.

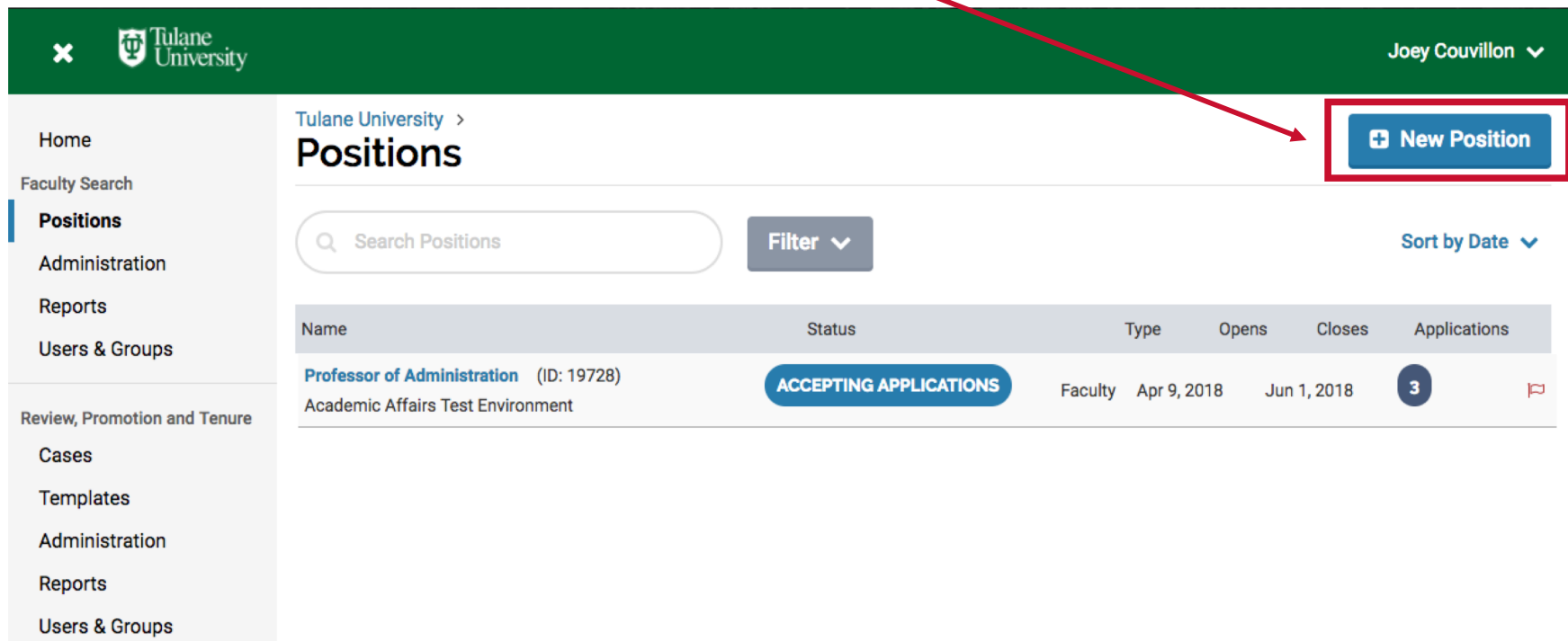
The screenshot shows the Tulane University Faculty Information System interface. The top navigation bar is green with the Tulane University logo on the left and the user name 'Joey Couvillon' on the right. A left-hand navigation menu is visible, with the 'Positions' item highlighted by a red rectangular box. Other menu items include 'Home', 'Faculty Search', 'Administration', 'Reports', 'Users & Groups', and a section for 'Review, Promotion and Tenure' containing 'Cases', 'Templates', 'Administration', 'Reports', and 'Users & Groups'. The main content area features a notification box titled 'New Interfolio look and feel' with a link to documentation. Below this is a search bar labeled 'Search by keyword' and a table titled 'Additional Assigned Items'. The table has columns for 'Item', 'Update at', and 'Due Date'. One item is listed: 'Candace Jens' with a breadcrumb trail 'Finance | Reappointment | Business--Third Year Review--Finance | Review, Promotion and Tenure' and a right-pointing arrow icon.

Action 2: Creating a New Position

Step 4: Click “+New Position”

You will be taken to the “Positions” page. On this page you will see all positions to which you have access.

To create a new position, click “+New Position”.



The screenshot shows the Tulane University web interface. At the top right, the user name "Joey Couvillon" is displayed. On the left is a navigation menu with options like Home, Faculty Search, Positions, Administration, Reports, Users & Groups, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area is titled "Tulane University > Positions". Below the title is a search bar labeled "Search Positions", a "Filter" button, and a "Sort by Date" dropdown. A table lists positions with columns for Name, Status, Type, Opens, Closes, and Applications. One position is listed: "Professor of Administration (ID: 19728) Academic Affairs Test Environment" with a status of "ACCEPTING APPLICATIONS", Type "Faculty", Opens "Apr 9, 2018", Closes "Jun 1, 2018", and 3 applications. A red box highlights the "+ New Position" button in the top right corner, and a red arrow points from the text "To create a new position, click '+New Position'." to this button.

Name	Status	Type	Opens	Closes	Applications
Professor of Administration (ID: 19728) Academic Affairs Test Environment	ACCEPTING APPLICATIONS	Faculty	Apr 9, 2018	Jun 1, 2018	3

Action 2: Creating a New Position

Step 5: Click “Create New Position”

Depending on your permissions, you may have to select the department in which you wish to post the position.

For Example, staff in Deans’ Offices may be able to create faculty or postdoc fellow searches in multiple departments in their school, whereas staff in the department may not see this step at all because they can only create a position for their department.

Select the appropriate department and click “[Create New Position](#)”.

If there is a prior, archived position that you wish to use as a template, you can select it from the drop down menu under “Create from Existing Position” and then modify it accordingly.

The screenshot displays the Tulane University web interface for creating a new position. The top navigation bar is green with the Tulane University logo and the user name 'Joey Couvillon'. The left sidebar contains navigation links: Home, Faculty Search, Positions (highlighted), Administration, Reports, Users & Groups, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area shows the breadcrumb 'Tulane University > Positions >' and the title 'Create Position'. Below the title is a form with two options: 'Select Unit for Position' and 'Create from Existing Position'. The 'Create New Position' button is highlighted with a red box. The 'Create from Existing Position' option includes a dropdown menu and a 'Select' button. A note at the bottom explains that positions created from existing ones will inherit the same unit.

Action 2: Creating a New Position

Step 6a: Enter Title, Location, Type, & Dates

The next page will display the first six steps to creating the position in Interfolio. Any fields that are required will be designated appropriately (“*”).

For “**Position Title**”, if in the Tenured/Tenure Track, please indicate that at the beginning. All other faculty tracks do not need to be included in the Position Title. Then List the title of the position and the specialization (if appropriate).

Examples:

Tenure Track, Assistant Professor, 20th Century United States History

Tenured, Associate or Full Professor, Genetics

Professor of Practice, Costume and Set Design

Location: use city and state, can also include campus

Position Type: ‘Faculty’ for faculty positions and ‘Postdoctoral Fellow’ for Postdoc positions

Position Opens: Date when you wish to allow candidates to begin applying. Please make this date the same as the open date in HCM/iReKREWt.

Position Closes: Optional, date when you no longer wish to receive new applications. Please make this date the same as the close date in HCM/iReKREWt.

The screenshot shows the 'Description & Dates' form in the Tulane University Interfolio system. The form includes the following fields and options:

- Position Title ***: A text input field with a placeholder 'Position Title'.
- Location ***: A text input field with a placeholder 'Ex.: Washington, DC'.
- Position Type ***: Radio button options for 'Faculty', 'Staff', and 'Fellowship'.
- Position Opens ***: A date input field with a placeholder 'MMM D, YYYY' and a calendar icon.
- Position Closes**: A date input field with a placeholder 'MMM D, YYYY' and a calendar icon.

A 'GENERAL INFORMATION' callout box states: 'Start by filling out some general information about the position, including most of the fields required to publish your opening.'

The left sidebar contains navigation links: Home, Faculty Search, Positions (selected), Administration, Reports, Users & Groups, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, Users & Groups. The top right shows the user 'Joey Couvillon'.

If this is a search waiver, please add "- SEARCH WAIVER" to the position title. This ensures the position is not published by external job sites.

Action 2: Creating a New Position

Step 6b: Enter Description & Qualifications

Scroll down to “[Position Description](#)”. This is the main text of your ad and is a required field.

Qualifications: Optional. For example, “Successful candidates should have a PhD or equivalent degree in a relevant field as well as a record of excellence in teaching and scholarship.”

The screenshot displays the Tulane University HR system interface. At the top, there is a green header with the Tulane University logo and the name 'Joey Couvillon'. A left-hand navigation menu includes options like 'Home', 'Faculty Search', 'Positions', 'Administration', 'Reports', 'Users & Groups', 'Review, Promotion and Tenure', 'Cases', 'Templates', 'Administration', 'Reports', and 'Users & Groups'. The main content area is divided into two sections: 'Position Description' and 'Qualifications'. Each section has a rich text editor toolbar with icons for bold, italic, underline, list, link, and image. A callout box on the right side of the 'Position Description' field provides instructions: 'POSITION DESCRIPTION: Describe the position in as much detail as possible. Consider separating out qualifications and application instructions to make your description more readable.'

Action 2: Creating a New Position

Step 6c: Enter Application Instructions

Application Instructions: Optional. For example, “Candidates must apply in Interfolio and provide the following materials for submission: CV, Sample Syllabi of Courses Taught, Teaching Evaluations from Courses Taught, and Three Confidential Letters of Recommendation.”

Equal Employment Opportunity Statement: You may not not modify or delete! This language is standardized for all Tulane positions and cannot be changed. Simply skip over this section. Click “Save & Continue”

The screenshot displays the 'Application Instructions' and 'Equal Employment Opportunity Statement' sections of the Interfolio application setup interface. Both sections feature a rich text editor with a toolbar containing icons for undo, redo, bold, italic, strikethrough, bulleted list, numbered list, link, unlink, image, and link preview. The 'Application Instructions' field is currently empty. The 'Equal Employment Opportunity Statement' field contains the following text: "Tulane University is an Equal Employment Opportunity/Affirmative Action institution committed to excellence through diversity. Tulane University will not discriminate based upon race, ethnicity, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity or expression, pregnancy, marital status, military or veteran status, or any other status or classification protected by federal, state, or local law. All eligible candidates are encouraged to apply." To the right of the form, a callout box titled 'EQUAL EMPLOYMENT' states: "The EEO statement may have been set for you by an administrator. Otherwise, you can enter in a standard EEO statement which will display to applicants when viewing your position's landing page." At the bottom of the form, there are two buttons: 'Save & Continue' (highlighted with a red box) and 'Skip Step'. The footer of the page includes the Interfolio logo and the copyright notice '© 2018 Interfolio, Inc.'

Action 2: Creating a New Position

Step 7: Add Required Documents

The next page should say “Required Documents”. This is where you add the documents you wish for each candidate to submit in order for them to complete their application materials.

Click “+Add Requirement” and select the appropriate document type from the drop down menu.

The screenshot displays the 'Required Documents' page in the Tulane University HR system. The breadcrumb trail is 'Tulane University > Positions > New Position >'. The page title is 'Required Documents'. Below the title, it indicates '0 Documents Required' and provides instructions: 'Drag and drop the documents in the list below to change the order they will appear in the application requirements.' A red box highlights the '+ Add Requirement' button. Below this is a section for 'Additional Applicant Options' with two unchecked checkboxes: 'Applicants may add additional documents' and 'Send a message on application submission.' At the bottom are 'Save & Continue' and 'Skip Step' buttons. A callout box on the right explains the 'REQUIRED DOCUMENTS' section: 'Customize the document requirements for your opening using our list of standard document types. Don't see what you need? Select *Other Document* and enter the details.'

Action 2: Creating a New Position

Step 7: Add Required Documents

continued...

Select the appropriate document types, designate the number desired, and add any notes to the candidate. Then click “Save”. Repeat until all documents are added to the requirements.

Click “Save & Continue”.

The dialog box titled "Add Document Requirement" contains the following fields:

- Document Type:** A dropdown menu with the text "-- Select Type --".
- Number Required:** A dropdown menu with the number "1".
- Requirement Note:** A large text area for entering notes.
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

The "Required Documents" page shows a list of 9 documents with edit and delete icons. Below the list are options for additional applicant actions.

Count	Document Type	Edit	Delete
1	C.V.		
3	Confidential Letter of Recommendation or Evaluation <small>Please use Interfolio to request the letters from your letter writers.</small>		
3	Syllabus <small>Three sample syllabi from courses previously taught.</small>		
1	Research Statement		
1	Student evaluations <small>Teaching evaluations from courses previously taught should be submitted as one document.</small>		

Additional Applicant Options

- Applicants may add additional documents
You may give applicants the ability to include additional materials with their application. If you have documents that you recommend, but don't require as part of the application, you should select this choice.
- Send a message on application submission.

Buttons: "+ Add Requirement", "Save & Continue", "Skip Step".

REQUIRED DOCUMENTS
Customize the document requirements for your opening using our list of standard document types. Don't see what you need? Select *Other Document* and enter the details.

You can modify requirements by clicking the pencil or delete requirements by clicking the “X”.

Note that you can allow applicants to add additional documents, should you want to give them that freedom, by clicking this box.

You can also choose to email applicants automatically after application submission. Select this box and draft a generic message – (“Dear Applicant”)

Action 2: Creating a New Position

Step 8: Enter Evaluation Criteria

Any criteria by which your search committee may evaluate a candidate can be added here. Click “+ Add Criterion” and type the name of the criterion you wish to add.

You must have at least one criterion in order to rate candidates in Interfolio using their star rating system.

It is strongly recommended to keep “Blind Review” checked (default setting) so that evaluators on the search committee cannot see the ratings of other members of the search committee.

The screenshot displays the 'Evaluation Settings' page in the Interfolio system. The top navigation bar includes the Tulane University logo and the user name 'Joey Couvillon'. The breadcrumb trail indicates the path: Tulane University > Positions > Professor of Administration > Evaluation Settings. The main content area shows '0 Criteria' and a note: 'Note: at least one criterion must be created in order to rate candidates.' A button labeled '+ Add Criterion' is highlighted with a red box. Below this, the 'Blind Review' option is checked, with the text 'Evaluators should not see others' comments and ratings'. At the bottom, there are two buttons: 'Update' and 'Return to Overview'. A callout box on the right titled 'EVALUATION CRITERIA' provides instructions: 'Create evaluation criteria for your committee to use when evaluating applicants. Common examples include: Scholarship, Teaching, and Research. You may wish to add a criterion called General or similar if you don't wish to rate specific aspects of the candidate's application.'

Action 2: Creating a New Position

Step 9: Add Desired Forms

If you have a specific form or questionnaire you want candidates to complete as part of their application, you would add the form here.

Please note that you cannot create forms while creating a position. You must create the form separately and then go into the position to add it.

Two forms are required for all positions:

- 1 – The Tulane EEO form. You cannot turn off, modify, or fill out this form for a candidate.
- 2 – Candidate Additional Information Form

To add a form click the “+Add Form” button and select a form from your list.

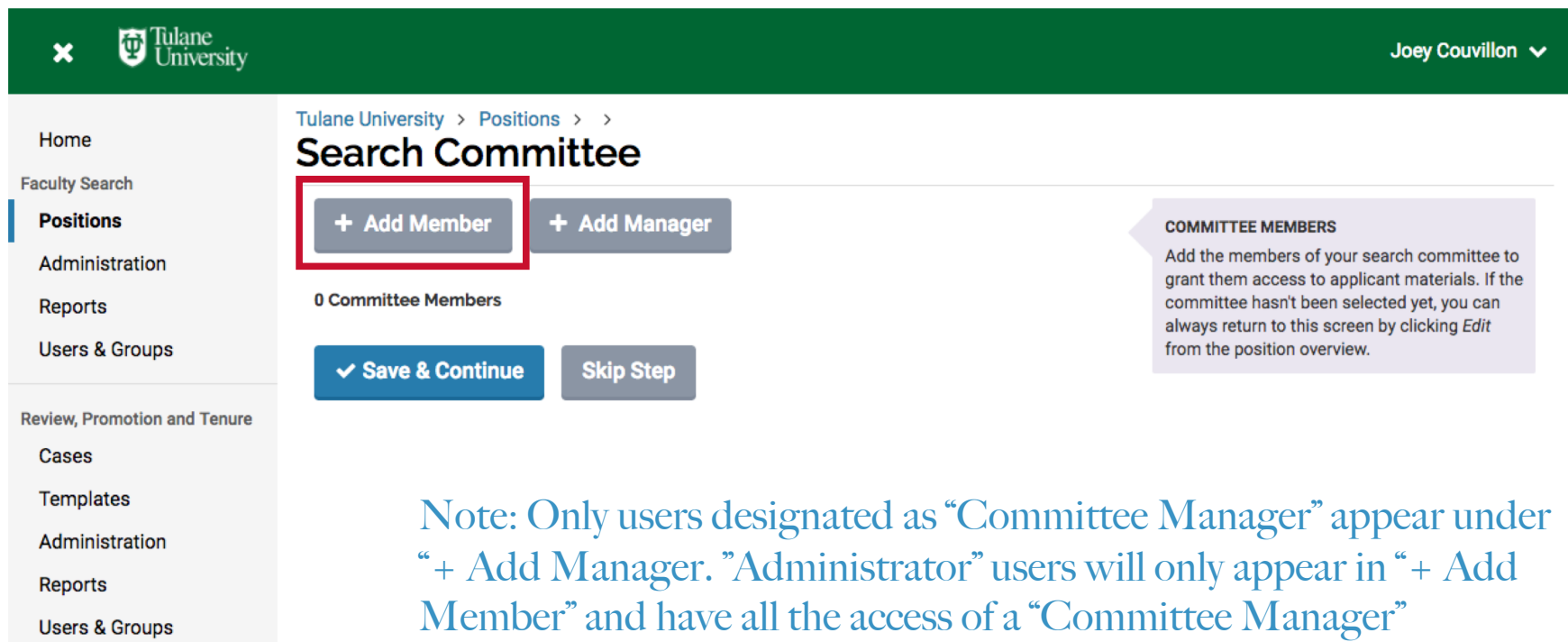
The screenshot displays the 'Application Forms' management interface. The breadcrumb trail is 'Tulane University > Positions > >'. The page title is 'Application Forms'. A notification indicates '1 Forms Required'. Below this, a list shows 'Candidate Additional Information Form' with a 'Preview' link and a 'Required' status. A '+ Add Form' button is prominently displayed. A checkbox is checked for 'Applicants must complete an Equal Employment Opportunity form', with a text input field containing 'EEO form - Tulane'. A note at the bottom explains that EEO responses are viewable by EEO officers and administrators but not by committee members. A callout box on the right provides instructions: 'APPLICATION FORMS: If your institution has a standard application form, it will appear when you click Add Form. Need to create a new form? Forms can be created through the administration dashboard.' At the bottom, there are 'Save & Continue' and 'Skip Step' buttons.

Action 2: Creating a New Position

Step 10: Add Search Committee Members & Managers

Click “+ Add Member” and then start typing either the first or last name. Interfolio’s smart search will find letter combinations that match in either the first or last name fields.

If you cannot find a person, that means they probably do not have an Interfolio account yet. Please contact Joey Couvillon (acouvil@tulane.edu or 314-2816) for assistance.



Tulane University > Positions > >
Search Committee

+ Add Member + Add Manager

0 Committee Members

✓ Save & Continue Skip Step

COMMITTEE MEMBERS
Add the members of your search committee to grant them access to applicant materials. If the committee hasn't been selected yet, you can always return to this screen by clicking *Edit* from the position overview.

Note: Only users designated as “Committee Manager” appear under “+ Add Manager.” “Administrator” users will only appear in “+ Add Member” and have all the access of a “Committee Manager”

Action 2: Creating a New Position

Step 10: Add Search Committee Members & Managers

continued...

Add Member

 Sort By Email

First Name	Last Name	Email	
Ana	Sanchez-Rojo	a.s.rojo@tulane.edu	+ Add
Alys	Adamski	aadamski@tulane.edu	+ Add
Adeno	Addis	aaddis@tulane.edu	+ Add
Arnold	Alper	aalper2@tulane.edu	+ Add
Ahmed	Aly	aaly@tulane.edu	+ Add
Adrian	Anagnost	aanagnost@tulane.edu	+ Add
Asif	Anwar	aanwar@tulane.edu	+ Add
Amanda	Arguello	aarguel@tulane.edu	+ Add
Aaron	Armelle	aarmelle@tulane.edu	+ Add
Aimee	Aysenne	aaysenne@tulane.edu	+ Add

1 2 3 4 5 6 7 8 9 10 Next Last

Close

Note that, depending on the permissions of the person's user account, they can be added as either an evaluator or as a committee manager (search chair). Select the appropriate option.

If the person needs to be the committee manager but doesn't have those permissions, contact Joey Couvillon (acouvil@tulane.edu) for assistance.

Continue Adding users until the search committee is complete.

Add Manager

 Sort By Name

First Name	Last Name	Email	
Rebecca	Atencio	ratencio@tulane.edu	+ Add
Elizabeth	Boone	eboone@tulane.edu	+ Add
Ellen	Bull	ebull@tulane.edu	+ Add
Aaron	Collier	acollier@tulane.edu	+ Add
Kate	Kit	kitkat@interfolio.com	+ Add
Richard	Teichgraber	rteich@tulane.edu	+ Add

Close

Tulane University

Joey Couvillon

Tulane University > Positions > >

Search Committee

[+ Add Member](#) [+ Add Manager](#)

4 Committee Members

Melissa Bender	Committee Manager	✕
Alysia Loshbaugh	Evaluator	✕
Kathleen Moises	Evaluator	✕
Joey Couvillon	Evaluator	✕

[Save & Continue](#) [Skip Step](#)

COMMITTEE MEMBERS

Add the members of your search committee to grant them access to applicant materials. If the committee hasn't been selected yet, you can always return to this screen by clicking *Edit* from the position overview.

Action 2: Creating a New Position

Step 11: Enter the IRC Number and attach Documents

For Faculty, Postdoc, and Librarian positions, Tulane requires that the first field, “**Position ID or Requisition Number**”, be populated with the appropriate and matching IRC number from the generic faculty, postdoc, and librarian iReKREWt vacancy. This number will always be the same for your department/unit and you will use it for all faculty (tenure, clinical, PoP, adjunct, etc.), postdoc, and librarian positions.

For faculty positions, you must also attach the Faculty Recruitment Action Plan (FRAP) as well as the Position Request Form for your school/unit. You can upload them using the “Add File” button.

If this position is a Search Waiver, please attach the Faculty Search Waiver Justification Form.

Then click “Save and Continue”.

The screenshot shows the Tulane University internal notes form. The form is titled "Internal Notes" and is part of the "Positions" section. The form includes several fields: "Position ID or Requisition Number" (highlighted with a red box), "Salary Range or Pay Grade" (with an example: "Ex.: \$80,000 - \$100,000; GS-8"), "Position Term Length" (a dropdown menu with "Select Term"), "Funding Source" (with an example: "Ex.: Vice-President's Office; Grant Foundation"), "Hiring Plan" (a text area), and "General Notes" (a text area). At the bottom of the form, there is a "FILE ATTACHMENTS" section with a "+ Add File" button (highlighted with a red box) and a "Save & Continue" button (highlighted with a red box). A "Skip Step" button is also visible. The form is set against a green header with the Tulane University logo and the user name "Joey Couvillon".

INTERNAL NOTES
Any information entered on this screen remains private to users at your institution and will never be seen by applicants.

FILE ATTACHMENTS
Upload documentation for your committee to access. This may include items like hiring best practices or committee notes.

Action 2: Creating a New Position

Step 12: Review the Position

After the Internal Notes section, you will be taken to the "Review Position" page. If you need to edit any information, select "Edit" under the appropriate section.

The screenshot displays the 'Review Position' page in the Tulane University system. The top navigation bar includes the Tulane University logo and the user name 'Joey Couvillon'. The left sidebar contains a navigation menu with categories like 'Home', 'Faculty Search', 'Positions', 'Administration', 'Reports', 'Users & Groups', 'Review, Promotion and Tenure', 'Cases', 'Templates', 'Administration', 'Reports', and 'Users & Groups'. The main content area shows the breadcrumb trail 'Tulane University > Positions > Associate Professor of Administration >' and the title 'Review Position'. A light blue notification box states 'POSITION BEING CREATED' and provides instructions on the approval process, with a 'Submit for Approval' button. Below this is the 'Position Information' section, which includes fields for 'Description & Dates' (with an 'Edit' link highlighted in a red box), 'Position Title' (Associate Professor of Administration), 'Location' (New Orleans, LA), 'Position Type' (Faculty), 'Open Date' (Apr 16, 2018), 'Close Date' (Jun 1, 2018), and 'Position Description' (This is a Test to demonstrate Interfolio).

Action 3: Posting the Position

Step 13: Retrieve the Position URL

Click the position title above “Review Position”.

The screenshot shows the Tulane University web interface. The breadcrumb trail is 'Tulane University > Positions > Associate Professor of Administration >'. The main heading is 'Review Position'. A light blue box contains the text: 'POSITION BEING CREATED. This position requires approval, but has not yet been submitted for approval by the person designated Administrator will receive a message to review the position.' A green button labeled 'Submit for Approval' is visible in the bottom right of this box. A red box highlights the breadcrumb 'Associate Professor of Administration >'.

Next, select “View Position Details” from the “Position Actions” drop down menu.

The screenshot shows the Tulane University web interface. The breadcrumb trail is 'Tulane University > Positions >'. The main heading is 'Associate Professor of Administration (needs approval)'. Below the heading is a table with columns: Unit, Status, Opens, and Close Date. The table contains two rows: 'Academic Affairs Test' with status 'n/a change' and opens 'Apr 16, 2018'; and 'Environment'. A light blue box below the table contains the text: 'POSITION BEING CREATED. This position requires approval, but has not yet been submitted for approval by the position's creator. Once submitted, the designated Administrator will receive a message to review the position.' A green button labeled 'Submit for Approval' is visible in the bottom right of this box. A blue dropdown menu labeled 'Position Actions' is open, showing options: 'Edit Position', 'View committees', 'View position details' (highlighted with a red box), 'View referral sources', 'Tour this page', 'Add new applicant', 'Close position', and 'Delete position'. A mouse cursor is pointing at the dropdown menu.

Action 3: Posting the Position

Step 13: Retrieve the Position URL

continued...

Position Details

Basic Information

Position Title Associate Professor of Administration	Location New Orleans, LA
Position Type Faculty	Position URL apply.interfolio.com/50105

Position Description
This is a Test to demonstrate Interfolio.

Tulane University is seeking an Associate Professor in the area of higher education administration.

This position will be located within the Provost Office.

The successful applicant will have a research portfolio related to the changing landscape in higher education as well as practical experience working in administration.

The position is open until filled and applicants will be reviewed on an ongoing basis.

Qualifications
PhD or equivalent in Higher Education Administration or similar field.

Application Instructions
Apply electronically in Interfolio using the "Apply Now" button. Questions regarding the position can be answered by emailing provost@tulane.edu

Equal Employment Opportunity Statement

Internal Notes

Position ID or Requisition Number IRC00000	Salary Range or Pay Grade N/A
Position Term Length N/A	Funding Source N/A

Close

Position URL

apply.interfolio.com/50105

This link is unique and generated by Interfolio. For non-faculty positions, it should be used on “How to Apply” instructions in iReKREW and should be included in all position advertisements.

For faculty and non-faculty positions, this is the link you should use when placing your advertisements in various journals, associations, etc.

Once you have the link, click the “X” or “Close” buttons to go back to the position details.

Action 3: Posting the Position

Step 14: Submit for Approval

The status of the position is “Being Created.” If you feel that your position is ready to go live, select “[Submit for Approval](#)”.

This submits the Interfolio vacancy through the appropriate approval routing, which varies by unit and by position type. Ultimately, all positions will be reviewed/approved by the Provost’s Office. After approval by the Provost’s Office, the creator of the position will receive a notification email.

The screenshot shows the Tulane University HR system interface. At the top, there is a green header with the Tulane University logo and the name 'Joey Couvillon'. Below the header, a navigation menu on the left lists various options: Home, Faculty Search, Positions (highlighted), Administration, Reports, Users & Groups, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area displays the title 'Associate Professor of Administration (needs approval)' and a 'Position Actions' dropdown menu. Below this, a table lists the position details:

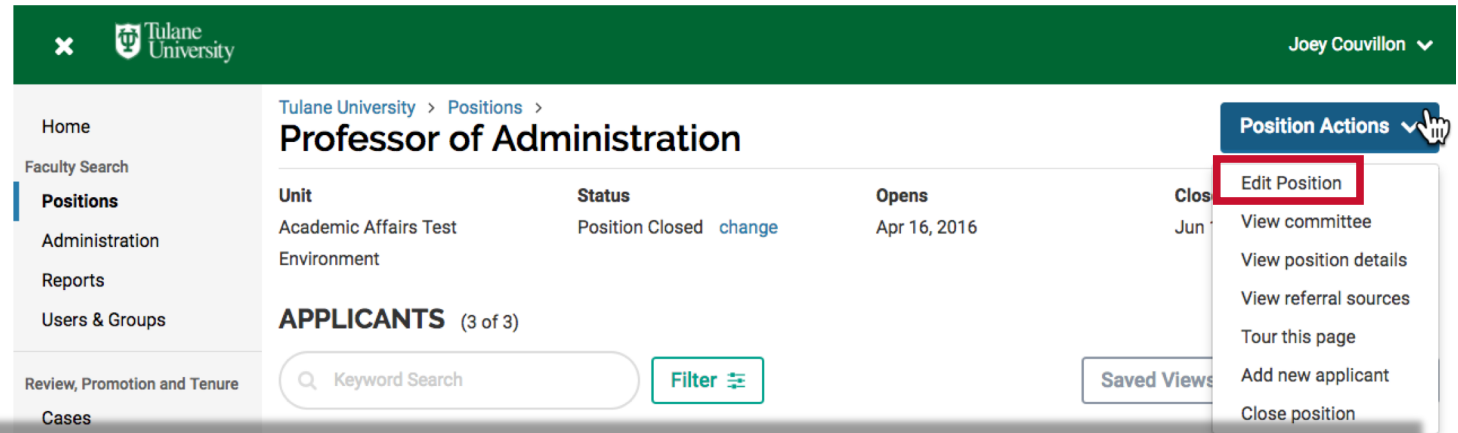
Unit	Status	Opens	Closes
Academic Affairs Test Environment	n/a change	Apr 16, 2018	Jun 1, 2018

Below the table, a light blue box contains the text: "POSITION BEING CREATED. This position requires approval, but has not yet been submitted for approval by the position's creator. Once submitted for approval, the designated Administrator will receive a message to review the position." A green button labeled "Submit for Approval" is highlighted with a red border.

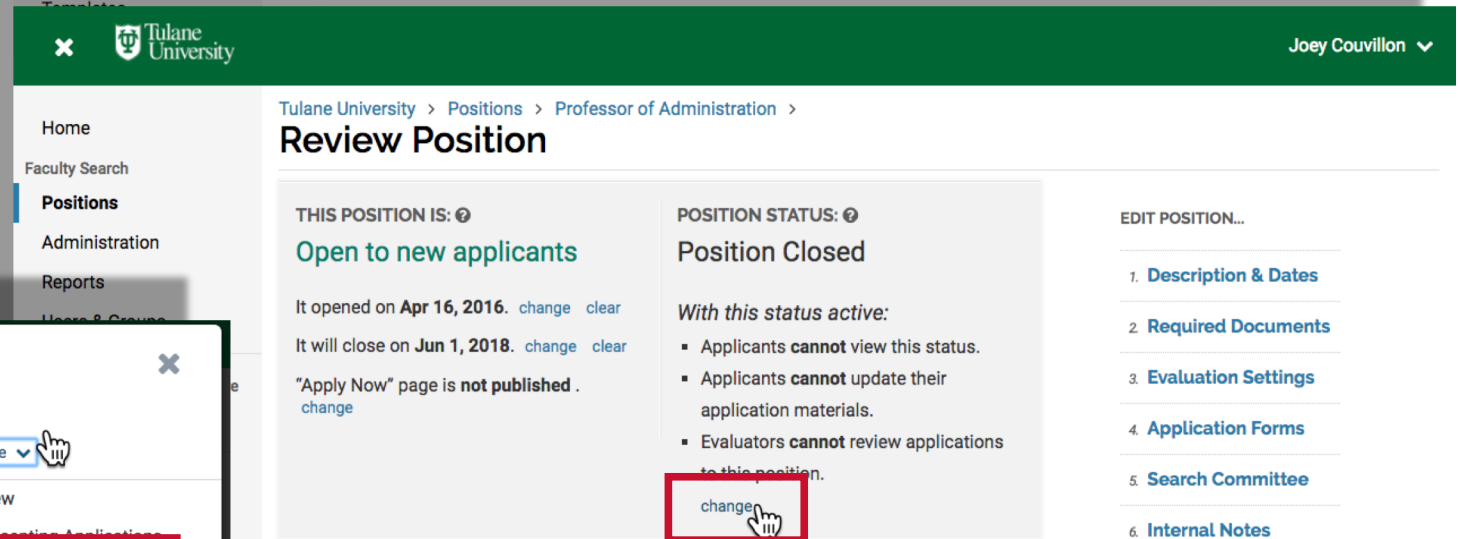
Action 3: Posting the Position

Step 15: Position Status – “Accepting Applications”

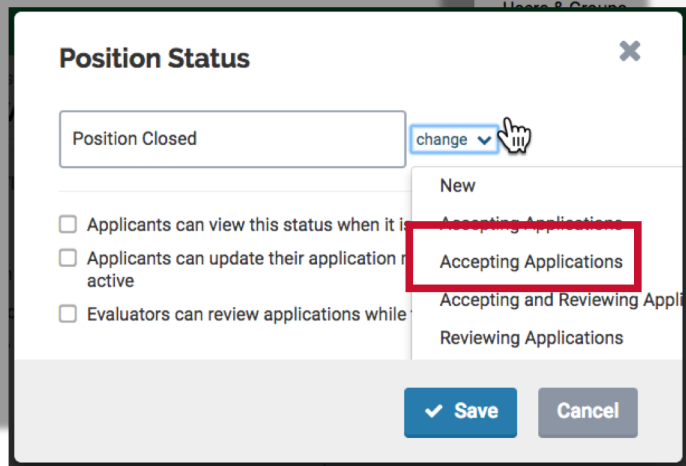
Once your position is fully approved, you should change the position status to reflect that you are ready to receive applications. Click “Position Actions” and then “Edit Position.” Select “change” under the “Position Status” section.



The screenshot shows the Tulane University Positions page for a Professor of Administration. The page is titled "Professor of Administration" and shows the unit as "Academic Affairs Test" and the status as "Position Closed". The "Position Actions" dropdown menu is open, and "Edit Position" is highlighted. Other options in the menu include "View committee", "View position details", "View referral sources", "Tour this page", "Add new applicant", and "Close position".



The screenshot shows the Tulane University Positions page for a Professor of Administration, specifically the "Review Position" section. The page is titled "Review Position" and shows the unit as "Academic Affairs Test" and the status as "Position Closed". The "Position Status" is "Position Closed", and the "Apply Now" page is not published. The "Position Status" section is highlighted, and the "change" button is highlighted.



The screenshot shows the "Position Status" dialog box. The status is "Position Closed", and the "change" dropdown menu is open, showing "Accepting Applications" selected. The dialog box also includes checkboxes for "Applicants can view this status when it is active", "Applicants can update their application materials while active", and "Evaluators can review applications while active". The "Save" button is highlighted.

A confirmation window will appear explaining what affect the status change will have. In this window, you can also edit these effects by checking or unchecking the boxes next to each effect.

Select “Accepting Applications” from the drop down menu.

Action 3: Posting the Position

Step 15: Position Status – “Accepting Applications” *continued...*

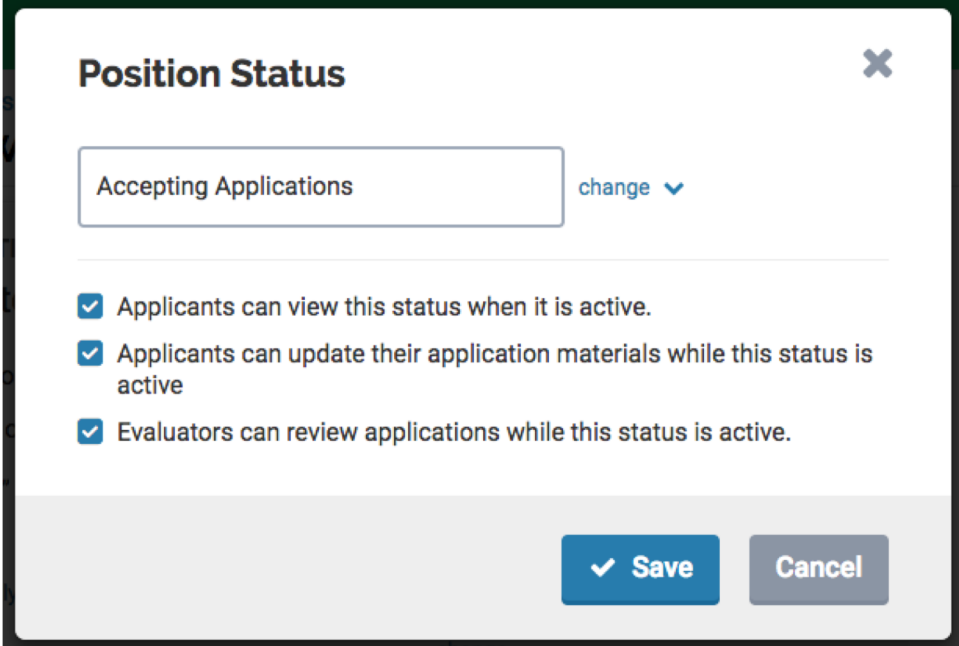
When you change your Position Status to “Accepting Applications”, the default settings are:

- Applicants **can** view this status.
- Applicants **can** update their application materials.
- Evaluators **can** review applications to this position.

We recommend keeping the last box checked: *“Evaluators can review applications while this status is active.”*

If that box isn’t checked, your search committee members will not be able to start reviewing applications until after you are no longer accepting new candidates. That may be fine if there is a short application period, but if your position is open until filled with no end date, your search team will never be able to review applicants unless this box is checked.

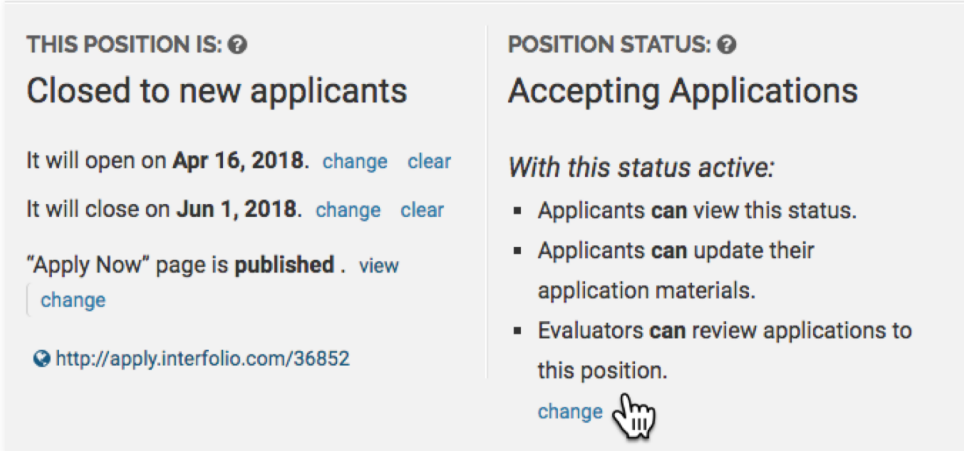
Click **“Save”** to return to the Review Position page.



The screenshot shows a dialog box titled "Position Status" with a close button (X) in the top right corner. Below the title is a dropdown menu currently set to "Accepting Applications" with a "change" button and a downward arrow. Below this are three checkboxes, all of which are checked:

- Applicants can view this status when it is active.
- Applicants can update their application materials while this status is active.
- Evaluators can review applications while this status is active.

At the bottom right of the dialog are two buttons: a blue "Save" button with a checkmark icon and a grey "Cancel" button.



The screenshot shows two columns of settings. The left column is titled "THIS POSITION IS:" and has a help icon. It shows "Closed to new applicants" with a help icon. Below this are two lines of text: "It will open on Apr 16, 2018. change clear" and "It will close on Jun 1, 2018. change clear". Below that is "“Apply Now” page is published. view change" and a URL "http://apply.interfolio.com/36852". The right column is titled "POSITION STATUS:" and has a help icon. It shows "Accepting Applications" with a help icon. Below this is "With this status active:" followed by three bullet points: "Applicants can view this status.", "Applicants can update their application materials.", and "Evaluators can review applications to this position." Below the bullet points is a "change" button with a hand cursor icon.

Action 3: Posting the Position

Step 16: Publish the Position

On the “Review Position” page, at the bottom of the “This Position is:” section, you will see “Apply Now” page is not published.” Click the blue “change” button below to publish the page.

The screenshot shows the Tulane University HR system interface. The top navigation bar includes the Tulane University logo and the user name 'Joey Couvillon'. The left sidebar contains navigation options: Home, Faculty Search, Positions (selected), Administration, Reports, Users & Groups, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area is titled 'Review Position' and shows the following information:

- THIS POSITION IS:** Closed to new applicants. It will open on **Apr 16, 2018**. [change](#) [clear](#). It will close on **Jun 1, 2018**. [change](#) [clear](#).
- POSITION STATUS:** Accepting Applications. *With this status active:*
 - Applicants **can** view this status.
 - Applicants **can** update their application materials.
 - Evaluators **can** review applications to this position.[change](#)
- EDIT POSITION...**
 - [Description & Dates](#)
 - [Required Documents](#)
 - [Evaluation Settings](#)
 - [Application Forms](#)
 - [Search Committee](#)
 - [Internal Notes](#)

A red box highlights the message: "Apply Now" page is **not published**. [change](#)

If you skip this step, your Position URL to which you want to direct people to apply, will not work. It will be a dead link and applicants will see the message below, so this step is important.

The page you are trying to access is unavailable. The position does not exist or has not been published by the institution.



Selection Process

Section 2: Tools to Manage Applicants and Select a
Candidate for Hire

Action I: Using Candidate Statuses

Step 1: Changing a Candidate's Status

(Only Search Chairs and Administrators)

After reviewing all candidates, you can change the status of the candidate to indicate which ones are moving forward in the search and which are not. This can be done individually on the candidate's page or *en masse* from the Applicants Page. To change the status from the candidate's individual page, click “change” next to “n/a”. Select the appropriate status, such as “Long List”, “Short List”, “No Longer in Consideration”, etc.

Click “Save” in the pop up window to confirm the selection.

The screenshot displays the Tulane University HR system interface. At the top, the Tulane University logo and the name 'Joey Couvillon' are visible. The main content area shows the candidate's profile for 'Joey Couvillon', including education information (D.A., University of Denver) and a list of documents (Cover Letters and Recommendations). A 'Status' dropdown menu is open, showing various options like 'Acknowledged', 'Ready for review', 'Long List', 'Short List', 'Finalist', 'Import to HCM', 'Offer Made', 'No Longer in Consideration', 'Offer Declined', 'Hired', and 'Remove Status'. The 'change' link next to 'n/a' is highlighted with a red box. A 'Change Status' pop-up window is also visible, containing the following text:

Change Status

Please confirm you wish to change the status of the selected applications to **Short List**.
With this status active:

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.

Send message to selected applicants with this change.

At the bottom of the pop-up window, the 'Save' button is highlighted with a red box, and the 'Cancel' button is also visible.

Action I: Using Candidate Statuses

Step 1 info: *En Masse* Status Changes

(Only Search Chairs and Administrators)

To change the status *en masse* from the applicant list, check the boxes next to the names of the applicants for whom you wish to change the status.

Then click the “Status” drop down menu and select the appropriate option.

The screenshot displays the Tulane University HR system interface. The top navigation bar includes the Tulane University logo and the user name 'Joey Couvillon'. The main content area is titled 'Professor of Administration' and shows the position details: Unit (Academic Affairs Test Environment), Status (Accepting Applications), Opens (Apr 16, 2016), and Closes (Jun 1, 2018). Below this, the 'APPLICANTS' section (3 of 3) is shown with a search bar and a filter button. A table lists three applicants, each with a checkbox, name, degree, university, and date updated. A red box highlights the 'Status' dropdown menu for the first applicant, which is open, showing a list of status options: New, Acknowledged, Ready for review, Long List, Short List, Finalist, Import to HCM, Offer Made, No Longer in Consideration, Offer Declined, Hired, and No Longer in Consideration. The 'Remove Status' option is also visible at the bottom of the dropdown.

<input type="checkbox"/>	Applicant Name	Date Updated	Applicant Status	Tags	Overall Rating
<input type="checkbox"/>	Joey Couvillon D.A. - Doctor of Arts, University of Denver	Sep 27, 2016	COMPLETE		☆☆☆☆
<input checked="" type="checkbox"/>	Alysia Loshbaugh M.B.A. - Master of Business Administration, Tulane University	Sep 27, 2016	COMPLETE		☆☆☆☆
<input checked="" type="checkbox"/>	Kathleen Moises B.Sc. - Bachelor of Science, Louisiana State University	Sep 27, 2016	COMPLETE		☆☆☆☆

Action 1: Using Candidate Statuses

Step 1 Info: Significance of Status Changes

If you have a two-part search, where you initially screen candidates and then want to request further information from them, perhaps an art portfolio or additional letters of recommendation, you do not want to ask all of your applicants to provide these materials—you only want to ask your short list. For example, if you have 80 applicants in a search, you perhaps only want additional materials from 15 of the 80.

If you change a candidate's status to “**No Longer In Consideration**”, you can send them an email saying “thank you for your application but you are no longer in consideration.”

The screenshot shows the Tulane University HR system interface. The top navigation bar includes the Tulane University logo and the user name 'Joey Couvillon'. The main content area displays the profile for 'Joey Couvillon' under the position 'Professor of Administration'. The 'Status' dropdown menu is open, showing various options: New, Acknowledged, Ready for review, Long List, Short List, Short List, Finalist, Finalist, Import to HCM, Offer Made, No Longer in Consideration, Offer Declined, Hired, and No Longer in Consideration. The 'Short List change' option is highlighted in a red box. The 'Documents' section shows two 'Cover Letter' files and one 'Recommendation from A. Loshbaugh' file. The 'Application Forms' section shows 'Candidate Additional Information' with 8 questions. The 'Status' dropdown menu is also open, showing the 'Short List change' option highlighted in a red box.

Action 2: Import to HCM

Step 2: Change Candidate's status to "Import to HCM"

Once you have identified a final candidate and would like to extend an offer, you must first upload the candidate's information to HCM. To do this, you need to change the candidate's status in Interfolio. Follow the instructions from Step 7 and select "Import to HCM."

Imports are done twice a day, around 11am and again around 4:30pm. Look in HCM around these times to see if your candidate has been imported. As of now, you will not be notified once the candidate has been imported to HCM.

The screenshot shows the Tulane University Interfolio interface. The top navigation bar includes the Tulane University logo and the user name 'Joey Couvillon'. The breadcrumb trail is 'Tulane University > Positions > Professor of Administration > Alysia Loshbaugh'. The main content area displays the candidate's profile, including 'Education Information' (M.B.A., Tulane University), 'Status' (n/a), and 'Tags'. A dropdown menu is open over the 'Status' field, listing various status options: New, Acknowledged, Ready for review, Long List, Short List, Finalist, Import to HCM (highlighted with a red box), Offer Made, No Longer in Consideration, Offer Declined, Hired, No Longer in Consideration, and Remove Status. The 'Documents' section shows three files: 'Loshbaugh CV', 'Loshbaugh Muses Waiver 02', and 'Recommendation from A. Loshbaugh'. The 'Application Forms', 'Ratings', and 'Comments' sections are also visible. The 'Actions' button is located in the top right corner.



Offer Process

Section 3: Step-by-Step Guide to Creating an Offer in HCM's
iReKREWT

Action 1: Logging in to HCM and Navigating to the Vacancy

Step 1: Go to <https://ebs.tulane.edu>

After importing a candidate from Interfolio to iReKREW, the unit can proceed with creating an offer in HCM. Faculty offers will route for approval from the Provost's Office for the candidate's credentials. The Faculty Appointment Details (FAD) form should be attached to the offer, along with the candidate CV.

Login at <https://ebs.tulane.edu>

Use your email username and password

ORACLE E-Business Suite AccessGate

Login

Enter your Single Sign-On user name and password.

User Name

Password

Login

Action 1: Logging in to HCM and Navigating to the Vacancy

Step 2: Click “Tulane Manager iReKREW”

Individual user permissions can vary, so your menu choices may be different from those shown below. If you do not have “Tulane Manager iReKREW,” access can be requested through ServiceNow (<https://tulane.service-now.com>).

The screenshot shows the top navigation bar of the Tulane University E-Business Suite. On the left is the Tulane University logo. To its right, the text "E-Business Suite" is displayed. Further right are links for "Favorites", "Diagnostics", "Logout", "Preferences", "Help", and "Personalize Page". Below this is an "Enterprise Search" section with a dropdown menu set to "All", a search input field, and a "Go" button. To the right of the search bar is a "Search Results Display Preference" dropdown set to "Standard". In the bottom right corner, it says "Logged In As AKRAVITZ".

Oracle Applications Home Page

The "Main Menu" pane contains a list of application areas, each with a plus sign icon. A "Personalize" button is located at the top right of the menu. A red arrow points to the "Tulane Manager iReKREW" item, which is located under the "Deposit Only" section.

- EBS Labor Reports
- One Time Payment Requestor
- Post Doc Manager Self-Service
- Preferences SSWA
- Provost iReKREW
- Provost Manager Self-Service
- Student Manager Self-Service
- Student New Hire Packet
- TAMS 11011-7 GL Viewer GUI
- TAMS 20000-A GL Viewer with Grants GUI
- TAMS 21000-A Requisitioner GUI
- TAMS 21014-4 Requisitioner with GL GUI
- TAMS EIT Application GUI
- Tulane Employee iRecruitment
- Tulane Employee Self-Service
- Tulane Employee Self-Service - Direct
- Deposit Only
 - Tulane Manager iReKREW
 - Tulane Manager Self-Service
 - Tulane Manager Self-Service - Delegated

The "Worklist" section includes a "Full List" button and a "Switch User" button. Below these is a table with columns for "From", "Type", "Subject", "Sent", and "Due". The table is currently empty, displaying the message "There are no notifications in this view." Below the table are two tips: "TIP Vacation Rules - Redirect or auto-respond to notifications." and "TIP Worklist Access - Specify which users can view and act upon your notifications."

From	Type	Subject	Sent	Due
There are no notifications in this view.				

Action 1: Logging in to HCM and Navigating to the Vacancy

Step 3: Click “iReKREW Home”

Individual user permissions can vary, so your menu choices may be different from those shown below. If you do not have “Tulane Manager iReKREW,” access can be requested through ServiceNow (<https://tulane.service-now.com>).

Tulane University E-Business Suite

Enterprise Search All Go Search Results Display Preference Standard

Logged In As AKRAVITZ

Oracle Applications Home Page

Personalize

- EBS Labor Reports
- One Time Payment Requestor
- Post Doc Manager Self-Service
- Preferences SSWA
- Provost iReKREW
- Provost Manager Self-Service
- Student Manager Self-Service
- Student New Hire Packet
- TAMS 11011-7 GL Viewer GUI
- TAMS 20000-A GL Viewer with Grants GUI
- TAMS 21000-A Requisitioner GUI
- TAMS 21014-4 Requisitioner with GL GUI
- TAMS EIT Application GUI
- Tulane Employee iRecruitment
- Tulane Employee Self-Service
- Tulane Employee Self-Service - Direct
- Deposit Only
 - Tulane Manager iReKREW
 - iRecruitment Home (Legacy)
 - iReKREW Home**
 - Manager Dashboard
 - Tulane Manager Self-Service
 - Tulane Manager Self-Service - Delegated

Worklist

Full List








Switch User

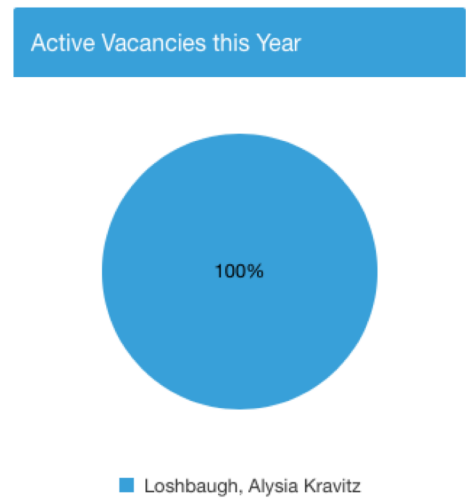
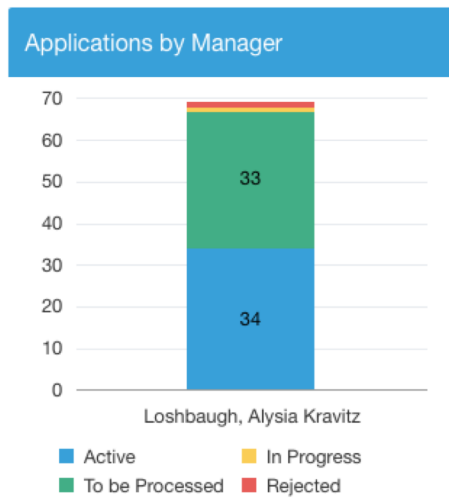
From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

Action 1: Logging in to HCM and Navigating to the Vacancy

Step 4: Click "Create or Review Vacancies"

Welcome to Tulane iReKREWT!

 Create or Review Vacancies	 Add or Review Applicants
 iRecruitment HomePage	 Search for Offers
 View My Worklist	 Applicant Dashboard
 Position Request Application Click here to request a new position or to request a change to an existing position.	



Data is provided based on the current outstanding details.



Action 1: Logging in to HCM and Navigating to the Vacancy

Step 5: Type the IRC number into the "Posting Number" field and then click "Go." Your generic faculty vacancy should appear below. Click the "Active Applicants" hyperlinked number.

Your IRC number should remain the same every time, as you are using the same generic vacancy over and over again.

Vacancies Save Search

Search Views

Posting Number Location
Organization
Status
Creation Date
Hiring Manager
 My Vacancies

Select Vacancy:

Select	Posting Number	Organization	Position Name	Status	Start Date	Number of Openings	Filled	Active Applicants	Hiring Manager	Update	Add Applicant
<input type="radio"/>	IRC15504	Hogwarts School of Witchcraft and Wizardry	73180.Faculty.	Approved	21-Oct-2018	1	0	3	Loshbaugh, Alysia Kravitz	<input type="button" value="🔍"/>	<input type="button" value="👤"/>

Action 2: Initiate the Offer

Step 6: Select the Candidate & Click “Create Offer”

The list of candidates should now be visible. Select the checkbox next to the applicant name and then click “Create Offer.”

View Applicants : IRC15504 Cancel Revert Apply

Vacancy Details

Posting Number **IRC15504**
Start Date **21-Oct-2018**
End Date

Search

Applicant Name
Status
Resume Keyword Search i
Qualified
Application Test Result
 Exclude Agency Applicants
 Current Applicants
 Hired Applicants

Select Applicants:

Select All | Select None

Select	Applicant Name	Email	Status	Location	Rank	Date Applied	Completed Interviews	Employee Type	Qualified	Application Test Result	Source Type	Resume Preview	Application Notes
<input checked="" type="checkbox"/>	Granger, Hermoine		Active Application		<input type="text"/>	01-Oct-2018	0		<input type="text" value=""/>	Not Attempted			+
<input type="checkbox"/>	Potter, Harry		Active Application		<input type="text"/>	01-Oct-2018	0		<input type="text" value=""/>	Not Attempted			+
<input type="checkbox"/>	Weasley, Ron		Active Application		<input type="text"/>	01-Oct-2018	0		<input type="text" value=""/>	Not Attempted			+

Cancel Revert Apply

Action 2: Initiate the Offer

Step 7a: Enter the Offer Details (* indicates required field)

1. **Job:** Either start typing the correct faculty title into this field or use the magnifying glass search function to select the correct title. In the School of Medicine and Primate Center, this field should say "Faculty" without a specific rank, as shown below.
2. **Position:** Select the corresponding position so that the position and the title match.
3. **Location:** Update the location to the correct building/campus.

Create Offer: Enter Basic Details

* Indicates required field

Cancel

Save For Later

Continue

Personalize Stack Layout: (OfferEditBasicDetsStkRN)

Applicant Name **Granger, Hermoine**

Home Number

Vacancy Name **IRC15504**


Email

Ensure the offer details are correct. Some of the information from the vacancy appears on this page. The offer details entered here will form the basis of the employee record after the offer acceptance.

Offer Basic Details


Personalize "Offer Basic Details"

Organization **Hogwarts School of Witchcraft and Wizardry**

* Job **Faculty**  ← 1

* Employment Status

If the position duration is less than 7 months, it is Temporary.

* Position **73180.Faculty.**  ← 2

* Work Hours **37.5**

Any position under 37.5 hours/week is Part-time.

Offer Status **Unapproved**

* Work Hours Frequency **Week**

Grade

* Location **Gibson Hall**  ← 3

Orientation Date

If this employee will not be working at a Tulane office or partner site, enter "Remote," click the search icon and select the work state location.

* Account/Project

Manager **Coursey, Jennifer Lee (Jenn)**

Task Number

Recruiter **Robinson, Latara T (Tara)**

Award Number

Offer Creation Date **22-Oct-2018**

* Proposed Start Date

Natural Account

Salary Information

Personalize "Salary Information"

Personalize Stack Layout: (OfferEditBasicDetsStkRN.OfferSalaryInfoEquityRN.OfferSalaryDetsRN)

* Salary Basis **Exempt 375** 


Select Exempt for a monthly employee or Non Exempt for an hourly employee. This selection must adhere to the salary basis identified for the position by the Compensation Department.

Pay Basis **Monthly Salary**

* Proposed Salary

Enter a monthly or hourly value as identified by the Pay Basis displayed above.

Currency **USD**

* Payroll **Monthly** 

Please enter Biweekly or Monthly.

Annualized Salary

Check the Annualized Salary before clicking "Submit"

Cancel

Save For Later

Continue

Step 7b: Enter the Offer Details (* indicates required field) continued...

4. Proposed Start Date: Select the correct start date as per the offer letter.
5. Employment Status¹: Select the status (full or part time, regular or temporary).
6. Work Hours: For fulltime, put 37.5 hours. For part-time, use the correct approximate hours per week you anticipate this person will work.
7. Account/Project: Select primary account where this person's salary will be charged.
8. Natural Account: Select correct faculty natural account based on faculty type (tenure track, research track, etc.)

Create Offer: Enter Basic Details

* Indicates required field

[Cancel](#) [Save For Later](#) [Continue](#)

[Personalize Stack Layout: \(OfferEditBasicDetsStkRN\)](#)

Applicant Name **Granger, Hermoine**
Vacancy Name **IRC15504**

Home Number
Email

Ensure the offer details are correct. Some of the information from the vacancy appears on this page. The offer details entered here will form the basis of the employee record after the offer acceptance.

Offer Basic Details



[Personalize "Offer Basic Details"](#)

Organization	Hogwarts School of Witchcraft and Wizardry	* Employment Status	Regular-Fulltime  ← 5
* Job	Faculty 		<small>If the position duration is less than 7 months, it is Temporary.</small>
* Position	73180.Faculty. 	* Work Hours	37.5 ← 6
Offer Status	Unapproved		<small>Any position under 37.5 hours/week is Part-time.</small>
Grade		* Work Hours Frequency	Week 
* Location	Gibson Hall 	Orientation Date	<input type="text"/> 
	<small>If this employee will not be working at a Tulane office or partner site, enter "Remote," click the search icon and select the work state location.</small>	* Account/Project	211400  ← 7
Manager	Coursey, Jennifer Lee (Jenn)		<small>OFFICE OF ACADEMIC AFFAIRS</small>
Recruiter	Robinson, Latara T (Tara)	Task Number	<input type="text"/> 
Offer Creation Date	23-Oct-2018	Award Number	<input type="text"/> 
* Proposed Start Date	01-Jul-2019  ← 4	Natural Account	5271  ← 8

Salary Information

[Personalize "Salary Information"](#)

[Personalize Stack Layout: \(OfferEditBasicDetsStkRN.OfferSalaryInfoEquityRN.OfferSalaryDetsRN\)](#)

* Salary Basis	Exempt 375 
	<small>Select Exempt for a monthly employee or Non Exempt for an hourly employee. This selection must adhere to the salary basis identified for the position by the Compensation Department.</small>
Pay Basis	Monthly Salary
* Proposed Salary	<input type="text" value="7000"/>
	<small>Enter a monthly or hourly value as identified by the Pay Basis displayed above.</small>
Currency	USD
* Payroll	Monthly 
	<small>Please enter Biweekly or Monthly.</small>
Annualized Salary	84,000.00 USD
	<small>Check the Annualized Salary before clicking "Submit"</small>

¹ – Employment status is temporary if the appointment is under 7 months in duration. If it is 7 months or longer, it is Regular.

[Cancel](#) [Save For Later](#) [Continue](#)

Step 7c: Enter the Offer Details (* indicates required field) continued...

9. Salary Basis: All faculty (even adjuncts) are Exempt 375.
10. Proposed Salary: Enter MONTHLY salary amount (not annual). The annualized amount will appear at the bottom.
11. Payroll: All faculty are monthly (even adjuncts).

Click Continue.

Create Offer: Enter Basic Details

* Indicates required field

Cancel

Save For Later

Continue

Personalize Stack Layout: (OfferEditBasicDetsStkRN)

Applicant Name **Granger, Hermoine**

Home Number

Vacancy Name **IRC15504**

Email

Ensure the offer details are correct. Some of the information from the vacancy appears on this page. The offer details entered here will form the basis of the employee record after the offer acceptance.

Offer Basic Details

Personalize "Offer Basic Details"

Organization **Hogwarts School of Witchcraft and Wizardry**

* Employment Status **Regular-Fulltime**

* Job **Faculty**

If the position duration is less than 7 months, it is Temporary.

* Position **73180.Faculty.**

* Work Hours **37.5**

Any position under 37.5 hours/week is Part-time.

Offer Status **Unapproved**

Grade

* Work Hours Frequency **Week**

* Location **Gibson Hall**

Orientation Date

If this employee will not be working at a Tulane office or partner site, enter "Remote," click the search icon and select the work state location.

* Account/Project **211400**

OFFICE OF ACADEMIC AFFAIRS

Manager **Coursey, Jennifer Lee (Jenn)**

Recruiter **Robinson, Latara T (Tara)**

Task Number

Offer Creation Date **23-Oct-2018**

Award Number

* Proposed Start Date **01-Jul-2019**

Natural Account **5271**

Salary Information

Personalize "Salary Information"

Personalize Stack Layout: (OfferEditBasicDetsStkRN.OfferSalaryInfoEquityRN.OfferSalaryDetsRN)

* Salary Basis **Exempt 375**

Select Exempt for a monthly employee or Non Exempt for an hourly employee. This selection must adhere to the salary basis identified for the position by the Compensation Department.

Pay Basis **Monthly Salary**

* Proposed Salary **7000**

Enter a monthly or hourly value as identified by the Pay Basis displayed above.

Currency **USD**

* Payroll **Monthly**

Please enter Biweekly or Monthly.

Annualized Salary **84,000.00 USD**

Check the Annualized Salary before clicking "Submit"

Cancel

Save For Later

Continue

Action 3: Review & Submit

Step 8: Review Offer, Attach FAD & Candidate CV, and Click “Submit”

This screen shows you a summary of your offer details at the top, and allows for the attachment of additional documents. At this stage, upload a completed FAD form, available on the Provost’s website as a PDF for, as well as the candidate’s CV. Click “Add Documents” under the Attachments section. Click “Add Attachment” under Internal Documents. Click “Choose File” and navigate to the saved FAD form. Then click “Add Another” and navigate to the saved CV. Then click “Apply”. The files should now appear under “Internal Documents.” Click “Return” and you’ll be returned to the Offer Summary. You won’t see the FAD attachment on the offer summary, but it is attached and will be visible to approvers down the line.

Create Offer: Review

Applicant Name **Granger, Hermoine**
Vacancy Name **IRC15504**

Home Number
Email

Personalize Stack Layout: (Review/RT)
Review your offer details before you submit the offer for approval.

Offer Basic Details

Personalize "Offer Basic Details"

Proposed
Offer Status Unapproved
Discretionary Job Title IRC15504
Job Faculty
Organization Hogwarts School of Witchcraft and Wizardry
Location Gibson Hall
Manager Name Coursey, Jennifer Lee (Jenn)
Recruiter Robinson, Latara T (Tara)
Offer Creation Date 23-Oct-2018
Proposed Start Date 01-Jul-2019
Business Group Tulane University
Position 73180.Faculty.
Offer Version 1
Time Normal Start 08:30
Time Normal Finish 17:00
Normal Hours 37.5
Employment Status Regular-Fulltime
Work Hours Frequency Week
Account/Project 211400
Natural Account 5271
Offer Outside of This Vacancy No

Offer Salary Details

Personalize "Offer Salary Details"

Proposed
Salary Basis Exempt 375
Pay Basis Monthly Salary
Proposed Salary 7000
Currency USD
Payroll Monthly
Annualized FTE Salary 84000
Annualized Salary 84000

Documents

Documents Available As Of Application Date

File Name

No results found.

Personalize "Current Documents"

Documents Available As Of Current Date

File Name

No results found.

View Documents

Attachments

Personalize "Attachments"

✔ TIP For Faculty offers reviewed by the Provost's Office, please attach the completed FAD and CV.
✔ TIP For Faculty offers reviewed by the School of Medicine, please attach signed offer letter.

Comments to Approver

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<input type="button" value="Show"/>	1	Loshbaugh, Alysia	HR People	1	Approver		<input type="button" value="Delete"/>
<input type="button" value="Show"/>	2	Budget Department	Position Control Roles	2	Approver		<input type="button" value="Delete"/>
<input type="button" value="Show"/>	3	Compensation Department	Position Control Roles	3	Approver		<input type="button" value="Delete"/>

Offers that do not contain a completed FAD or CV will be returned to the department.
Add any comments to future approvers in the Comments box, then click “Submit.”

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A decorative graphic consisting of a solid yellow horizontal bar at the top. Below it, a grey shape starts from the left edge and extends towards the center, then a yellow shape continues from the center towards the right edge, creating a diagonal transition.

Close Process

Section 4: How to Close and Archive a Position in Interfolio
once a Hire is Made

Action 1: Identify the Hired Candidate

Step 1: Click “Positions”

Once you are logged in, you will land on your “Home” page. This page will display any items from the Faculty Search or Review, Promotion and Tenure sections that need your attention.

To close out a position, start by clicking “[Positions](#)” on the menu to the left.

The screenshot displays the Tulane University Faculty Information System interface. At the top, there is a green navigation bar with the Tulane University logo on the left and the user name 'Joey Couvillon' on the right. Below the navigation bar is a left-hand menu with the following items: Home, Faculty Search, Positions (highlighted with a red box), Administration, Reports, Users & Groups, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area features a notification box titled 'New Interfolio look and feel' with the text: 'The updated Interfolio user interface, which you see here, has been released. It's a big step forward for the Faculty Information System and for Dossier. Want to know what has changed? [Take a look at our documentation here.](#)' Below the notification is a listing for a 'Professor of Administration' position (ID: 19728) in an 'Academic Affairs Test Environment'. The listing includes a blue button that says 'ACCEPTING APPLICATIONS', the text 'Faculty Apr 9, 2018 Jun 1, 2018', a circular notification badge with the number '3', and a red flag icon.

Action 1: Identify the Hired Candidate

Step 2: Select the Appropriate Position

You will be taken to the Positions page. On this page you will see all positions to which you have access.

Find your desired position among those listed and click the [position title](#).

The screenshot shows the Tulane University Positions page. The header includes the Tulane University logo and the user name 'Joey Couvillon'. The main content area features a search bar labeled 'Search Positions', a 'Filter' dropdown, and a 'Sort by Date' dropdown. A table of positions is displayed below, with the following columns: Name, Status, Type, Opens, Closes, and Applications. The first row in the table is highlighted with a red box and contains the following information:

Name	Status	Type	Opens	Closes	Applications
Professor of Administration (ID: 19728) Academic Affairs - Test Environment	ACCEPTING APPLICATIONS	Faculty	Apr 9, 2018	Jun 1, 2018	3

Action 1: Identify the Hired Candidate

Step 3: Applicant Status – “Hired”

Select the checkbox next to the appropriate candidate’s name, select the “Status” dropdown box, and select “Hired”.

Confirm that you wish to change the candidate’s status by clicking “Save” in the pop-up window. DO NOT send a message to all applicants notifying them of the change.

The screenshot displays the Tulane University HR system interface. The main content area shows the details for a position titled "Professor of Administration" in the "Academic Affairs Test Environment". The status is "Interviewing Finalists" and it opens on "Apr 16, 2016" and closes on "Jun 1, 2018".

Below the position details, there is a table of applicants. The table has columns for "Applicant Name", "Date Updated", "Applicant Status", and "Tags". Three applicants are listed:

Applicant Name	Date Updated	Applicant Status	Tags
Joey Couvillon D.A. - Doctor of Arts, University of Denver COMPLETE	Sep 27, 2016	Short List	aki
Alysia Loshbaugh M.B.A. - Master of Business Administration, Tulane University COMPLETE	Sep 27, 2016	Short List	+
Kathleen Moises B.Sc. - Bachelor of Science, Louisiana State University COMPLETE	Sep 27, 2016	Import to HCM	+

The checkbox next to Kathleen Moises is checked. A dropdown menu is open for the "Status" column, with "Hired" selected. A "Change Status" pop-up window is displayed, asking for confirmation to change the status to "Hired". The "Save" button in the pop-up is highlighted with a red box.

The "Change Status" pop-up window contains the following text:

Change Status

Please confirm you wish to change the status of the selected applications to **Hired**.

With this status active:

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.

Send message to selected applicants with this change.

Action 2: Close & Archive the Position

Step 4: Position Actions – “Close Position”

Now that the appropriate candidate is indicated as Hired, it is time to archive the position so it no longer appears in the list of active, open searches.

From the “Applicants” page, click the “Position Actions” button.

Select “Close Position” from the menu.

The screenshot shows the Tulane University HR system interface. The top navigation bar includes the Tulane University logo and the user name 'Joey Couvillon'. The left sidebar contains navigation options: Home, Faculty Search, Positions, Administration, Reports, Users & Groups, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area displays the 'Professor of Administration' position details, including Unit (Academic Affairs Test Environment), Status (Interviewing Finalists), and Opens (Apr 16, 2016). Below the position details is the 'APPLICANTS (3 of 3)' section, which includes a search bar and a table of applicants. The table has columns for Applicant Name, Date Updated, Applicant Status, Tags, and My Overall Rating. Three applicants are listed: Joey Couvillon (D.A. - Doctor of Arts, University of Denver), Alysia Loshbaugh (M.B.A. - Master of Business Administration, Tulane University), and Kathleen Moises (B.Sc. - Bachelor of Science, Louisiana State University). The 'Close position' button is highlighted in red, and the 'Close position' option in the dropdown menu is also highlighted in red.

Applicant Name	Date Updated	Applicant Status	Tags	My Overall Rating
<input type="checkbox"/> Joey Couvillon D.A. - Doctor of Arts, University of Denver COMPLETE	Sep 27, 2016	Short List	aki x +	☆☆☆☆☆
<input type="checkbox"/> Alysia Loshbaugh M.B.A. - Master of Business Administration, Tulane University COMPLETE	Sep 27, 2016	Short List	+	☆☆☆☆☆
<input checked="" type="checkbox"/> Kathleen Moises B.Sc. - Bachelor of Science, Louisiana State University COMPLETE	Sep 27, 2016	Hired	+	☆☆☆☆☆

Action 2: Close & Archive the Position

Step 5: Identify Hired Applicant

Indicate “Yes” or “No” whether an applicant was selected for the position. If yes, search for and select the applicant name.

Click “+Add”. You can add additional applicants if you hired more than one. Then click “continue”.

The screenshot shows the 'Closing Position' page for a 'Professor of Administration' role. The interface includes a navigation sidebar on the left, a breadcrumb trail at the top, and a main content area with a progress indicator showing 'STEP 1: SELECT APPLICANT' is active. A form asks 'Was an applicant selected?' with 'Yes' selected. Below, a search box contains 'Kathleen' and a table lists one applicant, Kathleen Moises, with a '+ Add' button next to her name. At the bottom, a 'Continue' button is highlighted.

Tulane University > Positions > Professor of Administration >

Closing Position

Professor of Administration

STEP 1: SELECT APPLICANT | STEP 2: COMPLETE THE SEA...

Was an applicant selected?
 Yes No

Select Applicants
Search for the selected applicant(s) below. You must select at least one applicant to continue.

Kathleen

Clear

Applicant Name	Email Address	
Kathleen Moises	kwhite13@tulane.edu	+ Add

POSITION DETAILS

Opened On
Apr 16, 2016

Search Type
Faculty

Total Applicants
6

Action 2: Close & Archive the Position

Step 6: Closing & Finishing

Tulane University > Positions > Professor of Administration >
Closing Position
Professor of Administration

STEP 1: SELECT APPLICANT STEP 2: COMPLETE THE SEA...

POSITION DETAILS

Opened On	Apr 16, 2016
Search Type	Faculty
Total Applicants	6

Position Status

Interviewing Finalists

- New
- Accepting Applications
- Accepting Applications
- Accepting and Reviewing Applications
- Reviewing Applications
- Reviewing Applications
- Position Closed
- Position Closed / Reviewing

Position Closed

If you have not already done so, change the Position Status to “Position Closed.” Click on the box under “Position Status” and choose “Position Closed.”

Then select “Finish.” Again, DO NOT send a message to all applicants with this change.

Tulane University > Positions > Professor of Administration >
Closing Position
Professor of Administration

STEP 1: SELECT APPLICANT STEP 2: COMPLETE THE SEA...

POSITION DETAILS

Opened On	Apr 16, 2016
Search Type	Faculty
Total Applicants	6

Position Status

Position Closed

- Applicants **cannot** view this status.
- Applicants **cannot** update their application materials.

Message

Send a message to all applicants with this change

Finish Cancel

Action 3: View/Retrieve Archived Positions

Step 7: Positions Page

Note that the position status now says “Position Closed (Closed)”

The screenshot shows the Tulane University web interface. At the top, there is a green header with the Tulane University logo and the name 'Joey Couvillon'. Below the header is a navigation menu with options like Home, Faculty Search, Positions, Administration, Reports, Users & Groups, and Review, Promotion and Tenure Cases. The main content area is titled 'Tulane University > Positions > Professor of Administration'. A blue button labeled 'Position Actions' is in the top right. Below the title, there is a table with columns: Unit, Status, Opens, and Closes. The 'Status' column contains the text 'Position Closed (Closed)' and a blue link labeled 'change'. The 'Opens' column shows 'Apr 16, 2016' and the 'Closes' column shows 'Jun 1, 2018'. Below the table, it says 'APPLICANTS (3 of 3)'. At the bottom, there is a search bar with 'Keyword Search', a 'Filter' button, and buttons for 'Saved Views' and 'Columns'.

If you return to your list of positions, this position no longer appears in the list of active positions.

The screenshot shows the Tulane University web interface for the 'Positions' page. At the top, there is a green header with the Tulane University logo and the name 'Joey Couvillon'. Below the header is a navigation menu with options like Home, Faculty Search, Positions, Administration, Reports, Users & Groups, and Review, Promotion and Tenure Cases. The main content area is titled 'Tulane University > Positions'. A blue button labeled 'New Position' is in the top right. Below the title, there is a search bar with 'Search Positions', a 'Filter' button, and a 'Sort by Date' dropdown menu. Below the search bar, there is a table with columns: Name, Status, Type, Opens, Closes, and Applications.

Action 3: View/Retrieve Archived Positions

Step 8: Filter for Archived Positions

The screenshot shows the Tulane University Positions page. The user is logged in as Joey Couvillon. The page has a search bar for positions and a 'Filter' dropdown menu. The 'Filter' menu is open, showing various status options. The option 'View Archived Positions' is highlighted with a red box. The table below the filter menu has columns for Name, Statuses, Type, Opens, Closes, and Applications.

Name	Statuses	Type	Opens	Closes	Applications
	Accepting Applications				
	Offer Made				
	On-Campus Visits Schedu...				
	Position Closed / Reviewi...				
	Reviewing Applications				
	Accepting and Reviewing ...				
	Position Closed				
	Interviewing Finalists				
	Position Being Created				
	View Archived Positions				

You can view/retrieve closed positions by clicking on “Filter” and then “View Archived Positions”.

The screenshot shows the Tulane University Positions page after filtering for archived positions. The 'Filter' dropdown menu is closed. The table below shows a list of archived positions. The first row is for a 'Professor of Administration' (ID: 19728) with a status of 'POSITION CLOSED'. The table has columns for Name, Status, Type, Opens, Closes, and Applications.

Name	Status	Type	Opens	Closes	Applications
Professor of Administration (ID: 19728) Academic Affairs Test Environment	POSITION CLOSED	Faculty	Apr 16, 2016	Jun 1, 2018	3

Questions?

Contact:

Joey Couvillon
acouvil@tulane.edu
(504)314-2816

Or

Alysia Loshbaugh
akravitz@tulane.edu
(504)862-8209