Creating a Generic Faculty Vacancy in iReKREWT
Action 1: Logging in to HCM and Creating a Generic Faculty Vacancy

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

After importing a candidate from Interfolio to iReKREWT, 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
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Step 2: Click ”Tulane Manager iReKREWT“

Individual user permissions can vary, so your menu choices may be different from those shown below. If you do not have “Tulane Manager iReKREWT,” access can be requested through ServiceNow (https://tulane.service-now.com).
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**Step 3: Click "iReKREWT Home"**

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Step 4: Click “Create or Review Vacancies”
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**Step 5: Click “Create A Vacancy”**
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**Step 6a: Complete the Vacancy Form**

After completing the form below, hit “Next” to advance to the next screen. Brief explanations of what to put on your vacancy are below in red. You should only need to create the vacancy one time. After this vacancy is approved, you should reuse your same IRC number over and over again in Interfolio.

![Vacancy Form Diagram]

- **School, Department, or Unit**: Update as appropriate.
- **Administrative person handling the hiring process**: Use as default.
- **Person to whom the faculty member will report (department chair, dean etc.)**: Use as default.
- **No**: Leave blank.
- **37.50**: Always use as default. This is the denominator in the FTE calculation. Actual hours per week will be entered during the offer.
- **Various accounts in the school, depending on the type of faculty member being hired.**: Use as default, or something similar.
- **LEAVE BLANK**: Use a departmental account regardless of actual funding source.
- **LEAVE BLANK**: Leave blank.

**Overview**

- **Organization**: Hogwarts School of Witchcraft & Wizardry
- **Position Name**: 73180 Faculty
- **Request Date**: 30-Oct-2018 (example: 30-Oct-2018)
- **Hiring Manager**: Loshbaugh, Alycia Kravitz
- **Location**: Gibson Hall
- **Job Title**: Faculty
- **Name of Employee Being Replaced**: No
- **Working Hours Per Week**: 37.50
- **Budgeted Employee ID**: 100000
- **Budgeted Salary**: Yes
- **List all funding sources**: Various accounts in the school, depending on the type of faculty member being hired.
- **Remarks/Comments**: Leave blank
- **Primary Account/Project**: 211400 Office of Academic Affairs
- **Anticipated Start Date**: Leave blank

**Compensation Information**

- **TIP Pay decisions are based on education, experience, skills and budget. The lower third of the range typically applies to less experienced candidates; the middle third for more experienced; and the upper range for those with exceptional qualifications and sustained performance.**
- **Grade Minimum**: (example: 80,000)
- **Grade Maximum**: (example: 120,000)
- **Currency**: USD
- **TIP "Employee Group" further defines the type of employee such as "Staff, Faculty, TUMG Faculty, Post Doc, or Librarian."**

Drivers benefits. Should be Faculty or TUMG (SOM only).
Step 6b: Complete the Vacancy Form

There may be multiple assessments from which you can choose. The percentage sign (%) is a wildcard for searches in HCM. Simply type “%” and then hit tab and you should either see a list of options or it will populate to a default value. In this case, the default value was “iReKREWT Staff Assessment”.

![Vacancy Form Screenshot]
Step 6c: Complete the Vacancy Form

Leave all of the default settings on this screen. Enter ‘Zeringue, Jenna’ as the Recruiter who will assist with the onboarding process. If there is any reason to add a second administrative person to the vacancy to process offers, you can do so by adding them to the Interview Team. Click “Add Another Row” and then start typing the person’s name or use the magnifying glass search feature.
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Step 6d: Complete the Vacancy Form

Leave this entire screen blank but scroll down to the end of the page.
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Step 6d: Complete the Vacancy Form

Delete both Recruiting Sites by clicking on the Trash cans. This will prevent the vacancy from being posted.
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**Step 6e: Complete the Vacancy Form**

This is the Review Screen and gives you an opportunity to look over the information one more time before submitting it. If you need to make changes, click “Back” and navigate to a previous screen. If it's ready to submit, click “Submit” at the top or bottom of the page and it will route to Human Resources. Please note that you cannot import a candidate from Interfolio to HCM if your vacancy is not fully approved and sitting with Human Resources. You will experience an error and your candidate will not attach to the vacancy.
For questions or problems creating your faculty vacancy, please contact the Office of Human Resources for assistance.