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

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

After the candidate has accepted the offer and countersigned the offer letter, you must submit an updated offer in HCM, attaching the countersigned offer letter. This is the signal to the Provost’s Office and to Human Resources that the offer was accepted and the candidate should be onboarded for hire.

Login at https://ebs.tulane.edu
Use your email username and password
Action 1: Logging in to HCM and Navigating to the Offer

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

Step 3: Click "iReKREWT Home"

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

Step 4: Click “Search for Offers“

Welcome to Tulane iReKREWT!

- Create or Review Vacancies
- Search for Offers
- Applicant Dashboard

- iRecruitment HomePage
- View My Worklist
- Position Request Application
  Click here to request a new position or to request a change to an existing position.

Applications by Manager

<table>
<thead>
<tr>
<th>Manager</th>
<th>Active</th>
<th>In Progress</th>
<th>To be Processed</th>
<th>Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loshbaugh, Alysia Kravitz</td>
<td>33</td>
<td></td>
<td>34</td>
<td></td>
</tr>
</tbody>
</table>

Active Vacancies this Year

- 100%

Data is provided based on the current outstanding details.

Offers Status

- Loshbaugh, Alysia Kravitz
  - Pending Offers
  - Extended Offers
  - Withdrawal Offers
  - Approved Offers
  - Accepted Offers
  - Rejected Offers

- Group 2

4
Action 1: Logging in to HCM and Navigating to the Vacancy

Step 5: Search for Candidate by Name

1. Type the candidate’s last name in the “Applicant Name” field and press "Go".
2. Then select the hyperlinked name of the candidate to view the offer.
Select "Update Offer" from the Action dropdown menu. Then click "Go".
Action 1: Logging in to HCM and Navigating to the Vacancy

Step 6: Select "Update Offer"

The system will ask you if you are sure you want to update an approved offer. Click "Yes".
Action 1: Logging in to HCM and Navigating to the Vacancy

Step 7: Update Relevant Fields

The offer will reopen and the fields will be editable. You may update any relevant fields (ex: salary, proposed start date, etc.). If there are no updates, just click “Continue”.

[Image of the HCM interface with relevant fields filled out]
Action 1: Logging in to HCM and Navigating to the Vacancy

Step 8: Upload Countersigned Offer Letter

The next screen is a review screen. Changes from the first offer will be indicated with blue dots. Click “Add Documents” and upload the countersigned offer letter.
Action 1: Logging in to HCM and Navigating to the Vacancy

Step 8: Upload Countersigned Offer Letter

On the upload screen, you should see the documents previously uploaded for the original offer as well as the offer approval history. Leave these attached to the updated offer. Click “Add Attachment” under “Internal Documents” and navigate to the countersigned offer letter. The uploaded letter should appear beneath the other documents. Click “Return” to go back to the summary page.
Action 1: Logging in to HCM and Navigating to the Vacancy

Step 9: Submit Updated Offer

Click “Submit” to submit the countersigned offer letter. This routes to the Provost’s Office and then to Human Resources. After receiving the updated offer, Human Resources will contact the candidate to complete the hiring/onboarding packet in the TALX system.