Updating a vacancy is an important step in the faculty hiring process in order to ensure that the appropriate process is followed. Even if the details of the vacancy are not changing (such as job title, organization, etc.), departments must modify the vacancy in order to attach the OIE packet needed to sign off on the search.

Login at https://ebs.tulane.edu
Use your email username and password
Step 1: Select “Tulane Manager iRecruitment”

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

- Login, select “Browse Entire Catalog, then select “Accounts & ID Management.”
- Scroll down and select “HCM Functional Accounts”. Complete all fields with a red line next to them, then click “Tulane Manager iRecruitment. Complete all fields with a red line that appear below, then click “Order Now.”
Step 2a: Click the “+” box next to “My Recent Vacancies”
Step 2b: Click the “+” box next to “My Recent Vacancies”

Note that you may have to change the **number of days** in order to find the vacancy you are searching for. Vacancies will only appear in this area of HCM once they have made it all the way through the initial approval process and have been posted on the Tulane Jobs site.

Click on the pencil to open the vacancy and make your modifications.
Step 3a: Update Primary Details (note * indicated required field)

You can now update any of the fields you see on this screen.
1. In this example, the Organization will be updated to reflect the appropriate academic department for a candidate to whom we wish to make an offer of employment.
2. We will also update the location of the position.
3. Finally, we will update the Job Title because now that a candidate has been identified, we know the appropriate rank for the candidate.
Step 3b: Update Primary Details

Our updated vacancy now looks like the image below. Note the changed Organization, Location, and Job Title.

Click “Next” to continue.
Step 4: Update Team Members

At this point, you can update, add, delete, or modify the access of your Team Members. In most cases, you will likely not make any changes at this stage, in which case you can move on to the next page by clicking “Next” below.

Click “Next” to continue.
Step 5: Update Job Posting

You do not need to make any modifications to the job posting, so simply click “Next” to move on to the next step.
**Step 6a: Review Updates and Add OIE Packet**

This page will show you the changes made to the vacancy in previous steps. There is a “**Current**” column and a “**Proposed**” column. Changes are in the “**Proposed**” column and have blue dots next to them. If you need to make further modifications, use the “**Back**” button to move to a prior step.
Step 6b: Review Updates and Add OIE Packet

Scroll to the bottom of this page, to the “Attachments” section. Click “Attachments” and upload your completed OIE Faculty Search Packet. Any comments you wish to provide for subsequent approvers can be entered in the “Comments to Approver” box. Then click “Submit.”

Note that the approval routing goes directly to OIE, then HRIS to create the position control number, and then to Employment. After this approval routing, the department may make a verbal offer to the candidate contingent upon the approval of the Provost, but written offer letters should NOT be sent to the candidate at this time. The next step, after the verbal offer, is to “Create an Offer” for the candidate in HCM.