

## Staff Candidates

### Application and Hiring Process

At Tulane University, our staff are at the heart of everything we do. As a candidate, we value the unique experiences and perspectives you bring. They help strengthen our community and contribute to the collaborative, inclusive environment we strive to build every day.

We are committed to creating a workplace where you can bring your authentic self and thrive. Our hiring process is designed to be thoughtful, transparent, and supportive, so you feel informed and confident at every step.

As you move through the staff hiring process, we invite you to review what to expect along the way.

#### Step One: Apply Online

All applicants must apply for positions before entering the interviewing process.

You may apply online with a mobile device or computer and designate your preferred method of communication.

If you need assistance, please email our Talent Acquisition Team at [TUCareers@tulane.edu](mailto:TUCareers@tulane.edu).

#### Tips on Applying

- We recommend using the **keyword search box** to look for positions by skills rather than job titles. In higher education, job titles often differ from those used outside academia. Searching by skill will help you find all postings that require that specific expertise.
- Carefully review each job posting and apply only to positions for which you meet the stated requirements.
- Ensure your application includes complete and up-to-date information about your education, work history, and contact details.
- Be sure to answer all pre-screening questions. Any attachments you submit, such as a resume or cover letter, should be tailored specifically to the position for which you are applying.

#### Step Two: Application Review

If you are selected to move forward in the hiring process, a member of the hiring team will contact you to schedule a conversation. During this discussion, you will talk about the position, your background and experience, and your salary expectations.

### **Step Three: Interview Process**

Our interview process may include several stages, such as phone, video, and onsite interviews. We encourage you to ask questions along the way to help you decide if the opportunity aligns with your goals and interests.

### **Step Four: References**

In the final stage of the interview process, you may be asked to provide professional references. We use our application system (Oracle WaveWorks) to collect letters of recommendation.

If selected for this stage, you will receive an email requesting the contact information for your references. We recommend notifying your references in advance so they are aware they will receive an email asking them to submit a letter of recommendation on your behalf.

Your references will then receive a separate email containing a link to upload their letter directly to the WaveWorks system.

### **Step Five: Offer**

Candidates for staff positions will receive an offer letter via email. You will be able to accept the offer and download a copy of the letter for your records.

### **Step Six: Background check(s)**

After you accept your offer, you will receive an email from HireRight, Tulane's background check vendor, with instructions to complete your background check.

Some positions may require additional checks, such as Motor Vehicle Records, research-related screenings, or social media reviews. It is important to monitor your email and complete these steps as quickly as possible to ensure your start date stays on track.

### **Step Seven: New Hire Documents**

Once you've accepted your offer, you'll receive several emails to complete the remaining steps of the hiring process. Here's what to expect:

- **WaveWorks System Login:** You'll receive information to set up your employee account in the WaveWorks system.

- **Onboarding Journey:** You'll get a link to your personalized "Onboarding Journey" in the Human Resources system. To access it, you'll need to confirm your identity with a separate code, so watch for that email. The Journey contains all your new hire documents.
- **Tulane Employment Center:** You'll also receive an email from [TUCareers@tulane.edu](mailto:TUCareers@tulane.edu) with a link to the Tulane Employment Center, where additional documents—including the federally required Form I-9—can be completed. A separate password will be sent for access.

Be sure to monitor your email closely and complete these steps promptly to ensure a smooth start to your new role.

### **Step Eight: Virtual I-9 Meeting**

The U.S. Federal Government requires employers to verify that all new employees are authorized to work in the United States. Tulane completes this process virtually, rather than in person.

You'll need to **schedule and complete your Virtual I-9 meeting before your start date**. Please have your I-9 documents ready and available at the time of your meeting to ensure everything goes smoothly.

### **STEP Nine: New Employee Orientation**

The next step is attending **New Employee Orientation**, held every Friday on our Uptown Campus. You'll receive an email from [TUCareers@tulane.edu](mailto:TUCareers@tulane.edu) with all the details for the day. Orientation is designed to give you a warm welcome to Tulane and help you feel ready and supported as you start your new role!