

International Recruiting Step 1: Request Position Number

You will fill this form out electronically, on Global. The link to the form is included below.

But if you have no internet access, or the connection is slow or sporadic, you can plan out your responses using this picture of the form.

The screenshot shows the HR Global web interface for requesting a position number. The breadcrumb trail is: Global Home > Programs & Communities > HR Global > Position Number Request > New Item. The form includes the following fields:

- Please check if this is a replacement position:** A checkbox.
- If so, who is this replacing?:** A text input field.
- Job Title *:** A text input field with a note: "Please enter title and description such as Program Manager II - Agriculture, or Specialist I - Compensation."
- Cost Center *:** A text input field with a note: "If cost center is unknown, please use general fund. This can be updated by your recruiter if necessary. If the cost center is split, please enter all cost centers and the percentages."
- Location *:** A text input field with a note: "City and Country where position is based"
- Department/Region:** A text input field with a note: "If this position is Country Program-based, then please enter the country name; if a Regional position (Domestic or International), then enter the region name; if a Domestic position, then enter the department name."
- Position Type *:** A dropdown menu.
- Regular/Short Term *:** A dropdown menu.
- Program Sector *:** A dropdown menu.

Buttons for "OK" and "Cancel" are located at the top right and bottom right of the form area.

Online form is at:

<https://global.crs.org/communities/EmployeeServices/Lists/Position%20Number%20Request/newform.aspx>