

Create a New Requisition

Use this link: <https://global.crs.org/communities/EmployeeServices/Pages/Recruitment.aspx>

Or

From the home page of CRS Global, click on the “Recruitment/Job Postings” link.

The screenshot shows the CRS Global Home page. At the top, there are navigation icons for 'About CRS', 'Calendar', 'CRS Directory', 'How To?', and 'Provide Feedback'. Below these are sections for 'Headline' (CRS/Palestine – Civic Participation & Gaza Recovery Programs), 'Latest News' (Bishops at Meeting Urge Israel to End Its Occupation of Palestinian Territories, Haiti Cholera SitRep, Benin Situation Report #4, Migration of all Agency e-mail, Haiti Country Representative Transition, Sitrep #13 Pakistan Floods, Catholic Relief Services Poised to Respond as Super Typhoon Slams Philippines, World Food Day 2010: Pope's message to the FAO Director General, Pope Appoints Second African Archbishop to Key Post, Contribute to Profile of New CRS President and CEO), 'Security News and Alerts', and 'Executive Blog' (Spring is Here, Rebuilding Haiti: Getting It Right This Time, On World AIDS Day, a Call to Commitment, World Food Day: We Can End Global Hunger - But Do We Have the Will?, An innovative model to build the strength of our medical partners). On the right, there is a 'Content Manager' section with a dropdown menu for 'McMahon, Donna', an 'I need to...' section with a 'Choose task' dropdown, and 'CRS Global Tips' (How to Set Up An Alert on a Search, How to update phone number on CRS Global, How Do I Remove Myself From An Alert, What is all the hype about My Site, Finding People). Below these are 'Upcoming Events' (Brown Bag: Introducing SALOH! NEW, Performance assessments completed, OverOps RD Meeting) and 'Popular Links' (Agency Strategy Space, CRS Brand Item Catalogue, CRS Policies, CRS Project Tracking System, CRSLeans, Employee Locator, ePTS, Executive Financial Dashboard, Fellows Retreat, Haiti Earthquake Emergency Space, Hardware/Software specifications for 2011, Leave Balance, Official CRS Staff Bio). At the bottom, there is a 'My CRS - United States' section with 'Local Links' (Check My Email, Conference Call Scheduling (MICB), CRS Gift Catalog, Enter My Time, Headquarters Site, Meeting Room Manager, Set-up Online Meeting, United States/ConexUS), 'Travel' (Travel Request Form, Travel Site), and 'Career & Benefits' (Career Center, CRS Retirement Benefits, CRSLeans, Employee Self Service, HR Talent Management and Employee Services, Performance Management, Recruitment).

Under “Hiring Managers” use the link for “Log in to the Recruitment Module of CRSEngage.”

The screenshot shows the Recruitment Home Page. The breadcrumb trail is 'Global Home > Programs & Communities > HR Talent Management and Employee Services > Pages > Recruitment Page'. The main heading is 'Welcome to the Recruitment Home Page'. Below this is a paragraph: 'The Recruitment Team looks forward to partnering with you to meet your hiring needs or job search. Please use page links below to assist you in your recruitment needs.' There are three main sections: 'Hiring Managers' (What are my approved positions? (coming soon), Log in to the Recruitment Module of CRSEngage, Request a position number for a new position), 'Job Seekers' (Search Current Open Positions, CRSLeans Career Center), and 'Refer a Friend to the Agency'. On the right side, there is a 'Recruitment' dropdown menu with links for 'Hiring Managers FAQs', 'Related Recruitment Policies' (Employment Referrals Policy), and 'Recruitment Announcements' (Recruitment Results Framework: The Recruitment Team's Results Framework 2010 to 2013, Recruitment Team Support Alignment Report: This Report lists the Recruiter who covers each region and headquarters, and provides the Recruitment Team's contact information).

From the top left hand corner, click on “Requisitions”
Then, in the Create Requisition Box, click on “New”

The screenshot displays the Professional system interface. At the top, there is a navigation bar with 'Requisitions' selected, and other tabs for 'Candidates', 'E*PROCESS', 'Reports', and 'Site Administration'. A search bar is visible on the right. The main content area is split into two panes. The left pane, titled 'Create Requisition', has a 'New' button highlighted. Below it are tabs for 'Search', 'Results', and 'Criteria'. The 'Search Criteria' section includes a 'Requisition Selection' dropdown menu with options like 'D101 - Technical Advisor I', 'D102 - Technical Advisor Sr', 'D103 - Technical Advisor Sr', and 'D104 - Program Officer II'. There are also input fields for 'Requisition Number', 'Keyword Search', and 'Radius Search'. The right pane, titled 'myRequisition Summary', shows a list of requisition statuses: 'Pending Approval', 'Pending Approval Without Approval Path', 'Pending Corrections', 'To Be Dispositioned', and 'Incomplete Requisitions', each with a corresponding icon.

Once you choose a position number, the majority of the form will pre-populate (based on the information that was used to create that position number). **NOTE:** IF YOU ARE UNFAMILIAR WITH THE POSITION NUMBER, PLEASE SEE INSTRUCTIONS FOR LOCATING OR REQUESTING A POSITION NUMBER.

Manually fill in:

- external job title (this should most likely be the same as the job title and descriptor),
- whether the position is an addition or replacement position (if it is a replacement, type in the name of the person being replaced),
- supervisor name
- internal job description (either type the JD directly into the box OR use the HTML editor if copying and pasting from Word. Once you paste into Word, click on HTML in the box. Then, click update.
- hiring manager (if you don't see your name in the hiring manager box – which means you've never supervised anyone before- choose your next level supervisor. When you speak with your recruiter, let them know you didn't find your name and we'll make the change and be sure your name gets into that drop down list.)
- Recruiting Manager (always Derrick Carr)

Requisition

- Fields in RED are Required.
- Fields marked with an "*" are multi-select.
- Fields with  accept typing and may be cleared by clicking the icon.

Position Information

Position Number : <small>If there is not a position number for the position you are hiring for, please fill out a position number request form found on CRSGlobal.</small>	OS301XXX - Program Manager I - Agricultur 
Department :	Haiti 
Internal Job Title / Job Code :	OS301 - Program Manager I 
External / Published Job Title : <small>Please do not use any abbreviations, for example use Program Manager I, instead of PML.</small>	<input type="text"/>
Cost Center :	Haiti Agricultural Recovery 
FLSA Status :	Exempt 
Employment Type :	Salaried 
Standard Hours :	40 
Job Family :	JNTL1 
Position Type :	Full Time 
Regular/Temporary :	Regular 
Program Sector :	Agriculture 
Replacement / Addition :	<input type="text"/> 
Replacement For :	<input type="text"/>
Supervisor :	<input type="text"/> 

Replacement For :

Supervisor :	<input type="text"/> 
Internal Description :	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="font-size: 0.8em; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> HTML              </div> <div style="font-size: 1.2em; margin-top: 5px;"> <p>B <i>I</i> <u>U</u> ABC x x         </p> </div> </div>

Salary Information

EEO Code :	Professionals 
Pay Group :	GWW 
Salary Grade / Band :	D 

Location

Location :	Haiti/Port-au-Prince 
State / Province :	Foreign 
Country :	Haiti 
International / US Based :	International 

Recruiting Team

Hiring Manager : <small>If you cannot locate your name in the dropdown, please choose the next level supervisor. E-mail crsrecruiting@global.crs.org to be added into the system, and the requisition will be updated.</small>	<input type="text"/> 
Recruiting Manager :	<input type="text"/> 



Either click the back arrow to make any changes or click “Save” and the position is then submitted to Recruitment.

You will then receive an event notification via email letting you know that the requisition is completed and submitted. (This will also show you the details of the requisition you have submitted).

1 Confirm Entry Below

Position Information	
Position Number :	OS301XXX - Program Manager I - Agriculture
Department :	Haiti
Internal Job Title / Job Code :	OS301 - Program Manager I
External / Published Job Title :	PM I - Agriculture
Cost Center :	Haiti Agricultural Recovery
FLSA Status :	Exempt
Employment Type :	Salaried
Standard Hours :	40
Job Family :	INTL1
Position Type :	Full Time
Regular/Temporary :	Regular
Program Sector :	Agriculture
Replacement / Addition :	Addition
Replacement For :	
Supervisor :	Morton, Andrea
Internal Description :	Internal Job Description
Salary Information	
EEO Code :	Professionals
Pay Group :	GWW
Salary Grade / Band :	D
Location	
Location :	Haiti/Port-au-Prince
State / Province :	Foreign
Country :	Haiti
International / US Based :	International
Recruiting Team	
Hiring Manager :	Way, Christina
Recruiting Manager :	RecruitingMGR, Derrick




Recruiting Manager will assign the requisition to a recruiter (by region). The recruiter will review the requisition details and reach out to you, the hiring manager, to schedule a hiring strategy meeting. The requisition will be sent on a short approval path (Overseas- manager, CR, and RD as appropriate or Domestic- manager, director). Anyone who is assigned to the approval path will receive an e-mail notification to review the requisition, or when they log into the system, they will see the outstanding action required.