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.

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

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

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)

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Requisition

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

Position Information

Position Number : 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.	OS301XXX - Program Manager I - Agricultur
Department :	Haiti
Internal Job Title / Job Code :	OS301 - Program Manager I
External / Published Job Title : Please do not use any abbreviations, for example use Program Manager I, instead of PMI.	
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 :	
Replacement For :	
Supervisor :	

Replacement For :

Supervisor :	
Internal 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 : 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.	
Recruiting Manager :	

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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).

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	

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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.