

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 several content sections: **Headline** with a photo of people and a link to 'CRS/Palestine – Civic Participation & Gaza Recovery Programs'; **Latest News** with a list of recent articles; **Security News and Alerts**; **Executive Blog**; **Content Manager** with a dropdown menu; **I need to...** with a 'Choose task' dropdown; **CRS Global Tips** with a list of helpful links; **Upcoming Events** with a table of events; and **Popular Links** with a list of frequently accessed pages. At the bottom, there is a 'My CRS - United States' section with sub-sections for Local Links, Travel, and Career & Benefits.

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 welcome message from the Recruitment Team. The 'Hiring Managers' section contains three links: 'What are my approved positions? (coming soon)', 'Log in to the Recruitment Module of CRSEngage' (highlighted in yellow), and 'Request a position number for a new position'. The 'Job Seekers' section has two links: 'Search Current Open Positions' and 'CRSLearns Career Center'. The 'Refer a Friend to the Agency' section is also visible. On the right side, there are dropdown menus for 'Recruitment', 'Related Recruitment Policies', and 'Recruitment Announcements'.

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 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="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> HTML             </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;">        </div> <div style="height: 100px;"></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.