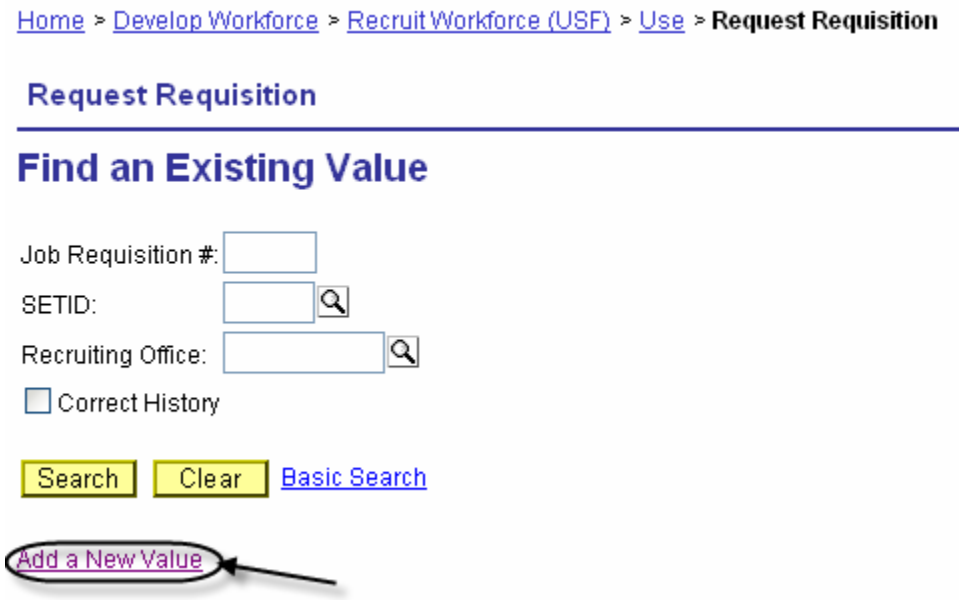
Creating a Recruit Requisition

Click on:

- Develop Workforce
- Recruit Workforce (USF)
- Use
- Request Requisition

Next Click on:

- "Add a New Value"



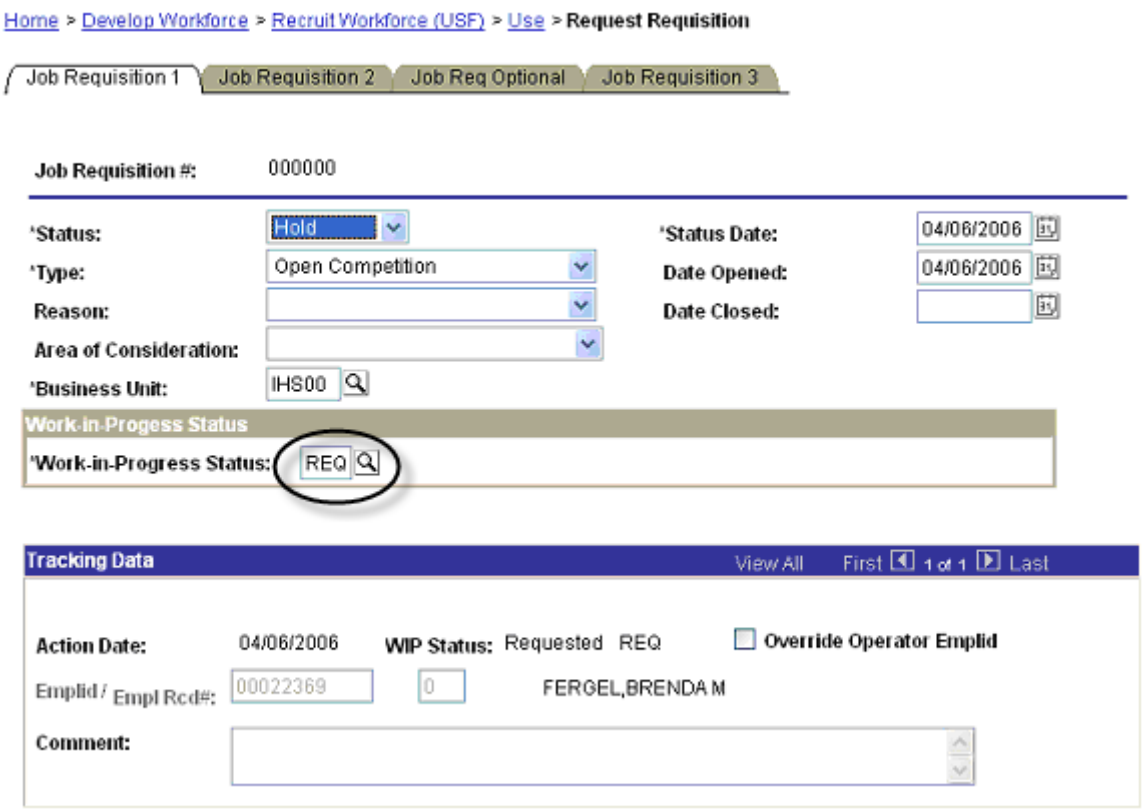
Do NOT enter a Job Requisition #, the system will assign one for you after the action is saved

Click on

- Add

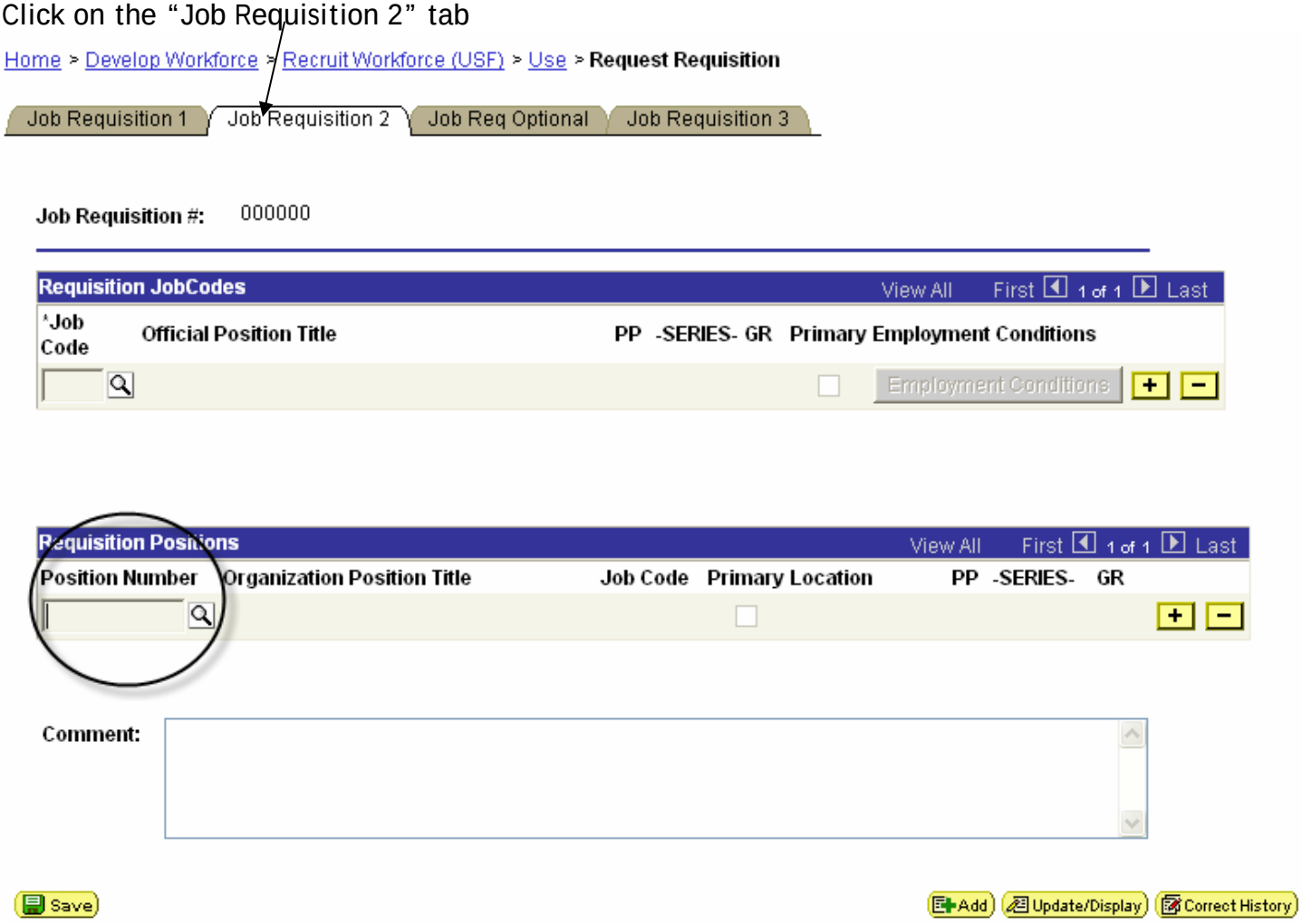
On the Job Requisition 1 Tab below Please fill out the following fields:

- Type
- Area of Consideration – use only the following values
  - Public (Open to all U.S. Citizens)
  - Internal (DHHS or IHS wide only)
  - Status (Merit Promotion and Excepted Service Examining Plan)
    - Current permanent federal employees, reinstatement elligibles, Indian preference and those eligible for special appointing authorities.



Please ensure the Work-in-Progress Status is changed appropriately. HR will complete the rest of the data fields on this page.

Click on the "Job Requisition 2" tab



Recruit for established or 'VICE' positions

Enter the 8 digit position number for the position that is to be filled. (If you do not know the position number, please see Attachment "A")

Verify the Job Code information matches the Position Number information for the position you are requesting to recruit.

Recruit for New positions, Changes to positions for recruitment, or Emergency Hires

Leave the Position number and Job Code blank – as this will be completed in eWITS.

Comments or Remarks regarding the recruit 52 should be made here.

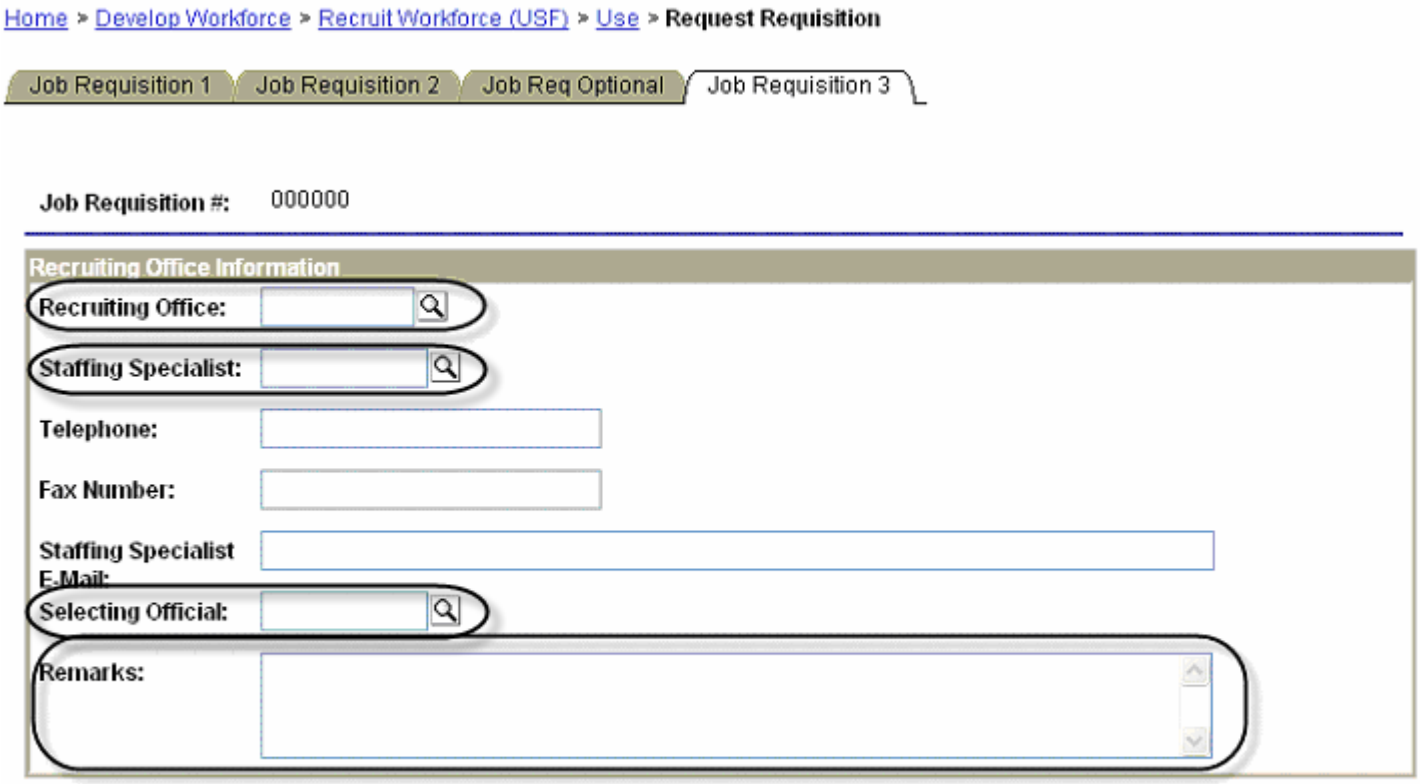
Remarks need to include:

- **Enter the Title, Series and Grade(s)**
- **Appointment Type (Permanent, Temp NTE w/duration, Intermittent, etc)**
- **If this is a temporary appointment or term appointment, please indicate reason it is not permanent as applicable.**
- **Work Schedule (Full Time, Part Time include hours per week, rotating shifts, call-back)**

- **If you are filling a position that was previously encumbered (enter the vice, when they left) add where they went if applicable. Include any unique identifiers for this position.**
- **Special requests for advertisement (multiple grades, MPP & DEU, local commuting area with reason stated, through open continuous announcement and duration of advertisement)**
- **Special types of additional pay/benefits (Travel, Uniform Allowance, Housing, Stand-by, Salary incentive, etc)**
- **"Reports to" position number or person or both**
- **If it is an Emergency Hire, enter the name of the person to be hired (if known) and what position it is in lieu of as appropriate.**
- **Can number**
- **Timekeeper Number**

Skip the Job Req Optional Tab and Click on:

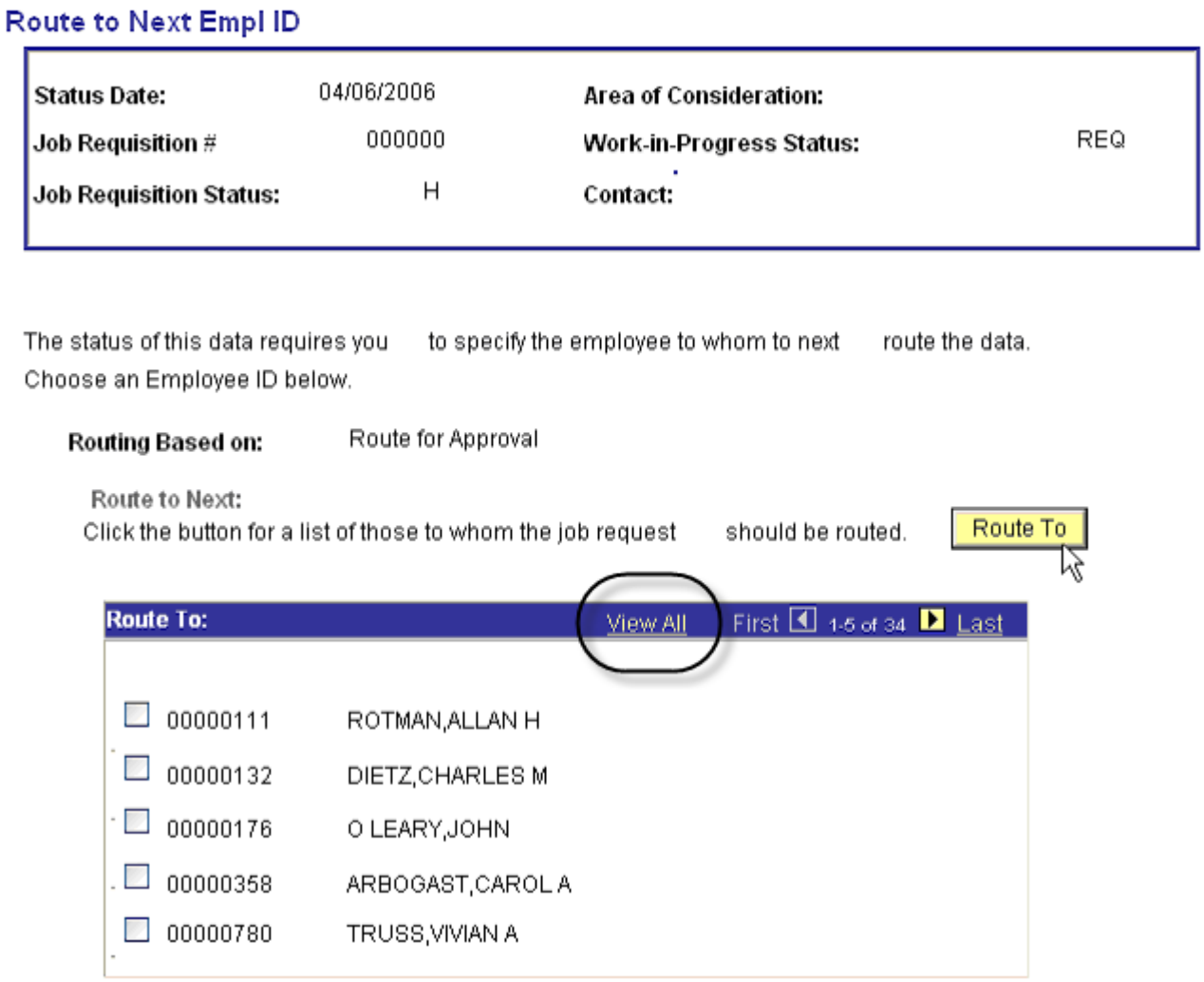
- Job Requisition 3 Tab



Enter the Recruiting Office (This is the Admin Code or SAC code where the position is going to be located) and enter the Remarks if any additional are needed.

Click the "Save" button at the bottom left-hand corner of the screen.

When you click the yellow "Route To" button Route To and a list of names will appear. Only the first 5 show, so click the "view all" link in the blue bar to show all the available names.



Place a Checkmark in the box next to the name of the person you want to route the action to… then scroll to the bottom left-hand corner and click OK

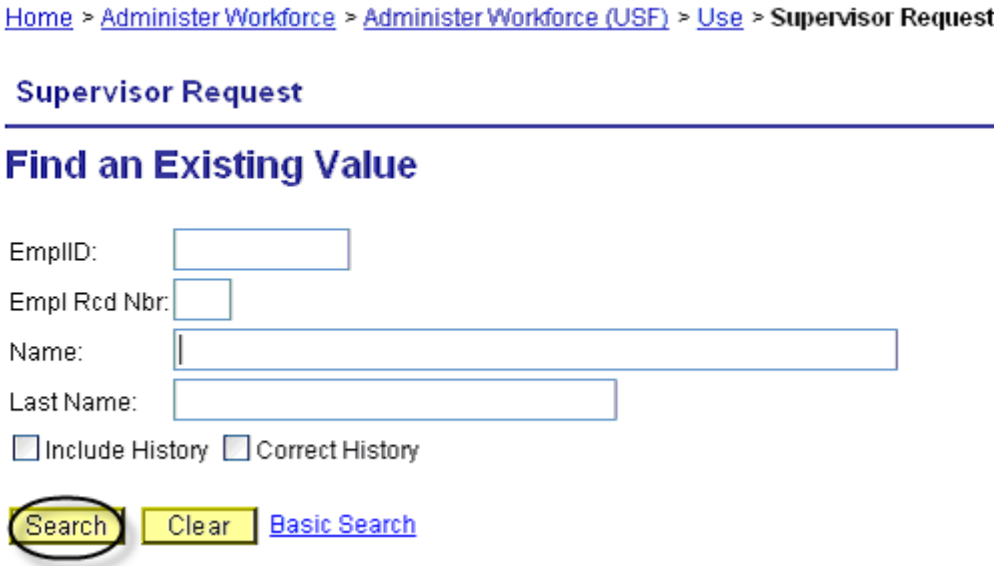
You will be taken back to Job Requisition 3 and the Job Requisition number (at the top-center of the requisition) will change from 000000 to a number. WRITE THIS NUMBER DOWN. This number needs to be kept track of – it is the number of your request.

Attachment A – How to find a Position Number of a previous employee

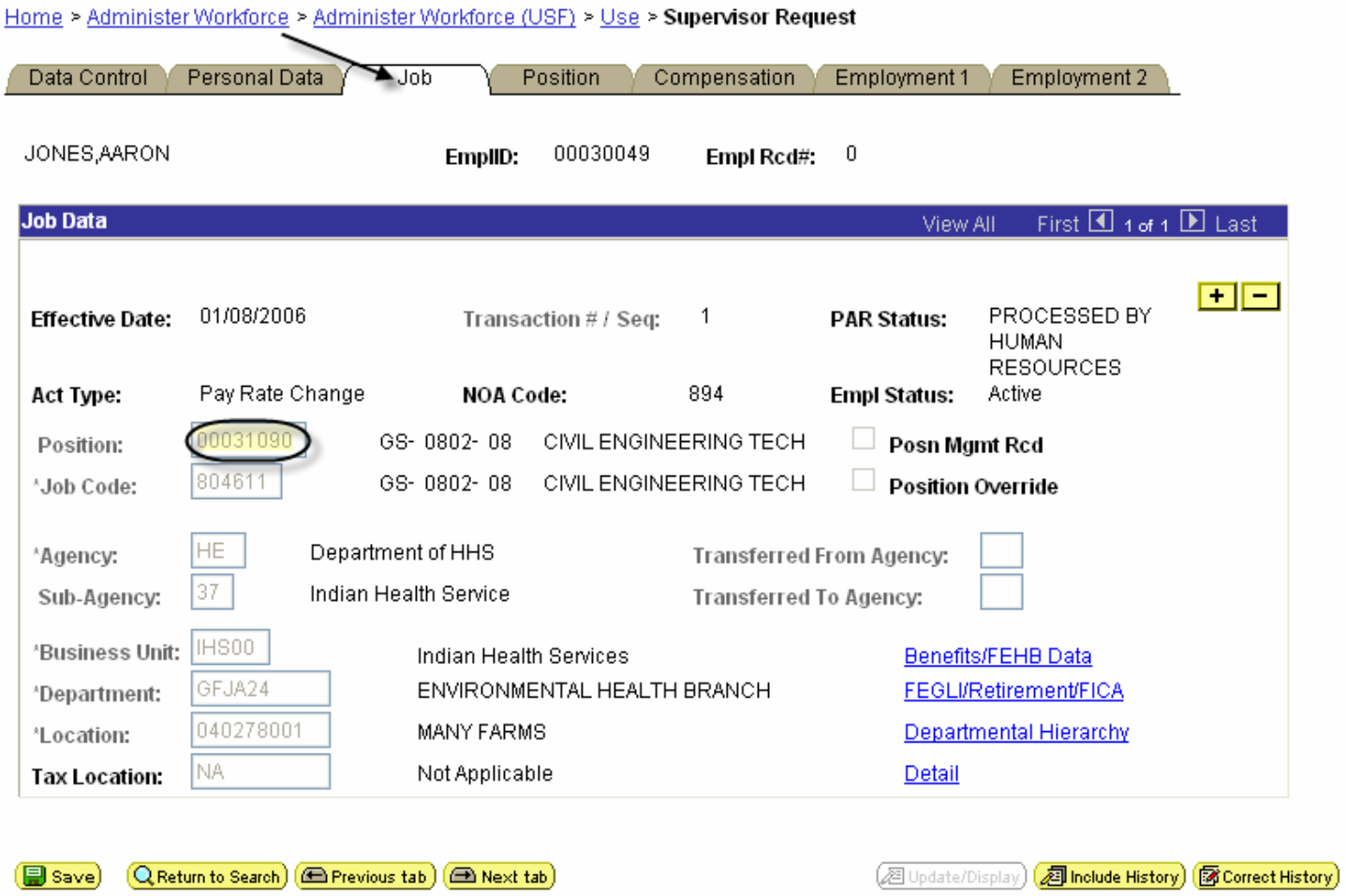
When entering a requisition for recruitment on an established position, you need to enter the position number of the previous incumbent. To locate this position number click on the following: Home > Administer Workforce > Administer Workforce (USF) > Use > any of the following options below will allow you to look at an employee's record (Supervisor Request, 1st Authorization, 2nd Authorization, Approval etc.)

In the name box, type the name of the employee you want to look up (or previous incumbent of the position) The format for using the "Name:" box is LastName,FirstName (no spaces unless the last name is more than one word like "Two Bears" There would be a space in the last name, but no space between the comma and the first name)

After you have entered the name, click "Search"



Click the "Job" tab in the employee's record and look at the position number on the left-hand side of the screen. This is the position number that this employee most recently encumbered. You can enter this in your recruit request.



There are several ways to look up an EHRP Job Code and Position Number. Here are a few other approaches you can use.

You can check the most recent SF-50 of the employee presently occupying the position for which you are recruiting. In Block 15 the EHRP Job Code is shown as "PD" and the EHRP Position Number is shown as "Position."

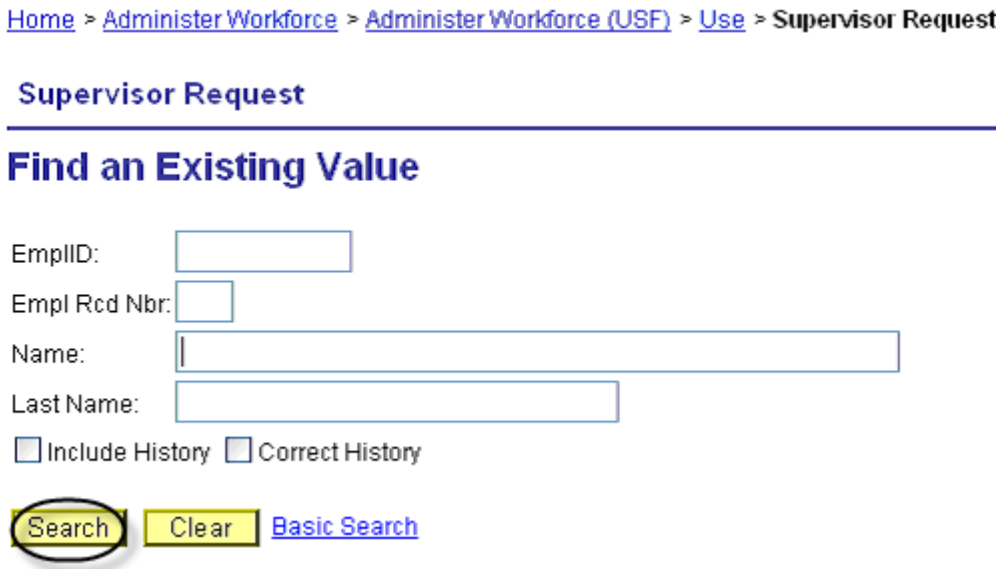
FIRST ACTION						SECOND ACTION					
5-A. Code 840	5-B. Nature of Action Individual Cash					6-A. Code	6-B. Nature of Action				
5-C. Code	5-D. Legal Authority					6-C. Code	6-D. Legal Authority				
5-E. Code	5-F. Legal Authority					6-E. Code	6-F. Legal Authority				
7. FROM: Position Title and Number HUMAN RESOURCES SPECIALIST (INFO SYSTEMS) PD: 000005 Position: 00107976						15. TO: Position Title and Number HUMAN RESOURCES SPECIALIST (INFO SYSTEMS) PD: 000005 Position: 00107976					
8.Pay Plan	9.Occ. CD	10.Grd/Lvl	11.Step/Rate	12.Tot. Salary	13.Pay Basis	16.Pay Plan	17.Occ. CD	18.Grd/Lvl	19.Step/Rate	20.Tot. Salary/Award	21.Pay Basis
GS	0201	13	07	$92,820.00	PA	GS	0201	13	07	$1,000.00	
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay			20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		
$78,996.00	$13,824.00	$92,820.00	$0			$78,996.00	$13,824.00	$92,820.00	$0		
14. Name and Location of Position's Organization Program Support Center Human Resources Centers Human Resources Center, Baltimore Strategic Programs Division WOODLAWN MD USA						22. Name and Location of Position's Organization Program Support Center Human Resources Centers Human Resources Center, Baltimore Strategic Programs Division WOODLAWN MD USA					

OR you can use this approach

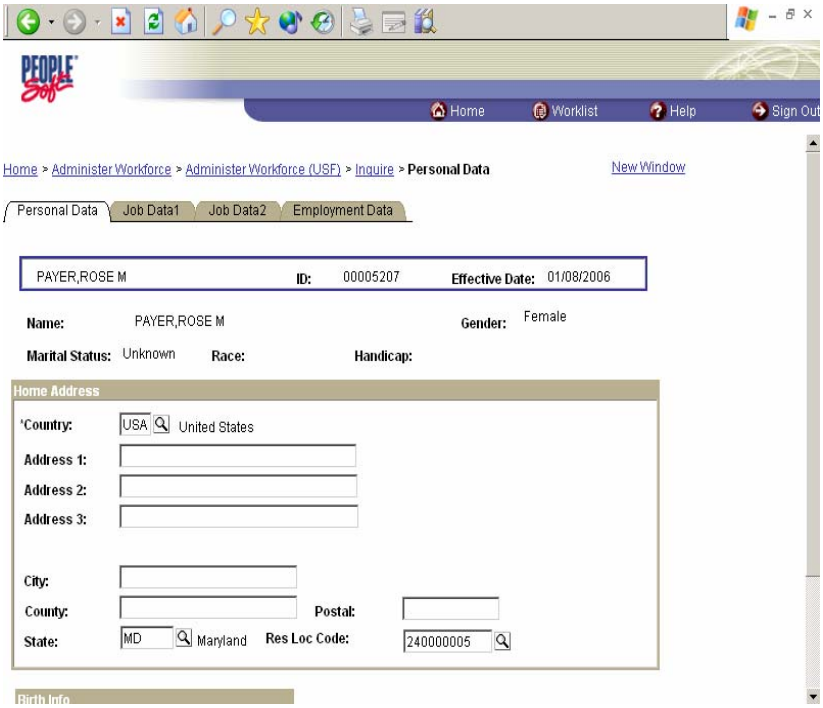
You can check the EHRP record of the current incumbent through the Administer Workforce menu path. Go to:

Home > Administer Workforce > Administer Workforce (USF) > Inquire > Personal Data

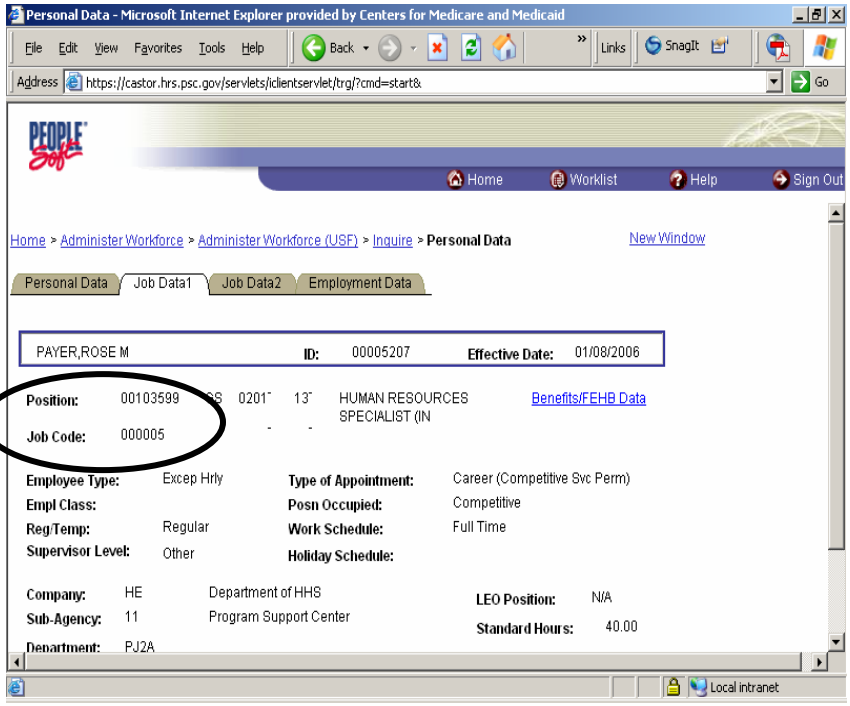
At the "Find an Existing Value" screen, enter either the EmplID, or search name information in one of the name fields. The format for the name fields is as follows:
Name: Lastname,Firstname (i.e, comma, no space.) If partial last name is entered do not enter a first name. Click *Search*.
Last Name: You may search on part of or all of the last name only. Click *Search*.



The *Personal Data search* opens to the **Personal Data** tab.



Click on **Job Data1** tab – the Job Code and Position information appears under the employee's name.

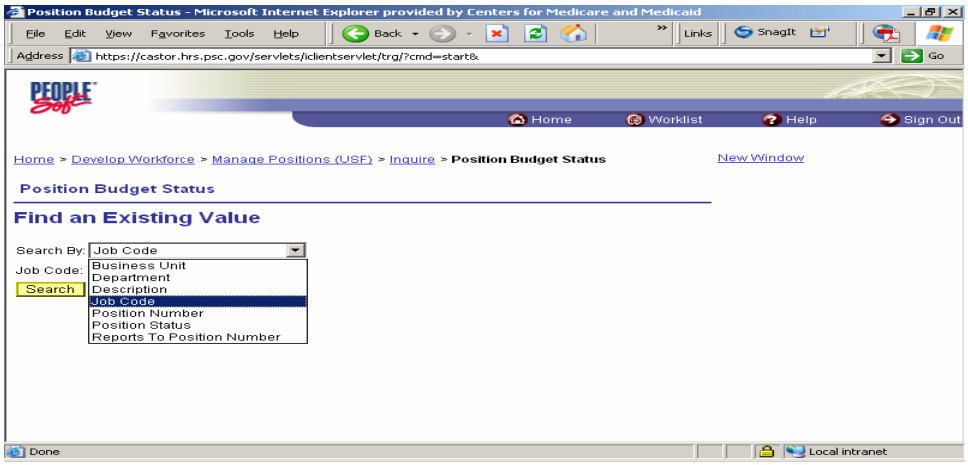


OR you can use this approach

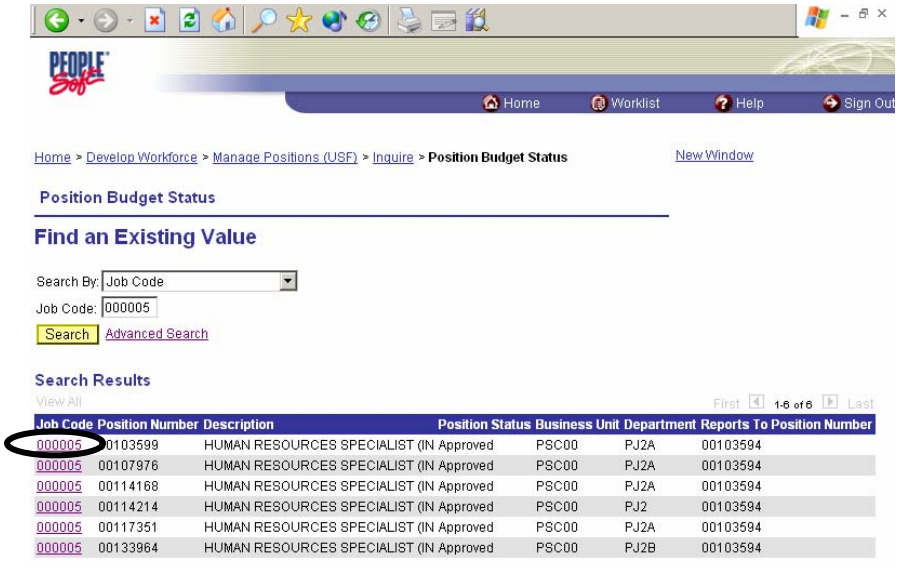
You can also find out Job Code or Position Number information in EHRP under the Develop Workforce path. Go to:

Home > Develop Workforce > Manage Positions (USF) > Inquire > Position Budget Status

At the "Find an Existing Value" screen, under "Search By" you have several search options. You may search by Department (admin code), Job Code (PD#), or Position Number. To search by Job Code, select Job Code from the pull down menu. You will need to already know the Job Code (PD#) to lookup the Position Number using this search method. Enter the Job Code number. Click *Search*.

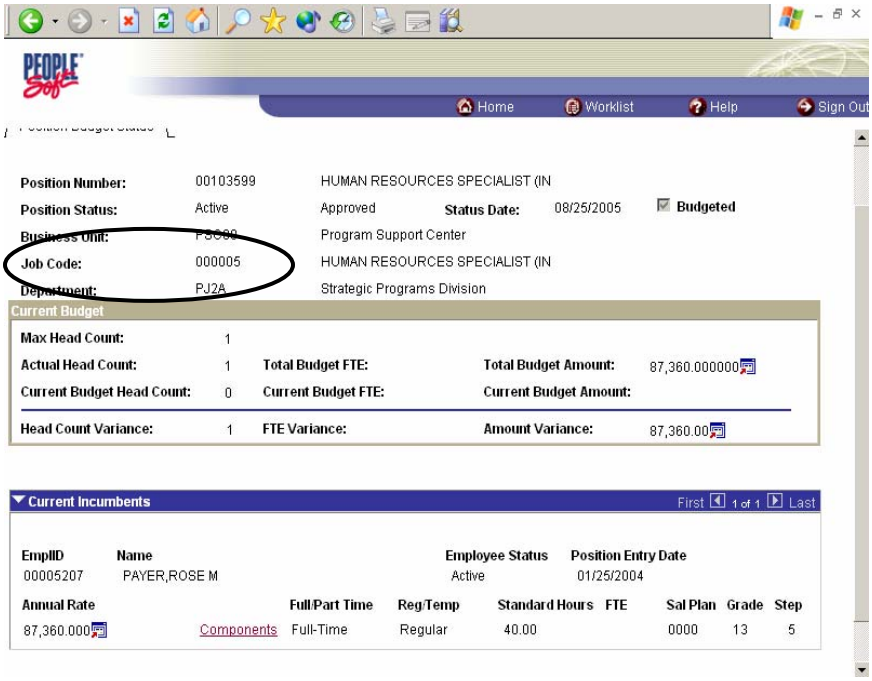


If there are multiple positions within a Job Code the search results screen will appear similar to the screen below. Each position number associated with the Job Code will be listed. Click on the first hyperlink under the Job Code column.



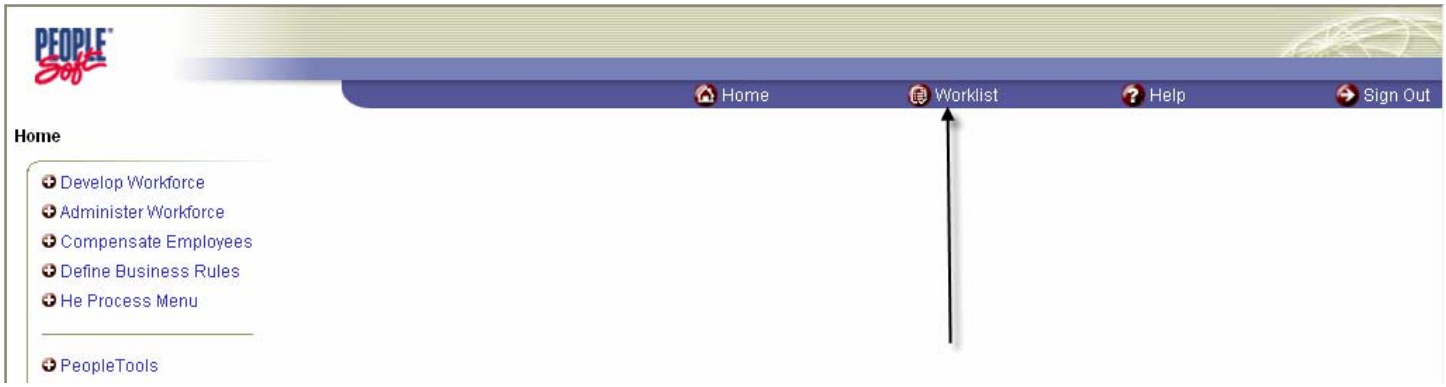
Next, click on “Current Incumbents.” You can do this for each hyperlink on the Search Results screen until you find the position you are looking for.

Note: if there is only one position associated with the Job Code the search results will take you directly to the Position information.



Attachment B – How to sign a recruit in your worklist

From the Home page, click "Worklist" from the top, center of the screen.



From the list of items that appear click on the Link of the action you wish to view and sign.

Home > PeopleTools > Worklist > Use > **Worklist**

Worklist for FERGELBR: BRENDA FERGEL

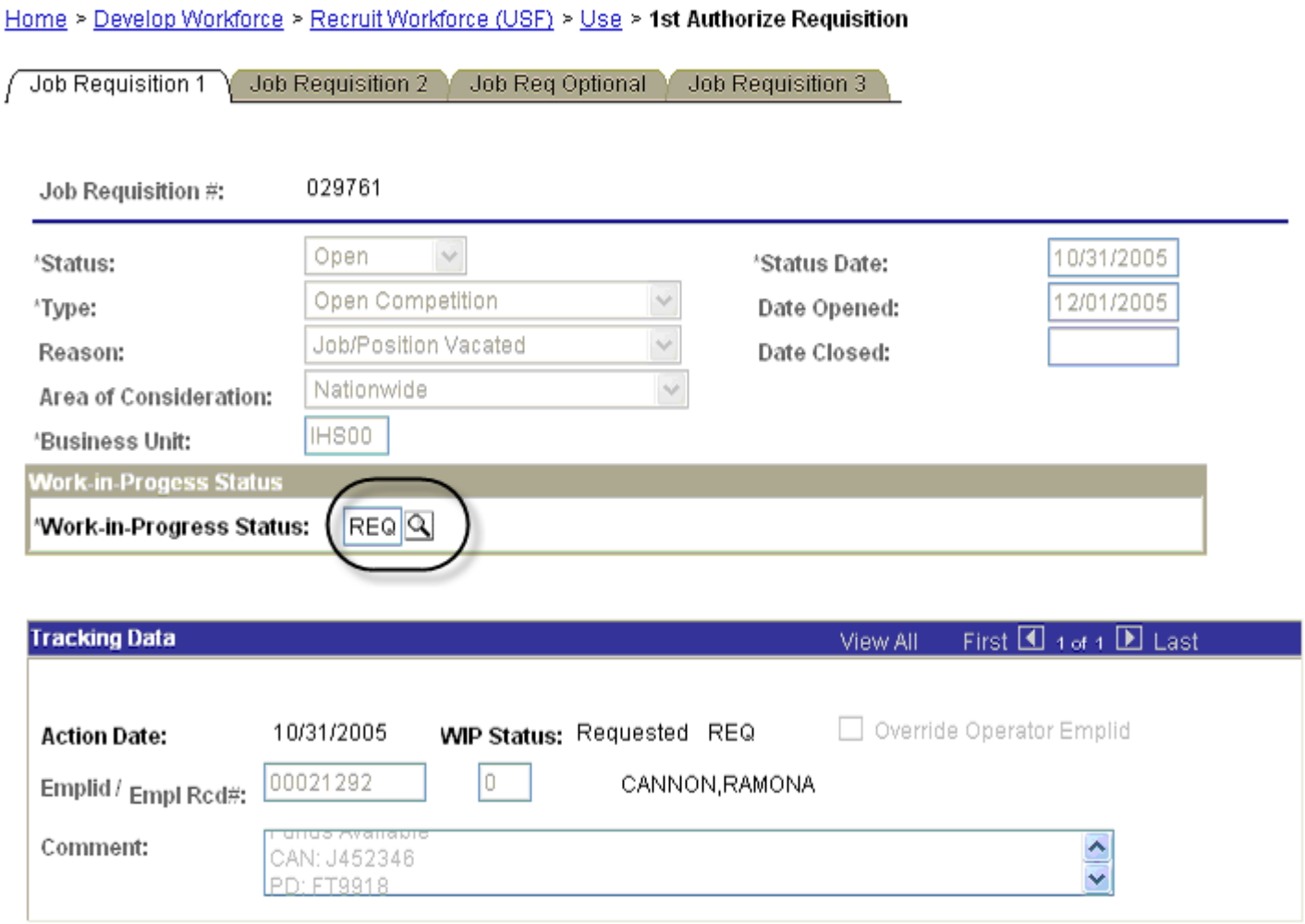
From	Date From	Work Item	Link	Mark Worked	
CHAD DELONAIS-OLSON	05/01/2006	HR Worklist	035526, H, 2006-04-27, GFAAWJ232, IHS00	☑	Reassign
CHAD DELONAIS-OLSON	05/01/2006	HR Worklist	033717, H, 2006-04-27, GFAAWD, IHS00	☑	Reassign
CHAD DELONAIS-OLSON	05/01/2006	HR Worklist	035640, H, 2006-05-01, GFAAWB235, IHS00	☑	Reassign
DARLENE MARCELLAY-HYLAND	05/01/2006	HR Worklist	035461, H, 2006-04-26, GFMN2, IHS00	☑	Reassign
DARLENE MARCELLAY-HYLAND	05/01/2006	HR Worklist	035358, H, 2006-04-21, GFMN2, IHS00	☑	Reassign
ROSITA M. TIPPECONNIC	05/01/2006	HR Worklist	035500, H, 2006-04-26, HGFL3, IHS00	☑	Reassign
ROSITA M. TIPPECONNIC	05/01/2006	HR Worklist	035341, H, 2006-04-21, GFLD, IHS00	☑	Reassign
CHRISTINA BITSILLY	05/01/2006	HR Worklist	033466, O, 2006-05-01, HGFJA22, IHS00	☑	Reassign
CHRISTINA BITSILLY	05/01/2006	HR Worklist	032374, O, 2006-05-01, HGFJA22, IHS00	☑	Reassign
CHRISTINA BITSILLY	05/01/2006	HR Worklist	035028, O, 2006-05-01, HGFJA22, IHS00	☑	Reassign

Find | View 100 First 1246-1255 of 1315 Last

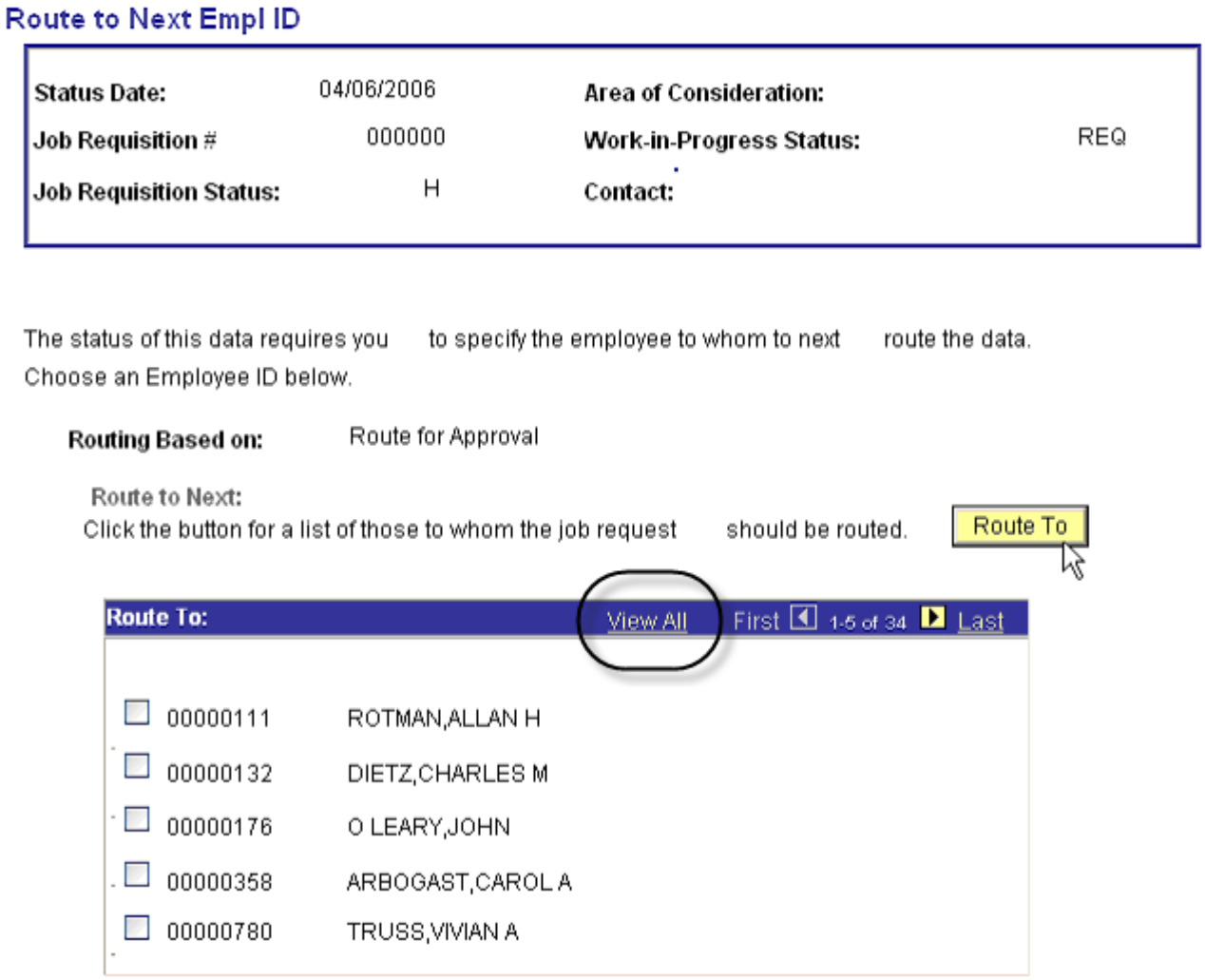
Next, review the information on all of the tabs of the recruit requisition. You can view a tab by simply clicking on it.

If you choose to approve this request, change the "Work-In-Progress Status:" accordingly (either 1st, 2nd, or SIG) If you feel that more information is needed or choose not to approve this request, change the "Work-In-Progress Status:" to RET in order to return the request to the initiator. In the tracking data below, you may enter your reason for returning the action.

Once you have changed the "Work-In-Progress Status:" click "Save" at the bottom left-hand corner. If you have returned the action, you may go back to your worklist to sign additional actions or simply close your internet browser to log out of EHRP. If you have approved the action, the next screen will ask who you want to route the requisition to.



When you click the yellow "Route To" button Route To and a list of names will appear. Only the first 5 show, so click the "view all" link in the blue bar to show all the available names.



Place a Checkmark in the box next to the name of the person you want to route the action to… then scroll to the bottom left-hand corner and click OK. You may go back to your worklist to sign additional actions or close your internet browser to log out of EHRP.

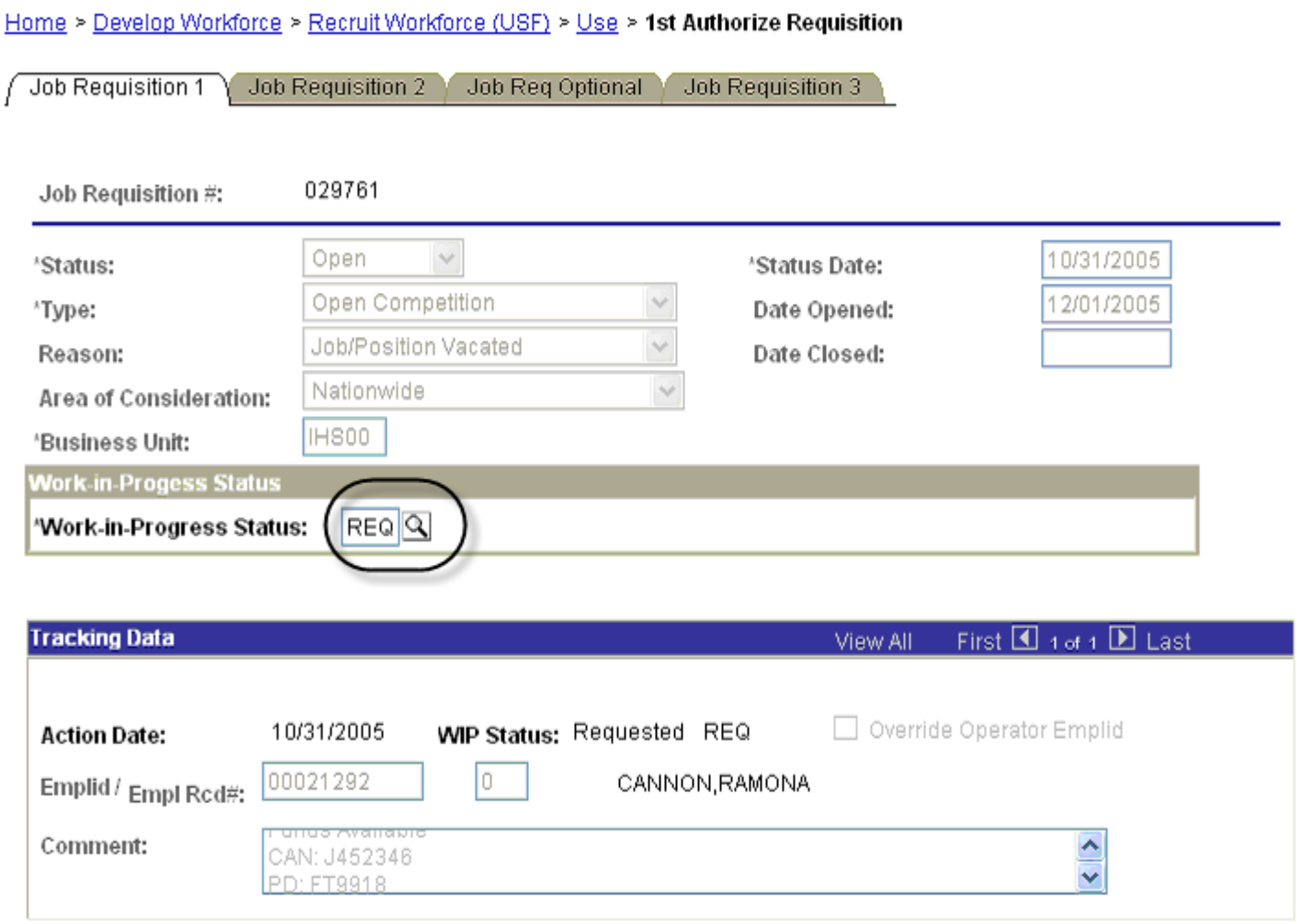
Attachment C – How to find a recruit that is not in your worklist

If you want to check the status of your requisition, or you want to sign an action that is not appearing in your worklist, please click on the following:

Home > Develop Workforce > Recruit Workforce (USF) > Use > (choose the appropriate role)

Any of the roles allow you to "look" at a requisition, but if you need to sign one, you need to be in the appropriate role.

Enter the Job Requisition number you are looking for, click "Correct History", then click "Search"

This opens up the requisition where you can view the information or sign it and forward it on for approval.

The "Work-In-Progress Status:" always shows the last thing that has occurred so if you see REQ as the status, this requisition is waiting to be 1st Authorized.