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

Home > Develop Workforce > Recruit Workforce (USF) > Use > **Request Requisition**

Request Requisition

Add a New Value

Job Requisition #: [   ]

[Add]

Find an Existing Value

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.

Home > Develop Workforce > Recruit Workforce (USF) > Use > **Request Requisition**

| Job Requisition 1 | Job Requisition 2 | Job Req Optional | Job Requisition 3 |

Job Requisition #:   000000

'Status:	Hold	'Status Date:	04/06/2006
'Type:	Open Competition	Date Opened:	04/06/2006
Reason:		Date Closed:	
Area of Consideration:			
'Business Unit:	IHS00		

Work-in-Progess Status
'Work-in-Progress Status: (REQ)

Tracking Data   View All   First ◄ 1 of 1 ► Last

Action Date:	04/06/2006	WIP Status: Requested REQ	☐ Override Operator Emplid
Emplid / Empl Rcd#:	00022369	0 FERGEL,BRENDA M	
Comment:			

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

| Job Requisition 1 | Job Requisition 2 | Job Req Optional | Job Requisition 3 |

Job Requisition #:   000000

Requisition JobCodes   View All   First ◄ 1 of 1 ► Last

'Job Code	Official Position Title	PP -SERIES- GR	Primary Employment Conditions
🔍		☐	Employment Conditions ➕ ➖

Requisition Positions   View All   First ◄ 1 of 1 ► Last

Position Number	Organization Position Title	Job Code	Primary Location	PP -SERIES- GR
🔍			☐	➕ ➖

Comment: [   ]

🖫 Save   ➕ Add   📄 Update/Display   📝 Correct History

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

Home » Develop Workforce » Recruit Workforce (USF) » Use » **Request Requisition**

| Job Requisition 1 | Job Requisition 2 | Job Req Optional | Job Requisition 3 |

Job Requisition #: 000000

Recruiting Office Information

Recruiting Office: [____] 🔍

Staffing Specialist: [____] 🔍

Telephone: [____]

Fax Number: [____]

Staffing Specialist E-Mail: [____]

Selecting Official: [____] 🔍

Remarks: [____]

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" 🖫 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.
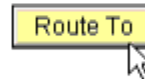
Route to Next Empl ID

Status Date:	04/06/2006	Area of Consideration:	
Job Requisition #:	000000	Work-in-Progress Status:	REQ
Job Requisition Status:	H	Contact:	

The status of this data requires you to specify the employee to whom to next route the data. Choose an Employee ID below.

Routing Based on: Route for Approval

Route to Next:
Click the button for a list of those to whom the job request should be routed.   [Route To]

Route To:	View All	First ◄ 1-5 of 34 ► Last
☐ 00000111	ROTMAN,ALLAN H	
☐ 00000132	DIETZ,CHARLES M	
☐ 00000176	O LEARY,JOHN	
☐ 00000358	ARBOGAST,CAROL A	
☐ 00000780	TRUSS,VIVIAN A	

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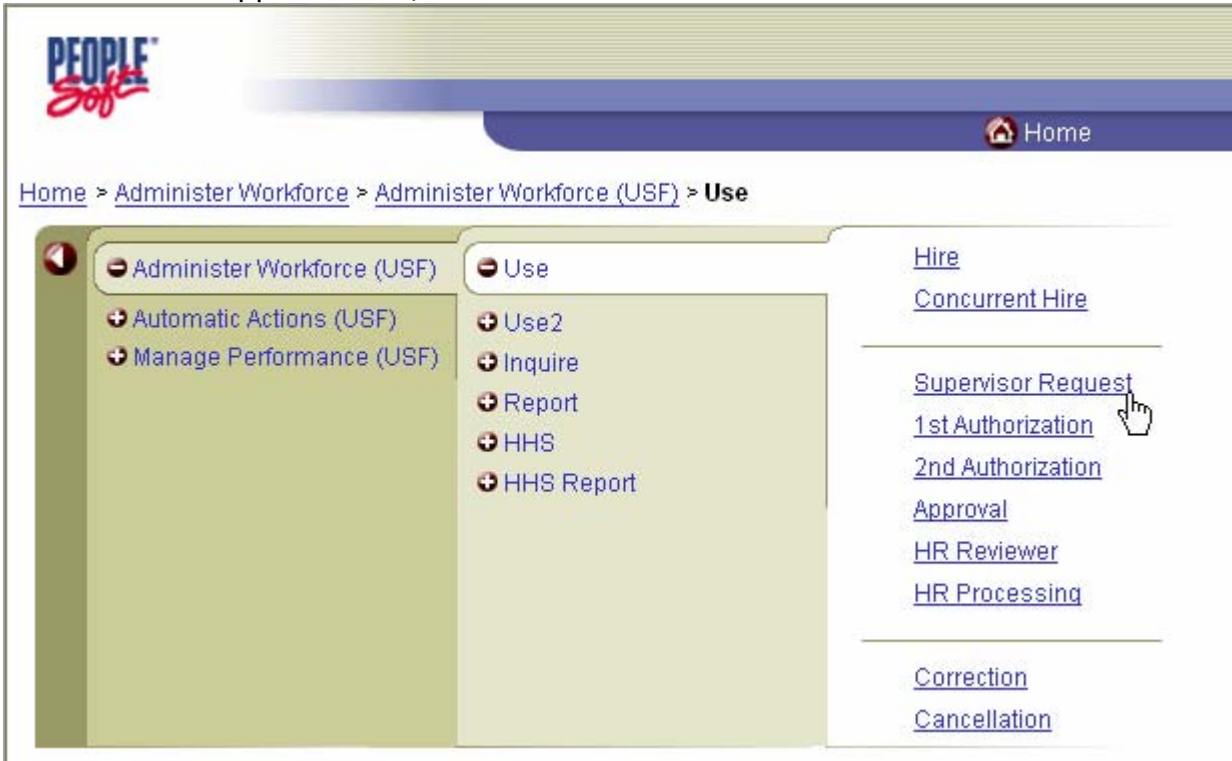
In the name box, type the name of the employee you want to look up (or previous incumbent of the position) The format for using the "Name:" box is LastName,FirstName (no spaces unless the last name is more than one word like "Two Bears" There would be a space in the last name, but no space between the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

Home > Administer Workforce > Administer Workforce (USF) > Use > **Supervisor Request**

| Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 |

JONES,AARON   EmplID: 00030049   Empl Rcd#:   0

Job Data   View All   First ◄ 1 of 1 ► Last

Effective Date:	01/08/2006	Transaction # / Seq: 1	**PAR Status:** PROCESSED BY HUMAN RESOURCES
Act Type:	Pay Rate Change **NOA Code:** 894		**Empl Status:** Active
Position:	00031090 GS- 0802- 08 CIVIL ENGINEERING TECH	☐ **Posn Mgmt Rcd**	
^Job Code:	804611 GS- 0802- 08 CIVIL ENGINEERING TECH	☐ **Position Override**	
^Agency:	HE Department of HHS	**Transferred From Agency:**	☐
Sub-Agency:	37 Indian Health Service	**Transferred To Agency:**	☐
^Business Unit:	IHS00 Indian Health Services	Benefits/FEHB Data	
^Department:	GFJA24 ENVIRONMENTAL HEALTH BRANCH	FEGLI/Retirement/FICA	
^Location:	040278001 MANY FARMS	Departmental Hierarchy	
Tax Location:	NA Not Applicable	Detail	

Save   Return to Search   Previous tab   Next tab   Update/Display   Include History   Correct History

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 GS	9.Occ. CD 0201	10.Grd/Lvl 13	11.Step/Rate 07	12.Tot. Salary $92,820.00	13.Pay Basis PA	16.Pay Plan GS	17.Occ. CD 0201	18.Grd/Lvl 13	19.Step/Rate 07	20.Tot. Salary/Award $1,000.00	21.Pay Basis
12A. Basic Pay $78,996.00	12B. Locality Adj. $13,824.00	12C. Adj. Basic Pay $92,820.00	12D. Other Pay $0			20A. Basic Pay $78,996.00	20B. Locality Adj. $13,824.00	20C. Adj. Basic Pay $92,820.00	20D. Other Pay $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*.

Home > Administer Workforce > Administer Workforce (USF) > Use > **Supervisor Request**

Supervisor Request

Find an Existing Value
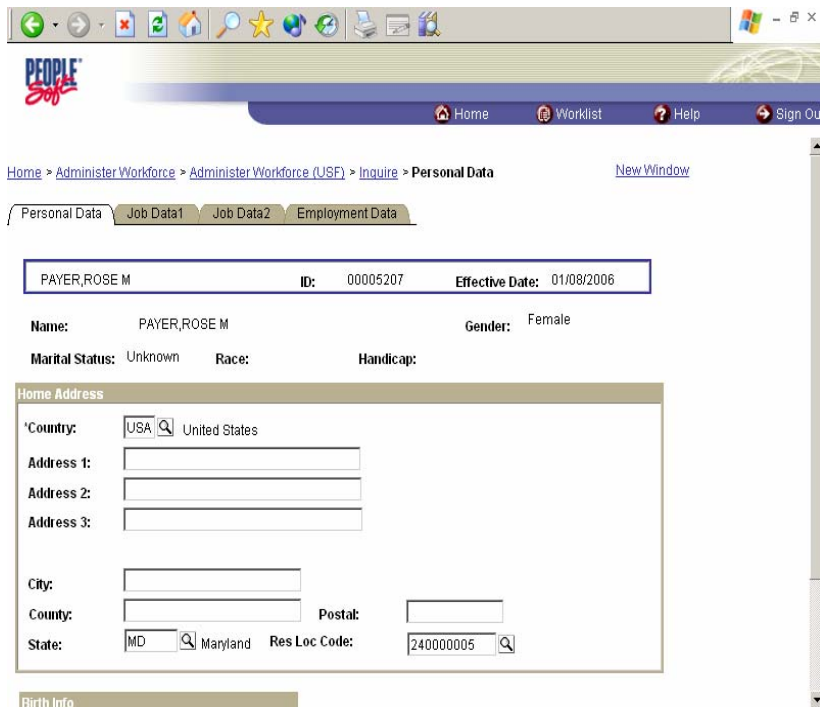
EmplID: [   ]

Empl Rcd Nbr: [   ]

Name: [   ]

Last Name: [   ]

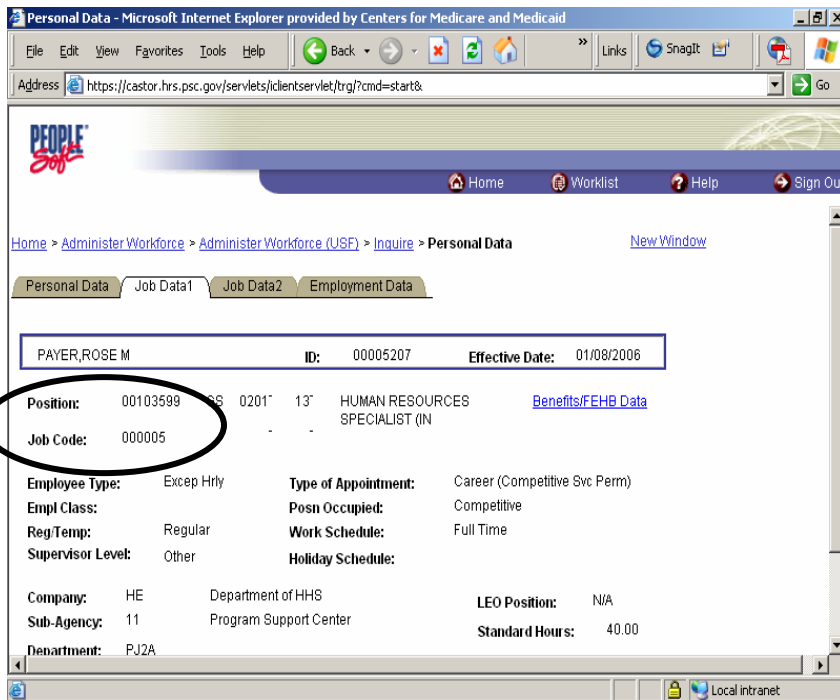☐ Include History ☐ Correct History

[Search] [Clear] Basic 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*.
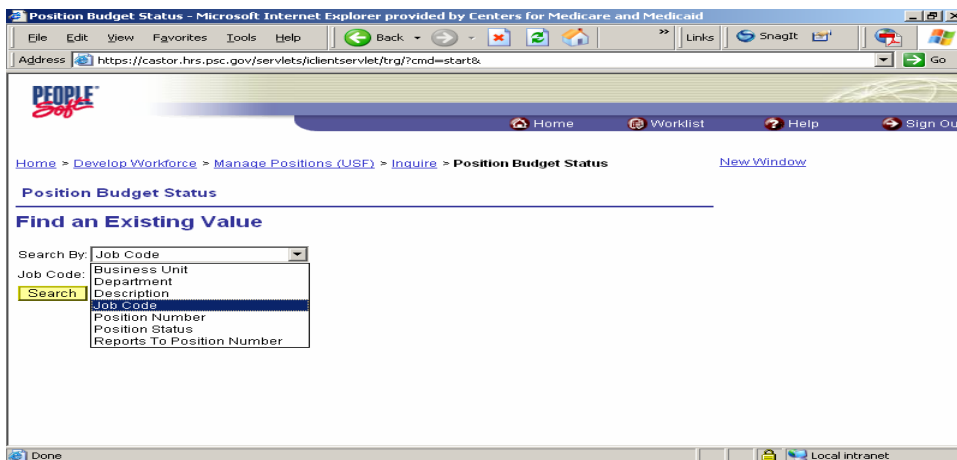
If there are multiple positions within a Job Code the search results screen will appear similar to the screen below. Each position number associated with the Job Code will be listed. Click on the first hyperlink under the Job Code column.
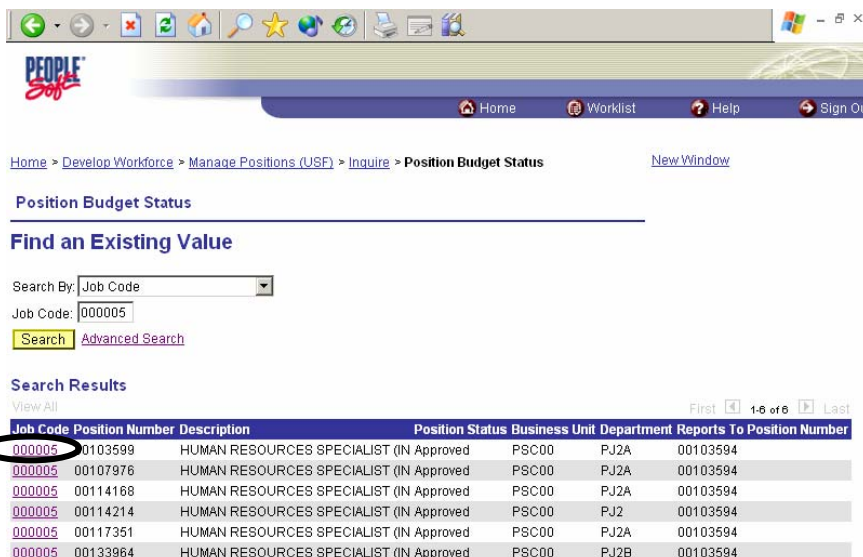
Next, click on "Current Incumbents." You can do this for each hyperlink on the Search Results screen until you find the position you are looking for.

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.

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.

Home > Develop Workforce > Recruit Workforce (USF) > Use > **1st Authorize Requisition**

| Job Requisition 1 | Job Requisition 2 | Job Req Optional | Job Requisition 3 |

Job Requisition #:   029761

'Status:	Open	'Status Date:	10/31/2005
'Type:	Open Competition	Date Opened:	12/01/2005
Reason:	Job/Position Vacated	Date Closed:	
Area of Consideration:	Nationwide		
'Business Unit:	IHS00		

Work-in-Progess Status

'Work-in-Progress Status: REQ 🔍

Tracking Data   View All   First ◀ 1 of 1 ▶ Last

Action Date:	10/31/2005	WIP Status: Requested REQ	☐ Override Operator Emplid
Emplid / Empl Rcd#:	00021292	0	CANNON,RAMONA
Comment:	Funds Available CAN: J452346 PD: FT9918		

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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.
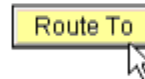
Route to Next Empl ID

Status Date:	04/06/2006	Area of Consideration:	
Job Requisition #	000000	Work-in-Progress Status:	REQ
Job Requisition Status:	H	Contact:	

The status of this data requires you to specify the employee to whom to next route the data. Choose an Employee ID below.
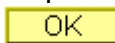
Routing Based on: Route for Approval

Route to Next:
Click the button for a list of those to whom the job request should be routed. [Route To]

Route To:	View All	First ◄ 1-5 of 34 ► Last

☐	00000111	ROTMAN,ALLAN H
☐	00000132	DIETZ,CHARLES M
☐	00000176	O LEARY,JOHN
☐	00000358	ARBOGAST,CAROL A
☐	00000780	TRUSS,VIVIAN A

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.

Home > Develop Workforce > Recruit Workforce (USF) > **Use**

- ⊕ Manage Competencies (GBL)
- ⊕ Manage Positions (USF)
- ⊖ Recruit Workforce (USF)

- ⊖ Use
- ⊕ Inquire
- ⊕ Report

Request Requisition
1st Authorize Requisition
2nd Authorize Requisition
Approve Requisition
Review Requisition
Process Requisition

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

Home > Develop Workforce > Recruit Workforce (USF) > Use > **Request Requisition**

Request Requisition

Find an Existing Value

Job Requisition #

SETID:

Recruiting Office:

☐ Correct History

[Search] [Clear] Basic Search

Add a New Value

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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.

| Job Requisition 1 | Job Requisition 2 | Job Req Optional | Job Requisition 3 |

Job Requisition #:   029761

'Status:	Open		'Status Date:	10/31/2005
'Type:	Open Competition		Date Opened:	12/01/2005
Reason:	Job/Position Vacated		Date Closed:	
Area of Consideration:	Nationwide			
'Business Unit:	IHS00			

Work-in-Progress Status

'Work-in-Progress Status: REQ 🔍

Tracking Data   View All   First ◀ 1 of 1 ▶ Last

Action Date:	10/31/2005	WIP Status:	Requested REQ	☐ Override Operator Emplid
Emplid / Empl Rcd#:	00021292	0	CANNON,RAMONA	
Comment:	CAN: J452346			
	PD: FT9918			

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