How to Request a Job Posting: Mission and Corporate Positions

> **IMPORTANT!** *This job aide provides instructions for two different processes:*
> **1.** How to create job requisition requests for existing corporate and/or Mission positions (pgs. 1-3).
> **2.** How to create job requisition requests for new corporate and/or Mission positions and/or update the job descriptions of existing positions (pgs. 4-5).

1. How to Create a Job Requisition Request for an Existing Corporate or Mission Position

1. Go to the HR Portal in Jira.

Pro Tip: Bookmark this page for future reference.

2. Choose **Recruiting** from the **Request Type Categories** on the left side of the **Human Resources Portal**

Request Type Categories

- Most Popular Requests
- Benefits and Compensation
- Crisis Management Resources
- HR Services
- HRIS (Human Resources Information Systems)
- Leadership Development
- Leave of Absence
- Manage My Team
- Payroll
- **Recruiting**
- Report a Workplace Concern
- Team Member Experience

3. Choose **Corporate and Mission Job Requisition** from the **Request Types**

Corporate and Mission Job Requisition

Corporate and Mission Services leaders should use this option to create a job requisition to hire a new position, or to backfill an existing position.

Corporate and Mission   Job Requisition
Human Resources

This information will autofill. You are requesting on behalf of someone else, be sure to change it. Add a contact number for the requester.

Raise this request on behalf of

If you have any attachments that may be helpful, please include them here *(optional)*

📎 Drag and drop files, paste screenshots, or browse

Are you opening this ticket for you or for someone else?

This ticket is for me

Best contact number

Include as much detail in these mandatory questions as possible. This will expedite the process.

What is the title of the position you are looking to post? *

Who is the hiring manager for this position? *

What is the targeted compensation for this position? *

Use the drop down arrows to select the best choice for each of these questions.

What will the primary location be for this position? *

Select...

Do you want this job posted internally, externally, or both? *

Select...

Is this a backfilled position? *

Select...

Note: *there are cascading questions after answering this question.*

Is this a backfilled position? *

Yes ⌄

ℹ️ • An **intake** is a step in the initial recruitment process that helps recruiters and hiring managers identify the job requirements, define the ideal candidate profile, and set realistic expectations for the hiring process.
• An **intake meeting** serves as your compass, helping you map out the journey to successful recruitment.

What is your intake availability? *

Select... ⌄

Use the drop down to choose the best way to schedule time for a consultation with recruiting.

Book time via my calendar

Book with my admin

Other

What is the best way your recruiter can contact you throughout the recruiting process? *

Select... ⌄

Use the drop down to choose the best way to contact you throughout the process.

Phone

Email

Other

4. Choose **Create** to submit your ticket. A member of the Recruiting Team will reach out with next steps.

Create

2. How to Create a Job Requisition Request for a New Corporate and/or Mission Position and/or Update the Job Description of an Existing Position

1. <u>Go to the HR Portal in Jira</u>.

Pro Tip: Bookmark this page for future reference.

2. Choose **Recruiting** from the **Request Type Categories** on the left side of the **Human Resources Portal**

Request Type Categories

Most Popular Requests

Benefits and Compensation

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Payroll

Recruiting

Report a Workplace Concern

Team Member Experience

3. Choose **Update or Create Job Description** from the **Request Types**

Update or Create Job Description

Use this option for assistance with job descriptions.

4. Fill in the request as needed.

Please provide a brief summary of this issue *

i.e. "I need help with a job description..."

Use as much detail as possible to describe what you need.

Use the drop down menus to select the appropriate answers.

Is for for a new job, or an update to an existing position? *

New Job   Create Request ⌄

New Job

Update to an Existing Position

I'm not sure

Is this posting due to an opening on your team? *

Create Request

Yes   ⌄

Yes

No - Something Else

How can we help / what is needed? *

5. Choose **Create** to submit your ticket. A member of the Compensation Team will reach out with next steps.

Create

6. Communication with Recruiting. **with next steps.** Once your job description is finalized, the Recruiting team will be notified automatically to post your position.