

NFC

Procedures



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CHAPTER 17
EmpowHR

SECTION 13
Recruiting

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Recruiting

This option will allow the entry of job requisitions and applicant data and easily track the status of each. Recruitment allows the set up and maintenance of information on job requisitions and applicants, and track the activity throughout the employment process.

This section contains the following topic:

[Identify/Process Applicants](#)

[Job Requisition Positings](#)

Identify/Process Applicants

This section contains the following topic:

[Capture Applicant Data](#)

Capture Applicant Data

This section contains the following topics;

[Applicant Personal Data](#)

[Application Data](#)

[Disposition Table](#)

[LC Application Rating](#)

[Applicant Summary](#)

Applicant Personal Data

Most of the information needed for applicant personal data will be gathered from the SF-171, OF-612 or a resume. This option captures an applicants SSN, address, and telephone numbers and assigns new applicants and Applicant ID.

To enter Applicant Personal Data:

1. Select the ***Recruiting*** menu group.
2. Select the ***Identify/Process Applicants*** menu.
3. Select the ***Capture Applicant Data*** menu item.
4. Select the ***Applicant Personal Data*** component. The Find An Existing Value tab - Applicant Personal Data page (**Figure 1**) is displayed.

Applicant Personal Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Applicant ID: [begins with] []
Name: [begins with] []
Last Name: [begins with] []
Social Security Number: []

Include History Correct History Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

Find an Existing Value | Add a New Value

Figure 1. Find An Existing Value tab - Applicant Personal Data page

5. Complete the fields as follows:

- Applicant ID** Enter the applicant's ID.
- Name** Enter the first name of the applicant.
- Last Name** Enter the last name of the applicant.
- Social Security Number** Enter the 9 position social security number.

6. Click **Search**. The Applicant Personal Info tab page (**Figure 3**) is displayed.

OR

Click the **Add A New Value** tab. The Add A New Value tab - Applicant Personal Data page (**Figure 2**) is displayed.

Applicant Personal Data

Find an Existing Value | Add a New Value

Applicant ID: [NEW]
EmpID: [00000000001] []

[Add]

Find an Existing Value | Add a New Value

Figure 2. Add A New Value tab - Job Requisitions page

7. Complete the fields as follows:

- Applicant ID** This field default to **New**.
- EmpID** Enter the employee ID or select data by clicking the search icon.

8. Click **Add**. The Applicant personal Info tab page (**Figure 3**) is displayed.

Figure 3. Applicant Personal Info tab page

9. Complete the fields as follows:

Applicant ID This field is populated from the search/add criteria.

EmplID This field is populated from the search/add criteria.

Applicant Type This field is populated from the search/add criteria.

***Status Code** This field defaults to **Active**. To change, select data from the drop-down list. The valid values are **010-Active**, **020-Hired**, and **030-Inactive**.

Gender/Female This code indicates the sex of the employee. Select this field if the gender of the employee is female.

Gender/Male This code indicates the sex of the employee. Select this field if the gender of the employee is male.

Gender/Unknown This code indicates the sex of the employee. Select this field if the gender of the employee is unknown.

Effective Date This field indicates the date the information is effective. (Usually the date the information is entered or modified.) Enter the effective data or select a date from the calendar icon.

First Enter the first name of the employee. The First name includes upper and lower case letters. When all upper case letters are used, the name will appear out of order on the reports. The first name plus the suffix cannot exceed twenty characters.

Middle Enter the middle name when applicable.

Last Enter the last name of the employee. The Last name includes upper and lower case letters. If all upper case letters are used, the name will appear out of order on the reports.

Suffix Enter the applicable information or select data from the drop-down list. The valid values are:

Suffix Valid Values
I
II
III
IV
Jr
Sr
V
VI

Note: The full name of the employee must be entered for all new hires.

Name The name is populated from the first, middle, last name, and suffix fields.

Pref First Name Enter the employee’s preferred first name, if applicable.

SSN This indicate the applicants social security number. Enter the 9 position SSN.

RNO The Race and National Origin code describes the minority group category into which the employee. Enter the applicable information or select data by clicking the search icon. This field is only available for history correction. The ERI code replaces the RNO code. For more information refer to Guide to Processing Personnel Actions and/or NFC procedure.

Country This field defaults to **USA**. To change, select data by clicking the search icon.

Address This field is populated from the employee ID.

Citizenship Enter the applicable Citizenship Status or select data by clicking the search icon. This field identifies the citizenship status of the employee.

10. Click **Mailing Address** link. The Mailing Address page (**Figure 4**) is displayed.

Figure 4. Mailing Address page

11. Complete the fields as follows:

Country Enter the country or select data by clicking the search icon.

Address This field is populated from the employee Id.

12. Click **OK** to save the information. The Applicant Personal Info tab page (**Figure 3**) is displayed.

OR

Click **Cancel**. The Applicant Personal Info tab page (**Figure 3**) is displayed.

13. Click **Edit Address** link. This field is used to add or modify an address. The Edit Address page (**Figure 5**) is displayed.

Figure 5. Edit Address page

Country	This field is populated from the Mailing Address page (Figure 4).
Address 1	Enter the applicable information.
Address 2	Enter the applicable information.
Address 3	Enter the applicable information.
City	Enter the city or select data by clicking the search icon.
State	Enter the state.
Postal	Enter the zip code.
County	Enter the county.

- Click **OK** to save the information. The Applicant Personal Info tab page (**Figure 3**) is displayed.

OR

Click **Cancel**. The Applicant Personal Info tab page (**Figure 3**) is displayed.

OR

Click **Change Country**. The Look Up Country page (**Figure 6**) is displayed.

Look Up Country

Country: begins with

Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

[View All](#) First 1-100 of 239 [Last](#)

Country	Description
ARW	Aruba
AFG	Afghanistan

Figure 6. Look Up Country

- Select a country. The Mailing Address page (**Figure 4**) is displayed with the updated country.

- Click **OK** to save the information. The Applicant Personal Info tab page (**Figure 3**) is displayed.

OR

Click **Cancel**. The Applicant Personal Info tab page (**Figure 3**) is displayed.

17. Click the **Email** link. The Email Addresses page (**Figure 7**) is displayed.

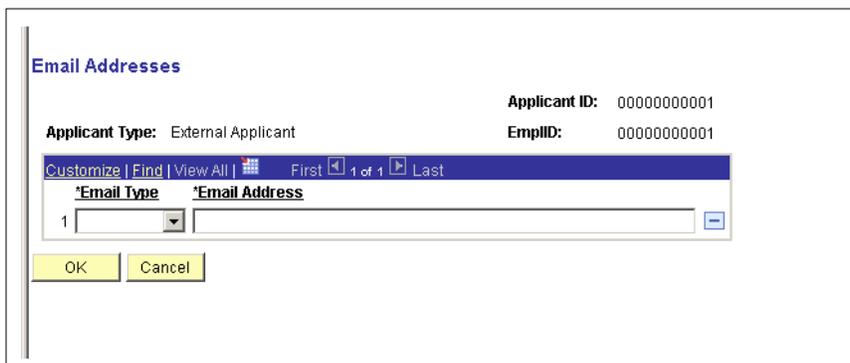


Figure 7. Email Addresses page

18. Complete the fields as follows:

- Applicant ID** This field defaults to **New** for a new applicant or displays the applicant ID when the applicant exists.

- EmpID** This field is populated with the employee ID from the search/add criteria.

- *Email Type** Enter the type of email address or select data from the drop-down list. The valid values are as follows:

Email Type Valid Values
Blackberry
Business
Campus
Dorm
Home
Other

- *Email Address** Enter the email address that corresponds to the email type.

19. Click **OK** to save the information. The Applicant Personal Info tab page (**Figure 3**) is displayed.

OR

Click **Cancel**. The Applicant Personal Info tab page (**Figure 3**) is displayed.

20. Click the **Phones** link. The Phone Information page (**Figure 8**) is displayed.

Phone Information

Applicant ID: 00000000001
 Applicant Type: External Applicant
 EmpID: 00000000001

Phone Type	Telephone
<input type="text"/>	<input type="text"/>

OK Cancel

Figure 8. Phones Information page

21. Complete the fields as follows:

Applicant ID This field defaults to **New** for a new applicant or displays the applicant ID when the applicant exists.

EmpID This field is populated with the employee ID from the search/add criteria.

***Phone Type** Enter the phone type or select data from the drop-down list. The valid values are as follows:

Phone Type Valid Values
Business
Campus
Dormitory
Fax
Flex Ph
Home
Main
Mobile
Other
Pager 1
Pager 2
Telex

Telephone Enter the telephone number that corresponds to the phone type.

22. Click **OK** to save the information. The Applicant Personal Info tab page (**Figure 3**) is displayed.

OR

Click **Cancel**. The Applicant Personal Info tab page (**Figure 3**) is displayed.

23. Click **Save** to save the information. At this point the following options are available:

Step	Description
Click Add	To add additional applicabts information.
Click Update/Display	To update the page.0
Click Include History	To include history information.
Click Correct History	To correct hsitory information.

Application Data

This option contains information about the applicants that are submitted, i.e. recruitment sources, application dates, qualifications, and dispositions of the applicants. The Application Data is used after the personal information is added for the applicant. Enter the applicant’s ID and job requisition number the applicant has applied for on the Application Data pages. This option will also be used to update the disposition , or result of an application.

To enter Application Data:

1. Select the **Recruiting** menu group.
2. Select the **Identify/Process Applicants** menu.
3. Select the **Capture Applicant Data** menu item.
4. Select the **Application Data** component. The Find An Existing Value tab - Application Data page (**Figure 9**) is displayed.

Application Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Applicant ID: begins with [0000000001] 🔍

Job Requisition: begins with []

EmpIID: begins with [0000000001] 🔍

Name: begins with []

Last Name: begins with []

First Name: begins with []

Second Name: begins with []

Alternate Character Name: begins with []

Include History Correct History Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 9. Find An Existing Value tab - Application Data page

5. Complete the fields as follows:

- | | |
|------------------------|-----------------------------------|
| Applicant ID | Enter the applicant’s ID. |
| Job Requisition | Enter the job requisition number. |
| EmpIID | Enter the employee ID number. |

Name Enter the first name of the applicant.

Last Name Enter the last name of the applicant.

6. Click **Search**. The Application Data tab - Application Data page (**Figure 11**) is displayed.

OR

Click the **Add A New Value** tab. The Add A New Value tab -Application Data page (**Figure 10**) is displayed.

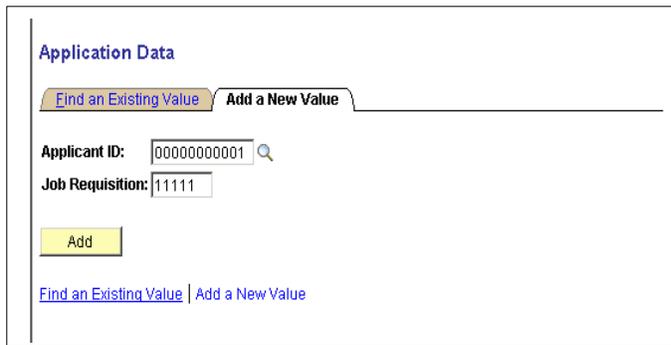


Figure 10. Add A New Value tab - Application page

7. Complete the fields as follows:

Applicant ID This field default to **New**.

EmplID Enter the employee ID or select data by clicking the search icon.

8. Click **Add**. The Applicant Personal Info tab page (**Figure 11**) is displayed.

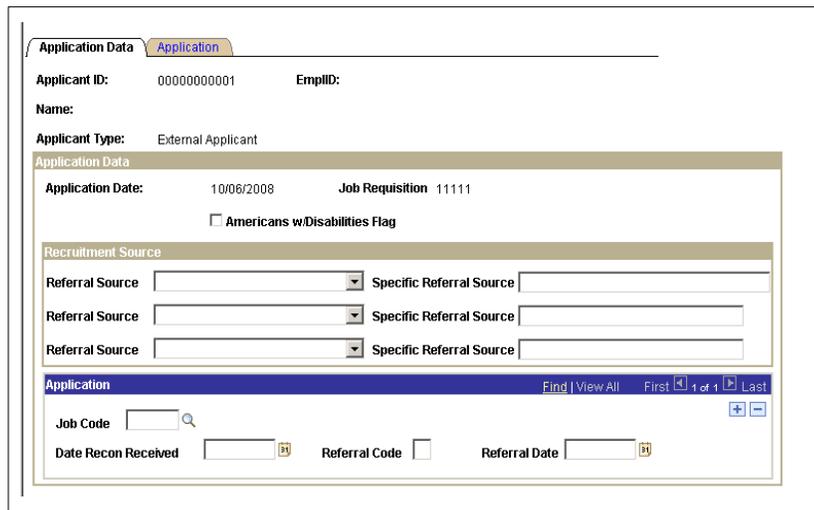


Figure 11. Application Data tab - Application Data page

9. Complete the fields as follows:

- Applicant ID** This field is populated from the search/add criteria.
- EmplID** This field is populated from the search/add criteria.
- Applicant Type** This field is populated from the search/add criteria.
- Application Date** This field indicates the date the application was entered. This field is populated.
- Job Requisition** This field indicates the number assigned to the requisition to which the applicant is applying. This field is populated.
- Americans w/Disabilities Flag** This field indicates if the applicant applies through the disability program.
- Referral Source** This field indicates the recruitment source for the application. Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Referral Source Valid Values
Advertisement
Agency
Client Referral
College Recommendation
College Recruiting
Employee
Employment Security Bureau
Executive Referral
Executive Search
FRS's Fed Career Opportunities
Fed, State, Local Job Info Cntr
Former Employee
Friend/Relative Working At LC
Friend/Relative not at LC
Job Fair
Job Postings
LC Employment Hotline
LC Information Bulletin
LC Recruitment At School
LC Website

Referral Source Valid Values
Magazine
Minority/Special Recruiting Serv
Monster.com Website
Newspaper
OPM Website
Open House
Other Private Source
Other Source
Phone Calls To LC Job Center
Phone Inquire
Poster
Professional Association
Radio/TV
Religious Organization
School Counselor/Other Officials
State Employment Office
Unknown
Unsolicited
VA Circulated To Fed Agency
VA Circulated To Libr School
VA Posted On LC Bulletin Board
Walk-in

Specific Referral Source This field indicates the specific source if the source is a national organization or other general source. Enter the source.

Job Code This field indicates the grade level of the job. Enter the job code or select data by clicking the search icon.

Date Recon Received This field indicates the date the reconsideration was received. Enter the date or select a date from the calendar icon.

Referral Code This field indicates if the applicant was referred to a rating panel. Check is box if applicable.

Referral Date This field indicates the date the applicant was referred to a rating panel. Enter the date or select a date from the calendar icon.

10. Click the **Application** tab. The Application tab - Application Data page (**Figure 12**) is displayed.

The screenshot displays the 'Application Data' page within the 'Application' tab. It features several data fields and sections:

- Applicant ID:** 00000000001
- EmplID:** (empty)
- Applicant Type:** (empty)
- Name:** (empty)
- Status Code:** 010-Active
- Status Date:** 10/06/2008
- Reason:** (empty)
- Application Date:** 10/06/2008
- Job Requisition:** 11111
- Job Code:** (empty)
- Qualifications:** A section with a search bar, a dropdown menu, and a date field. It includes navigation controls: 'Find | View All', 'First', '1 of 1', and 'Last'.
- Letter Code:** (empty)
- Disposition:** A section with a search bar and a dropdown menu. It includes navigation controls: 'Find | View All', 'First', '1 of 1', and 'Last'.
- *Disposition Code:** (empty)

Figure 12. Application tab - Application Data page

11. Complete the fields as follows:

- | | |
|-------------------------|--|
| Applicant ID | This field is populated from the search/add criteria. |
| EmplID | This field is populated from the search/add criteria. |
| Applicant Type | This field is populated from the search/add criteria. |
| Name | This field is populated with the name of the applicant. |
| Status Code | This field is populated from the applicant personal info page. |
| States Date | This field is populated from the applicant personal info page. |
| Application Date | This field indicates the date the application was entered. This field is populated. |
| Job Requisition | This field indicates the number assigned to the requisition to which the applicant is applying. This field is populated. |
| Job Code | This field is populated from the search/add criteria. |

Qualification This field indicates the qualifications determination of the applicant. Enter the qualification or select data from the drop-down list. The valid values are as follows:

Qualification Valid Values
Application Received
Better Qualified
Does Not Meet Min Quals
Minimally Qualified
Not Qualified
Qualified
Well Qualified

Qualification Date This field indicates the date the qualification was effective. When first entering an application, this date should be the date the application was received. Enter the date or select a date from the calendar icon.

Letter Code This field indicated the type of letter that was sent to the applicant to inform the applicant what has happened with the application. When first adding an applicant to the requisition, the code **AR**, application received, should be entered. Enter the letter code or select data by clicking the search icon.

12. Click **Save** to save the information. At this point the following options are available:

Step	Description
Click Add	To add additional application information.
Click Update/Display	To update the page.
Click Include History	To include history information.
Click Correct History	To correct history information.

Disposition Table

This option contains the panel scores given to minimally qualified applicants that are sent to a rating panel.

To enter Disposition Table data:

1. Select the **Recruiting** menu group.
2. Select the **Identify/Process Applicants** menu.
3. Select the **Capture Applicant Data** menu item.
4. Select the **Disposition Table** component. The Find An Existing Value tab - Disposition Table page (**Figure 13**) is displayed.

Figure 13. Find An Existing Value tab - Disposition Table page

5. Complete the fields as follows:

Search By Enter the applicable information or select data from the drop-down list. The valid values are **Application Disposition Code** and **Description**.

Begins With Enter the information that corresponds to the search by criteria.

6. Click **Search**. The Disposition tab page (**Figure 15**) is displayed.

OR

Click the **Add A New Value** tab. The page (**Figure 14**) is displayed.

Figure 14. Add A New Value tab - Disposition Table page

7. Complete the fields as follows:

Application Disposition Code Enter the disposition code.

8. Click **Add**. The Disposition Table tab page (**Figure 15**) is displayed.

Figure 15. Disposition Table tab page

9. Complete the fields as follows:

- | | |
|--------------------------|---|
| Disposition Code | This field is populated from the search/add criteria. |
| *Effective Date | This field defaults to the current date. To change, select a date from the calendar icon. |
| Status | Enter the status or select data by clicking the search icon. |
| Description | Enter the literal for the disposition code. |
| Short Description | Enter the short literal description for the disposition code. |

10. Click **Save** to save the information. At this point the following options are available:

Step	Description
Click Add	To add additional disposition information.
Click Update/Display	To update the page.
Click Include History	To include history information.
Click Correct History	To Correct history information.

LC Application Rating

This option captures the applicant panel scores. The Load Applicant Rating report must be generated before entering rating information. For more information refer to [Recruiting Reports - Load Applicant Rating](#) of this procedure.

To enter LC Application Rating data:

1. Select the **Recruiting** menu group.
2. Select the **Identify/Process Applicants** menu.

3. Select the **Capture Applicant Data** menu item.
4. Select the **LC Applicant Rating** component. The Find An Existing Value tab - LC Applicant Rating page (**Figure 16**) is displayed.

LC Applicant Rating
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Job Requisition: begins with []

Job Code: begins with []

Applicant ID: begins with []

EmpID: begins with []

Qualifications Determination: = [] Minimally Qualified

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Figure 16. Find An Existing Value tab -LC Applicant Rating page

5. Complete the fields as follows:

Job Requisition Enter the job requisition number.

Job Code Enter the job code.

Applicant ID Enter the applicant’s ID.

EmpID Enter the employee ID number.

Qualifications Determination Enter the qualification determination or select data from the drop-down list. The valid values are as follows:

Qualifications Determination Valid Values
Application Received
Better Qualified
Does Not Meet Min Quals
Minimally Qualified
Not Qualified
Qualified
Well Qualified

6. Click **Search**. The LC App Rating tab page (**Figure 18**) is displayed.

OR

Click the **Add A New Value** tab. The Add A New Value tab - LC Applicant Rating page (**Figure 17**) is displayed.

Figure 17. Add A New Value tab - LC Applicant Rating page

7. Complete the fields as follows:

Job Requisition Enter the job requisition number.

Job Code Enter the job code.

Applicant ID Enter the applicant’s ID.

EmplID Enter the employee ID number.

Qualifications Determination Enter the qualification determination or select data from the drop-down list. The valid values are as follows:

Qualification Valid Values
Application Received
Better Qualified
Does Not Meet Min Quals
Minimally Qualified
Not Qualified
Qualified
Well Qualified

8. Click **Add**. The LC App Rating tab page (**Figure 18**) is displayed.

Figure 18. LC App Rating tab page

9. Complete the fields as follows:

- | | |
|---------------------------|--|
| Job Requisition | This field indicates the number assigned to the requisition to which the applicant is applying. This field is populated. |
| Requisition Type | This field is populated from the search/add criteria. |
| Requisition Status | This field is populated. |
| Applicant ID | This field is populated from the search/add criteria. |
| Job Code | This field is populated. |
| Panel Member | Enter the panel member’s ID or select data by clicking the search icon. |

Tab to the first score field and enter the score for KSA #1. To move from one score to the next, press the **Tab** key.

To insert the next panel member’s score, click the **>**. The next panel member’s name will display and ready for entry of the second panel member’s score. Repeat as applicable. The rating panel totals will automatically calculate.

10. Click **Save** to save the information.

11. Click **Add** to add additional disposition information.

OR

Click **Update/Display** to update the page.

Applicant Summary

This option displays a listing of requisitions that an applicant has applied for and the current status of the application.

To enter Applicant Summary data:

1. Select the **Recruiting** menu group.
2. Select the **Identify/Process Applicants** menu.
3. Select the **Capture Applicant Data** menu item.
4. Select the **Applicant Summary** component. The Find An Existing Value tab - Applicant Summary page (**Figure 19**) is displayed.

Figure 19. Find An Existing Value tab -LC Applicant Rating page

5. Complete the fields as follows:

Search By

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Search By Valid Values
Alternate Character Name
Applicant ID
Empl ID
First Name
Job Requisition
Last Name
Name
Second Name

Begins With

Enter the information that corresponds to the criteria entered in the search by.

6. Click **Search**. The Applicant Summary tab page (**Figure 20**) is displayed. this is a view only option.

Applicant Summary							
Name	Pritchett, Helen L.						
Applicant ID	002032						
Application Data							
Job Req	Job Code	PP-Series-Grade	Qual	Disp	Date	Refer	Refer Dt
990353							

Figure 20. Applicant Summary tab page

Job Requisition Postings

[Processing Job Requisition Data](#)

Processing Job Requisition Data

To Process Job Requisition data:

1. Select the **Recruiting** menu group.
2. Select the **Job Requisition/Postings** menu.
3. Select the **Process Job Requisition** component. The Find An Existing Value tab - Job Requisitions page (**Figure 21**) is displayed.

Job Requisitions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Job Requisition: begins with [] []
Job Code: begins with [] [] []
Staffing Specialist: begins with [] [] []

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Figure 21. Find An Existing Value tab - Job Requisitions page

4. Complete the fields as follows:

Job Requisition Number Enter the job requisition number.

Job Code Enter the job code (Master Record) number or select data by clicking the search icon.

Staffing Specialist Enter the staffing specialist’s employee ID or select data by clicking the search icon.

5. Click **Search**. The page (**Figure 23**) is displayed.

OR

Click the **Add A New Value** tab. The Add A New Value tab - Job Requisitions page (**Figure 22**) is displayed.

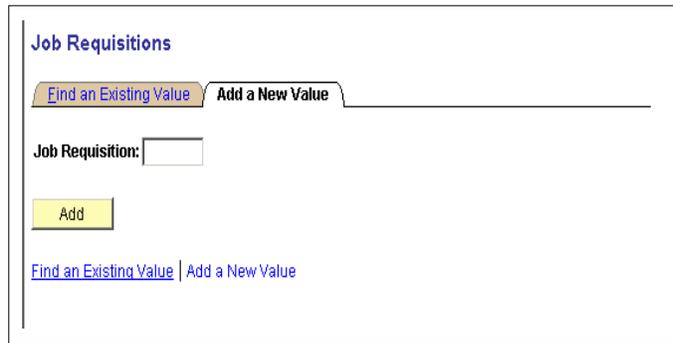


Figure 22. Add A New Value tab - Job Requisitions page

6. Complete the fields as follows:

Job Requisition Enter the job requisition number.

7. Click **Add**. The Requisition Info tab - Job Requisitions page (**Figure 23**) is displayed.

Figure 23. Requisition Info tab - Job Requisition page

8. Complete the fields as follows:

Job Requisition

This field is populated with the job requisition number from the search/add criteria.

Status

This field is populated with the status of the job requisition number.

Status Date

This field is populated with the status date of the job requisition number.

***Recruitment Template**

This field is the type of requirement. Enter the recruitment template name or select data by clicking the search icon.

Position Type

Enter the type of position or select data from the drop-down list. The valid values are **Indefinite**, **Permanent** and **Temporary**.

Type Of Positing

Enter the type of positing or select data from the drop-down list. The valid values are as follows:

Type Of Position Valid Values
Extended
Limited

Type Of Position Valid Values
MARS
MARSLTD
Open
Regular
Special
Targeted

Tour Of Duty

Enter the tour of duty or select data from the drop-down list. The valid values are as follows:

Tour Of Duty Valid Values
FT Seas
Full Time
Intermittent
PT Seas
PT Share
Part Time

***Target Openings**

Enter the number of positions available.

Filled

This field is populated with the number of filled position for this job requisition.

Available Openings

This field is populated with the number of available openings for this job requisition.

Date Opened

Enter the date the job requisition opened or select a date from the calendar icon.

Scheduled Close Dt

Enter the scheduled closing date of the job requisition or select a date from the calendar icon.

Extended Close Dt

Enter the extended date of closing for the job requisition or select a date from the calendar icon if applicable.

***Requisition Type**

Enter the type of requisition or select data from the drop-down list. The valid values are **Internal**, **Open Competition**, **Merit Promotion**, and **Other**.

Area Of Consideration

Enter the area of consideration to be used for the job requisition or select data from the drop-down list. The valid values are as follows:

Areas Of Consideration Valid Values
APFO Only
Agency
All Sources
External Governmental
FAS Only
FAS Nationwide
FSA Only
FSA Statewide
Federal Government
Government-wide
NRCS Nationwide
NRCS Only
NRCS Statewide
RMA Only
Sub Agency
Worldwide

***Business Unit** Enter the business unit to be used in the job requisition or select data by clicking the search icon.

Department Enter the business unit to be used in the job requisition or select data by clicking the search icon.

***Business Unit** Enter the department to be used in the job requisition or select data by clicking the search icon.

***Job Code** Enter the job code (Master record number) to be used in the job requisition or select data by clicking the search icon.

Official Position Title/PP/Series/GR This field is populated from the job code.

Primary Check this box if this is the primary job code.

***Position Number** Enter the position number to be used in the job requisition or select data by clicking the search icon.

***Organizational Position Title/Job Code/** This field is population from the position number.

Primary Check this box if this is the primary position number.

***Location** Enter the location to be used in the job requisition or select data by clicking the search icon.

Description/State Country This field is populated from the location.

***Opening** Enter the number of openings at the location.

***Job Requisition Status** Enter the job requisition status or select data from the drop-down list. the valid values are as follows:

Job Requisition Status Valid Values
Assigned To Classifier
Completes Certification
Contractor Completes
Final Facilitation
Final Referral List
HR Notifies Selected Applicant
Initial Referral List
Job Analysis Completed
Job analysis Starts
Level 2AA Review
Other - See Comments
PAR Initiated
PD Sent To Service Unit
Paperwork Received
Reconsideration Begins
Reconsideration Ends
Request For Class
Selection Made Tentative Offer
Sent To Contractor
Spec Review Min Qual
VA Completed - Applicant Accepts
VA Opens
VA Extended
VAR Received
Vacancy Closes
Vacancy Cancelled
Vacancy Reopened

***Status Date** Enter the status date for the job requisition status or select a date from the calendar icon.

Date Authorized Enter the date authorized for the job requisition status or select a date from the calendar icon.

- Originator** Enter the originator of the job requisition or select data by clicking the search icon.

- Authorizer** Enter the authorizer or select data by clicking on the search icon.

- Staffing Specialist** Enter the staffing specialist for the job requisitioner or select data by clicking on the search icon.

- Interviewer ID** Enter the employee ID of the interviewer or select data by clicking the search icon.

- Name** The name is populated from the interviewer ID.

9. Click **Employment Conditions** link. The Employment Conditions page (**Figure 24**) is displayed.

Figure 24. Employment Conditions page

10. Complete the fields as follows:

- Job Code** This field is populated from the job code entered on the Requisition Info tab.

- Salary Range To** Enter the ending salary range for the job requisition.

- Pay Frequency** Enter the pay frequency or select data from the drop-down list. The valid values are as follows:

- Salary Range From** Enter the from salary range for the job requisition.

To Enter the ending salary range for the job requisition.

Pay Frequency Enter the pay frequency or select data from the drop-down list. The valid values are as follows:

Pay Frequency Valid Values
Annual
Bi-weekly
Fee Basis
Hour
Month
Per Day
Per Diem
Per Hour
Per Month
W/O Comp
Year

Supervisor Level Enter the supervisor level or select data from the drop-down list. The valid values are as follows:

Supervisor Level Valid Values	Description
2	Supv/Mgr
4	Supv CSRA
5	Mgmt CSRA
6	Leader
7	Team Lead
8	Other

FLSA Status Enter the FLSA status or select data from the drop-down list. The valid values are **Exempt** and **Non Exempt**.

Summer Appointment Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Summer Appointment Valid Values
Cooperative Education
Federal Internship Program
Student Temporary Edu Program
Summer employment
University Work Study
Volunteer Service

***Full/Part -Time** Enter the full time or part time status or select data from the drop-down list. The valid values are as follows;

Full/Part-Time Valid Values
FT Season
Full-Time
Intermittent
PT S Job S
PT Season
PT Shor
Part Time
Either

***Desired Shift** Enter the shift or select data from the drop-down list. The valid values are as follows:

Desired Shift Valid Values
Any
1
2
3
Compressed
N/A
Rotating

Standard Hours Enter the standard hours.

***Regular/Temporary** Enter the applicable data or select data from the drop-down list. The valid values are as follows:

Regular/Temporary Valid Values
Either
Permanent
Regular
Temp

Not To Exceed Date Enter the date or select a date from the calendar icon.

NTE Days Enter the number of days.

Leo Position Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Leo Position Valid Values
Leo Posn pay Under 7AF
LEO Position Under 7KF
N/A

Job Sensitivity Enter the applicable data for select data from the drop-down list. The valid values are as follows:

Job Sensitivity Valid Values
Critical Sensitive
High Risk
Non-Critical Sensitive
Special Sensitive

Pay Plan This field is populated from the position

Grade Enter the grade or select data by clicking the search icon.

Occupational Series This field is populated from the position entered.

Type Of Appointment Enter the type of appointment or select data from the drop-down list. The valid values are as follows:

Type Of Appointment Valid Values
Complete-Career, SCS Career
Complete-Career-Conditional
Complete-Temporary, Spl Need
Complete-Term, Taper, Indef
Excepted-Conditional
Excepted-Indefinite-Limit
Excepted-Permanent, SCS Non Car
Excepted-Temp, SCS-Time-Limited

Travel Percentage Enter the percentage of travel necessary for the job or select data from the drop-down list. The valid values are as follows:

Travel Percentage Valid Values
25 - 50%
50 - 75%
75 - 100%
< 25%
None

PATCOB Code This field is populated.

11. Click **OK**. the Requisition Info page is displayed.

OR

Click **Cancel** to cancel the information on the page.

12. Click **Recruiting Office Information** link. The Recruiting Office Information page (**Figure 25**) is displayed.

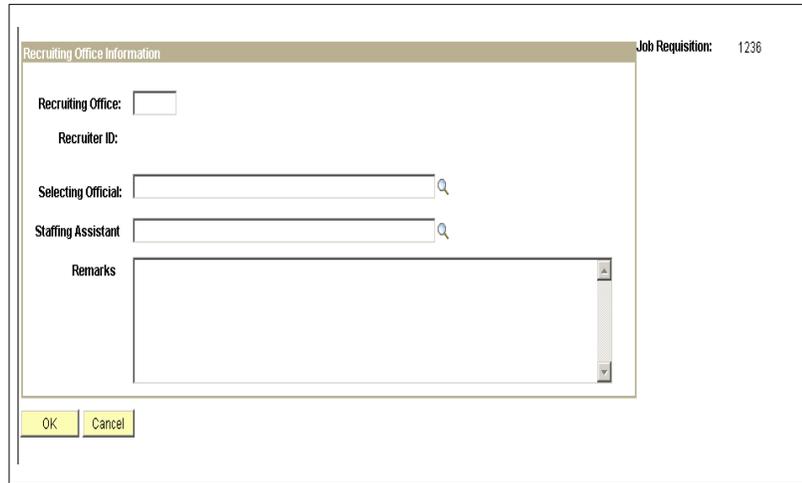


Figure 25. Recruiting Office Information page

13. Complete the fields as follows:

Date Authorized	Enter the date or select a date from the calendar icon.
Originator	Enter the originator or select data by clicking the search icon.
Authorizer	Enter the person authorizing the recruitment or select data by clicking the search icon.
Staffing Specialist	Enter the staffing specialist for this recruitment or select data by clicking the search icon.
Interviewer	Enter the interviewer's ID or select data by clicking the search icon. This name is populated from the ID selected.

14. Select **Requisition Info 2**. The Requisition Info 2 tab - Job Requisition page (**Figure 26**) is displayed.

The screenshot displays the 'Requisition Info 2' tab in the EmpowHR system. At the top, it shows 'Job Requisition: 123456', 'Status: 010-Open', and 'Status Date: 10/02/2008'. Below this is the 'Recruiting Restrictions' section, which includes a 'Duration of Position' field with radio buttons for 'Days', 'Years', 'Date', 'Months', and 'Not Applicable'. There are also tables for 'Required Tests' and 'Priority Placement Considerations'. The 'Screening Criteria' section has a dropdown for 'Level' set to 'Preliminary Screening'. The 'Education and Experience' section includes an 'Importance' dropdown set to '3-Average' and a 'Mandatory' checkbox. The 'Screening Questions' section has a 'Question Set ID' field and a 'Load From Set' button. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

Figure 26. Requisition Info 2 tab - Job Requisition page

15. Complete the fields as follows:

- | | |
|------------------------|---|
| Job Requisition | This field is populated with the job requisition number. |
| Status | This field is populated with the status of the requisition. |
| Status Date | This field is populated with the status date of the job requisition. |
| Duration | This field indicates the duration of the position. Enter the applicable information. |
| Days | Check this box if applicable. |
| Years | Check this box if applicable. |
| Date | Check this box if applicable. Enter the date or select a date from the calendar icon. |
| Months | Check this box if applicable. |
| Not Applicable | Check this box if applicable. |

***Test ID** This field indicates if any test is required for the job. Enter the test ID or select data by clicking the search icon.

Program This field indicates the priority placement program. Enter the test ID or select data by clicking the search icon.

***Level** This field indicates the screening level. Enter the screening level or select data from the drop-down list. The valid values are **Preliminary Screening** and **Final Screening**.

***Education And Experience/Importance** This field indicates the importance of education. Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Education Valid Values	Description
1	Low
2	Below Average
3	Average
4	Above Average
5	High

Mandatory Check this box if the the importance of education is mandatory.

Education Enter the level of education necessary or select data from the drop-down list. The valid values are as follows:

Education Valid Values
1 Year College
2 Years College
3 Years College
4 Years College
6 Yr College - No Degree
Associates Degree
Bachelors Degree
Elementary School
First Profession
HS Grad Or Equivalent
Masters Degree
No Formal Education
Post 6th Year Degree
Post - Bachelors Work

Education Valid Values
Post Doctorate Work
Post - First Professional
Post - Masters Work
Some College
Some HS - Didn't Graduate

Years Of Work Experience This field indicates the number of year of work experience necessary for the job. Enter the number of years.

Question Set Id Enter the set ID for this recruitment or select data by clicking the search icon.

Question ID Enter the question ID for this recruitment or select data by clicking the search icon.

Long Description This field is populated from the question ID selected.

Answer Manadory Check this field if applicable.

Long Description This field is populated from the question ID selected.

16. Click **Assign Weights** link. The Assign Weights page (**Figure 27**) is displayed.

Figure 27. Assign Weights page

17. Complete the fields as follows:

Question This field is populated with the question from the requisition info page.

Description This field is populated with the description for the question.

Correct Answer Check this box if applicable.

Points Enter the number of points for each question.

18. Click **OK** to save the information.

OR

Click **Cancel** to clear the page.

19. Select **Panel Information** tab. The Panel Information tab - Job Requisition page (**Figure 28**) is displayed.

The screenshot shows a web application interface with three tabs: 'Requisition Info', 'Requisition Info 2', and 'Panel Information'. The 'Panel Information' tab is active. At the top, it displays 'Job Requisition: 123456', 'Status: 010-Open', and 'Status Date: 10/02/2008'. Below this is a 'Panel Information' section with a search bar for 'Job Code', a 'Primary Jobcode' checkbox, and date pickers for 'Begin Date' and 'End Date'. There are also fields for 'Spearman Rho Date' and 'Spearman Rho Score', along with a 'Spearman Rho Passed?' checkbox. A 'Panel Members' table is shown below, with columns for 'Panel Member', 'Race', and 'Gender'. At the bottom of the page, there are 'Save', 'Add', and 'Update/Display' buttons.

Figure 28. Panel Information tab - Job Requisition page

20. Complete the fields as follows:

Job Requisition This field is populated with the job requisition number.

Status This field is populated with the status of the requisition.

***Job Code** This field indicates the grade level. Enter the grade level or search data by clicking the search icon.

Begin Date This field indicates the panel begin data. Enter the begin date or select a date from the calendar icon.

End Date This field indicates the panel end data. Enter the begin date or select a date from the calendar icon.

Spearman Rho Date	This field indicates the date spearman RHO analysis was conducted. Enter the begin date or select a date from the calendar icon.
Spearman Rho Score	This field indicates the score received. Enter the score.
Spearman Rho Passed	This field indicates if the panel scores passed the analysis. Check this box if applicable.
Panel Member	This field indicates the employee ID of the panel member. Enter the panel member or select data by clicking the search icon. The race and gender will populate.
Points	Enter the number of points for each question.

21. Click **Save**. At this point the following options are available:

Step	Description
Click Add	To add additional job requisition.
Click Update/Display	To update the page.
Click Include History	To include the transaction in history.
Click Correct History	To correct the transaction in history.

Recruiting Reports

This section contains the following topics:

- [VA Status Of Specialist](#)
- [VA Status By Organization](#)
- [VA Score Sheet](#)
- [Specialist Referral List](#)
- [Requisition Worksheet](#)
- [Panel Paperwork](#)
- [Requisition Letters](#)
- [Daily Recruitment](#)
- [Load Applicant Rating](#)

VA Status Of Specialist

To search for a VA Status By Specialist report:

1. Select the **Recruiting** menu group.
2. Select the **Reports** menu.
3. Select the **VA Status By Specialist** component. The Find An Existing Value tab - VA Status By Specialist page (**Figure 29**) is displayed to locate an existing report.

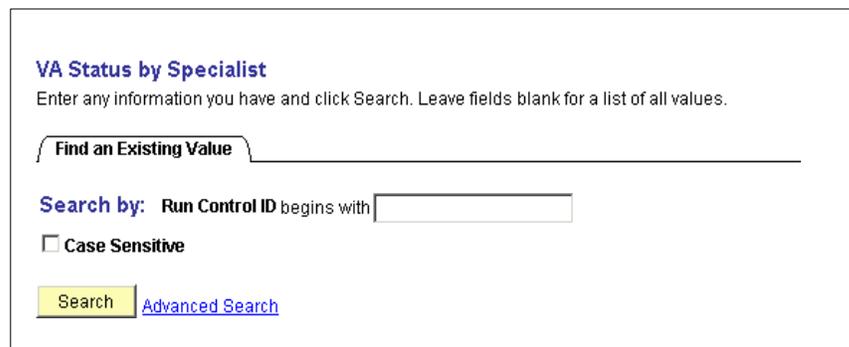


Figure 29. Find An Existing Value tab - VA Status By Specialist page

4. Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

5. Click **Search**. The Runctl As of date page (**Figure 30**) is displayed.

Figure 30. Runctl Asofdate page

6. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list.
The valid values are listed below:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

As Of Date Enter the as of date for the report or select a date from the calendar icon.

- Click **Save**. At this point, the following options are available:

Step	Description
Click Return To Search	To search for another report.
Click Notify	To notify a person in the workflow.
Click Report Manager	For more information on this topic refer to Report Manager of this manual.
Click Process Monitor	For more information on this topic refer to Process Monitor of this manual.
Click Run	For more information on this topic refer to Run of this manual.

VA Status By Organization

To search for a VA Status By Organization report:

- Select the **Recruiting** menu group.
- Select the **Reports** menu.
- Select the **VA Status By Organization** component. The Find An Existing Value tab - VA Status By Organization page (**Figure 31**) is displayed to locate an existing report.

Figure 31. Find An Existing Value tab - VA Status By Organization page

- Complete the field as follows:

Search By/Run Control ID Begins With The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

- Click **Search**. The Runctl As of Date page (**Figure 32**) is displayed.

Figure 32. Runctl Asofdate page

6. Complete the fields as follows:

Language Enter the language or select data from the drop-down list.
The valid values are listed below:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

As Of Date Enter the as of date for the report or select a date from the calendar icon.

7. Click **Run**. The Process Scheduler Request page (**Figure 11**) is displayed. At this point the following options are available:

Step	Description
Click Save	To save the information.
Click Return To Search	To search for another report.
Click Notify	To send the information to a person in the workflow.
Click Report Manager	The Report Manager tabs are displayed. For more information, refer to Report Manager in this manual.

VA Score Sheet

To search for VA Score Sheet report:

1. Select the **Recruiting** menu group.
2. Select the **Reports** menu.
3. Select the **VA Score Sheet** component. The Find An Existing Value tab - VA Status Score Sheet page (**Figure 33**) is displayed to locate an existing report.

Figure 33. Find An Existing Value tab - VA Score Sheet page

4. Complete the field as follows:

Search By/Run Control ID Begins With The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

5. Click **Search**. The Runctl App014 page (**Figure 34**) is displayed.

Figure 34. Runctl App014 page

6. Complete the fields as follows:

Language Enter the language or select data from the drop-down list.
The valid values are listed below:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition Enter the requisition date for the report or select a date from the calendar icon.

- Click **Run**. The Process Scheduler Request page (**Figure 11**) is displayed. At this point the following options are available:

Step	Description
Click Save	To save the information.
Click Return To Search	To search for another report.
Click Notify	To send the information to a person in the workflow.
Click Report Manager	The Report Manager tabs are displayed. For more information refer to Report Manager in this manual.

Specialist Referral List

To search for Specialist Referral List report:

- Select **Recruiting** menu group.
- Select the **Reports** menu.
- Select the **Specialist Referral List** component. The Find An Existing Value tab - Specialist Referral List page (**Figure 35**) is displayed to locate an existing report.

Specialist Referral List
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find An Existing Value

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Figure 35. Find An Existing Value tab - Specialist Referral List page

- Complete the field as follows:

Search By/Run Control ID Begins With	The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.
---	--
- Click **Search**. The Runctl App014 page (**Figure 36**) is displayed.

Figure 36. Runctl App014 page

6. Complete the fields as follows:

Language Enter the language or select data from the drop-down list.
The valid values are listed below:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition Enter the requisition date for the report or select a date from the calendar icon.

- Click **Run**. The Process Scheduler Request page (**Figure 11**) is displayed. At this point the following options are available:

Step	Description
Click Save	To save the information.
Click Return To Search	To search for another report.
Click Notify	To send the information to a person in the workflow.
Click Report Manager	The Report Manager tabs are displayed. For more information refer to Report Manager in this manual.

Requisition Worksheet

To search for Requisition Worksheet report:

- Select the **Recruiting** menu group.
- Select the **Reports** menu.
- Select the **Requisition Work Sheet** component. The Find An Existing Value tab - Requisition Worksheet page (**Figure 37**) is displayed to locate an existing report.

Requisition Worksheet
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Figure 37. Find An Existing Value tab - Requisition Worksheet page

- Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

- Click **Search**. The Work Sheet page (**Figure 38**) is displayed.

Figure 38. Work Sheet page

6. Complete the fields as follows:

Language Enter the language or select data from the drop-down list.
The valid values are listed below:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition Enter the requisition date for the report or select a date from the calendar icon.

- Click **Run**. The Process Scheduler Request page (**Figure 11**) is displayed. At this point the following options are available:

Step	Description
Click Save	To save the information.
Click Return To Search	To search for another report.
Click Notify	To send the information to a person in the workflow.
Click Report Manager	The Report Manager tabs are displayed. For more information refer to Report Manager in this manual/

Panel Paperwork

To search for a Panel Paperwork report:

- Select the **Recruiting** menu group.
- Select the **Reports** menu.
- Select the **Panel Paperwork** component. The Find An Existing Value tab - Panel Paperwork page (**Figure 39**) is displayed.

Figure 39. Find An Existing Value tab - Panel Paperwork page

- Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

- Click **Search**. The Runctl App014 page (**Figure 40**) is displayed.

Figure 40. Runctl App014 page

6. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list.
The valid values are listed below:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition

Enter the requisition date for the report or select a date from the calendar icon.

- Click **Run**. The Process Scheduler Request page (**Figure 11**) is displayed. At this point the following options are available:

Step	Description
Click Save	To save the information.
Click Return To Search	To search for another report.
Click Notify	To send the information to a person in the workflow.
Click Report Manager	The Report Manager tabs are displayed. For more information refer to Report Manager in this manual.

Requisition Letters

To search for a Requisition Letters report:

- Select the **Recruiting** menu group.
- Select the **Reports** menu.
- Select the **Requisition Letters** component. The Find An Existing Value tab - Recruitment Letters page (**Figure 41**) is displayed.

Recruitment Letters
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

Figure 41. Find An Existing Value tab - Recruitment Letters page

- Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

- Click **Search**. The Runtcl App014 page (**Figure 42**) is displayed.

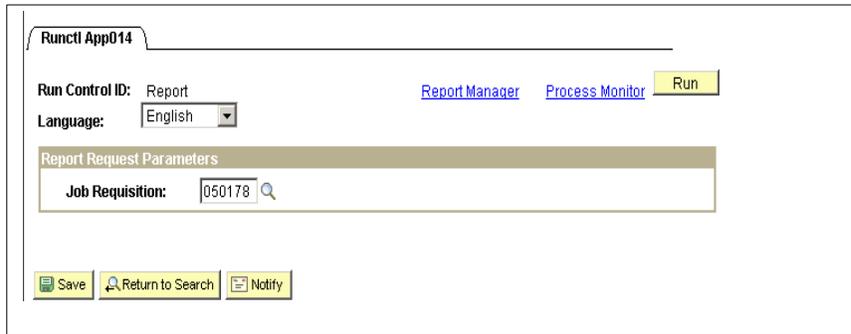


Figure 42. Runctl App014 page

6. Complete the fields as follows:

Language Enter the language or select data from the drop-down list.
The valid values are listed below:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requisition Enter the requisition date for the report or select a date from the calendar icon.

7. Click **Run**. The Process Scheduler Request page (**Figure 11**) is displayed. At this point the following options are available:

Step	Description
Click Save	To save the information.
Click Return To Search	To search for another report.
Click Notify	To send the information to a person in the workflow.
Click Report Manager	The Report Manager tabs are displayed. For more information, refer to Report Manager in this manual.

Daily Recruitment

To search for a Daily Recruitment report:

1. Select **Recruiting** from the *EmpowHR* menu.
2. Select the **Reports** menu.
3. Select the **Daily Recruitment** component. The Find An Existing Value tab - Recruitment page (**Figure 43**) is displayed.

Figure 43. Find An Existing Value tab - Daily Recruitment page

4. Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

5. Click **Search**. The Prcsrunctl page (**Figure 44**) is displayed.



Figure 44. Prcsruncntl page

6. Click **Run**. The Process Scheduler Request page (Figure 11) is displayed. At this point the following options are available:

Step	Description
Click Save	To save the information.
Click Return To Search	To search for another report.
Click Notify	To send the information to a person in the workflow.
Click Report Manager	The Report Manager tabs are displayed. For more information, refer to Report Manager in this manual.

Load Applicant Rating

To search for a Load Applicant Rating report:

1. Select **Recruiting** menu group.
2. Select the **Reports** menu.
3. Select the **Load Applicant Rating** component. The Find An Existing Value tab - Load Applicant Rating page (Figure 45) is displayed.

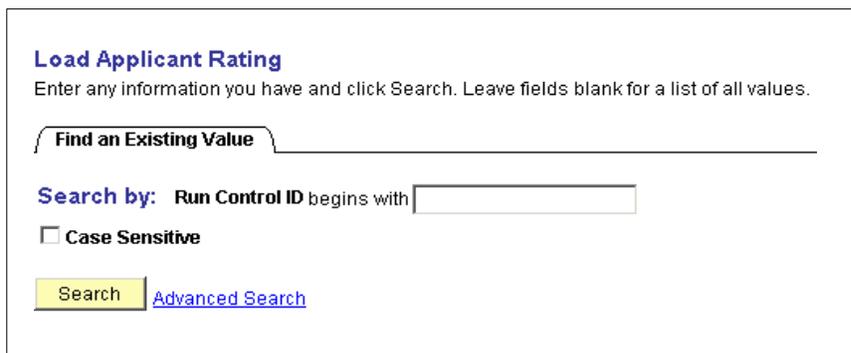


Figure 45. Find An Existing Value tab - Load Applicant Rating page

- Complete the field as follows:

Search By/Run Control ID Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the applicable information.

- Click **Search**. The Load Appl Rating page (**Figure 46**) is displayed.

Figure 46. Load Appl Rating page

- Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Valid Values
Arabic
Can French
Czech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish

Language Valid Values
TChinese
Thai
Turkish

Job Requisition

Enter the requisition date for the report or select a date from the calendar icon.

7. Click **Run**. The Process Scheduler Request page (**Figure 11**) is displayed. At this point the following options are available:

Step	Description
Click Save	To save the information.
Click Return To Search	To search for another report.
Click Notify	To send the information to a person in the workflow.
Click Report Manager	The Report Manager tabs are displayed. For more information, refer to Report Manager in this manual.

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This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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