





Creating a Requisition

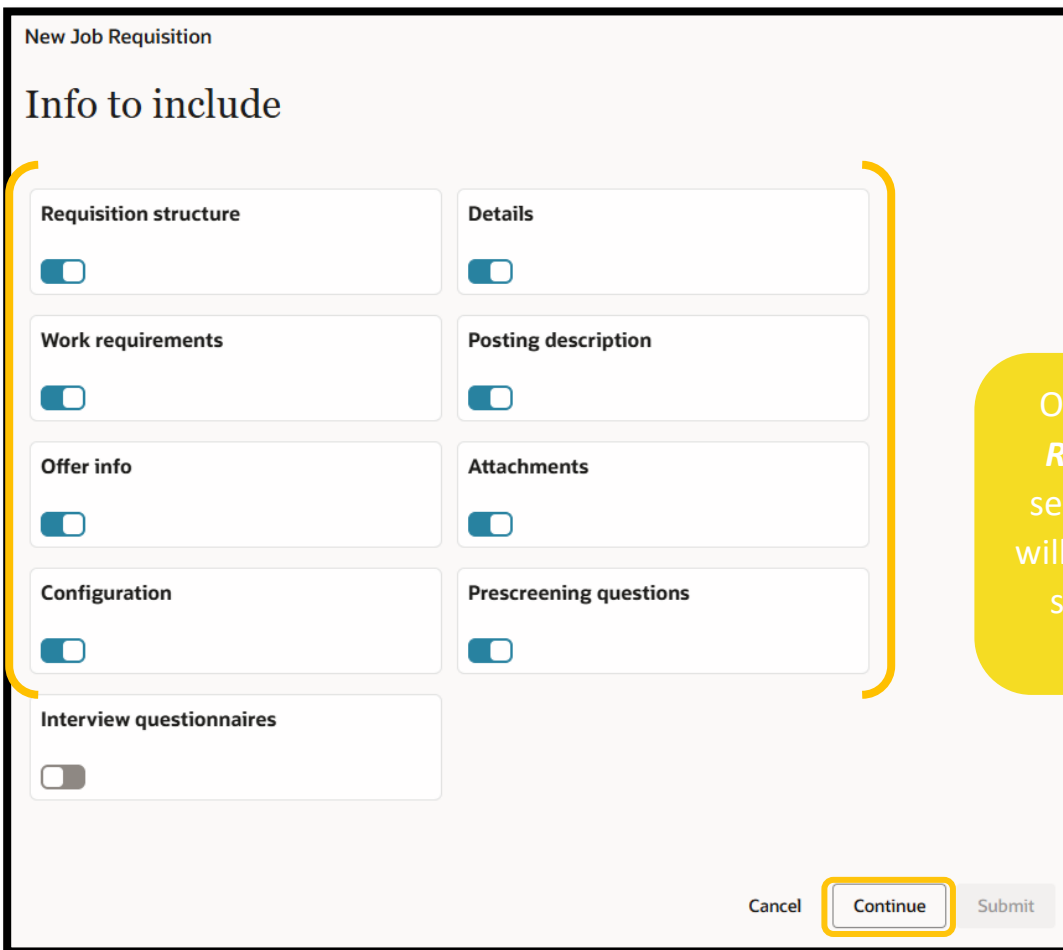
The most important step in a successful hiring process is for the Hiring Manager to create an accurate requisition for the position prior to beginning any applicant review. Before creating your requisition, you will need to have internal approvals, a job description, finance details such as OU, etc. Once the requisition is created, you will have an opportunity to work with a dedicated Recruiter if you need support. The Recruiter will also format the posting description and ensure it is complete prior to posting the requisition.

To begin drafting a requisition, log into ORC via Fusion and click **Create** near the top left of the ORC homepage.



Section 1 – Info to include

Manually select the appropriate sections (pictured below) – Interview questionnaires (at the bottom) are not being utilized at this time so do not select it and then hit **Continue** at the bottom.



The screenshot shows the 'New Job Requisition' form with the 'Info to include' section. It contains several toggle switches for different sections. A yellow bracket on the left groups the first five sections: Requisition structure, Details, Work requirements, Posting description, Offer info, Attachments, Configuration, and Prescreening questions. The 'Interview questionnaires' section at the bottom is not selected. The 'Continue' button at the bottom right is highlighted with a yellow box.

Section	Status
Requisition structure	Selected
Details	Selected
Work requirements	Selected
Posting description	Selected
Offer info	Selected
Attachments	Selected
Configuration	Selected
Prescreening questions	Selected
Interview questionnaires	Not Selected

Buttons: Cancel, **Continue**, Submit

Once you move to the **Requisition Structure** section, your selections will trigger any additional sections required for your country.



Section 2 – How to start

New Job Requisition

How to start

Requisition Type
Standard

Create Requisition Using
Template

Recruiting Type
Required

Primary Location
Required

Organization

Job Family

Requisition Template

Cancel

Save and Close

Continue

Submit

TIP: You must first select either *Template* or *Existing Requisition*

Requisition Type	Please leave as Standard
Create Requisition Using	Select either Template (one is available for each US Business Line) or Existing Requisition (duplicate a previous requisition you own and make edits as needed)
Requisition Template	If you selected Template in the Use field, search for the template for your Business Line or Group
Recruiting Type	Select Casual for PT hires working less than 30 hours/week; Select Regular for any permanent roles; Select Temporary for roles intended to be less than 6 months; Select Intern for interns; Confidential should only be used by HR. Connect with your Recruiter if you are unsure which to select
Primary Location	Where your position will be advertised and where the work will mainly be performed - Position is onsite = Select the city of the Office/Branch Location - Position is remote = Input a state abbreviation or "United States" to advertise nationwide
Organization	Select your Organization designation - <u>Example:</u> USA01: Intertek USA Inc, Intertek Group plc
Job Family	Select which job category the position should be in – <u>Example:</u> For a Construction Technician, select Technicians

Section 3 – Basic info

New Job Requisition

Basic info

Requisition Type
Standard

Requisition Title

Business Justification
Required

Languages
American English (Default) x

Opening Type
☒ Limited
Number of Openings
1
☐ Unlimited

Comments

Please DO NOT use "Unlimited" option on "Opening Type" field under "Basic Info" section

Tip for naming your requisition!
Edit this field to create a title with keywords the candidate will recognize. We want this title to stand out!

Example: If your opening is for a "Technician I" an option could be "Engineering Technician" or perhaps "Technician – Construction Materials Testing"



Requisition Title	Enter a title that will be easily searchable for your role – see the tip box above!
Business Justification	Select whichever value is appropriate - Leave of Absence = For when an employee who is returning to work at a specified time - New Position = Adding new headcount (CMC approval required) - Replacement = Backfilling a position after someone vacated the role (May require CMC approval)
Number of Openings	How many positions you need to fill on this requisition within the target of 90 days to fill. In the US, the maximum positions on a req allowed is 3 (if more than 3 are needed, speak with your recruiter on how to strategize for this volume)
Language	Leave as English for US positions (ORC is not configured for additional languages in US)
Comments	Include any information you want your Recruiter or Requisition Approvers to know - <u>Example</u> : "Won special project - will need 2 additional full-time technicians, approval is attached"

Section 4 – Hiring team

New Job Requisition

Hiring team

Hiring Manager

Recruiter

Collaborator Type

HR Manager

At minimum, every requisition must have a Collaborator added for the HR Manager of that Business Line.

Hiring Manager	Select who has the opening within their team and who the new hire will report to – ORC will default the Hiring Manager to whoever drafts the requisition, so adjust as necessary
Recruiter	Select the Recruiter assigned for your group - if you are unsure who that is, consult with your HR Manager
Add Collaborator Type	Collaborator = You may add any other ORC user who is part of the selection team, participating in reviewing/screening candidates, participating in interviews, and collaborating on the hiring process (**User must have Hiring Manager Access to view the requisition or candidates) HR Manager = HR Manager for your group (required for every position) - if this doesn't automatically populate, you will need to manually select HR Manager , then manually type in the name of your HR Manager

Section 5 – Requisition Structure

New Job Requisition

Requisition structure

Recruiting Type

Organization

Job Family

Primary Location

2 TIPS!

To find an **Organization**, type your 3-letter country abbreviation to get the drop down to show appropriate options!

If you don't know which **Job Family** to choose, when you choose the job title later on in Section 7, the system will indicate what the job family the role is in!



Recruiting Type	<ul style="list-style-type: none"> - Casual = working on call or project based, < 30 hours per week (no guaranteed schedule or hours) - Confidential = HR use only - Intern = Temporary internship position, up to 6 months - Regular = Full-time or part-time schedule - Temporary = assignment is for a designated short-term period of time, up to 6 months
Organization	Select your Organization designation - <u>Example</u> : USA01: Intertek USA Inc, Intertek Group plc
Primary Location	Location should default from previous selection <ul style="list-style-type: none"> - Position is onsite = office / branch location - Position is remote = Input the country name to advertise nationwide
Job Family	Select which job category the position should be in – <u>Example</u> : For a Construction Technician, select Technicians

Section 6 – Details

Details

Job Shift

Required

Full Time or Part Time

Required

Compensation Currency

Required

Budgeted

Required

Salary Range

Required

Pay Frequency Type

Required

Physical Work Location Type

Required

Physical Work Location US

Required

Relocation Assistance

Required

Sign on Bonus Available

Required

Length of Assignment

Required

Company car

Required

If car provided, include details

Required

If shift Differential provided, include details

Required

If Bonus provided, include details

Required

If eligible for commission, include details

Required

Recruiting Strategy

Required

Work Schedule/Hours

Required

Job Level

Required

If replacement or Leave of Absence, name of person bel...

Required

Schedule

Required

Employment Status

Required

Anticipated Work Schedule

Required

Chart of Accounts Department

Required

Country Financial System

Required

OU Cost Center

Required

Travel

Required

Current Employee Visa Sponsorship Posting

Required

The hiring manager is responsible to know/provide the following at the time of requisition creation:

Chart of Accounts / Department, Country Finance System, & Operating Unit (OU) Cost Center

If you are not sure about any of these items, contact your FP&A or upline for support.



Job Shift	Select the appropriate job shift (First, second, third, or variable)
Full Time or Part Time	Select the appropriate schedule type: <ul style="list-style-type: none"> - Full-time is more than 30+ hours weekly - Part-time is less than 30
Compensation Currency	Should default to US Dollar
Budgeted	Indicate if position is within annual headcount budget, or additional headcount
Salary Range	Provide the pay range for the position (if you are not sure consult your HR Manager)
Pay Frequency Type	<ul style="list-style-type: none"> - Bi-weekly Salary = Exempt position - Hourly = Non-exempt position
Physical Work Location Type	<ul style="list-style-type: none"> - Client Site = employee will be working at a client site as primary location - Intertek Site = employee will be working from an Intertek location - Worker's Home = employee will be 100% remote - Hybrid = Do not use this in the US, as the primary location for where the work is conducted is used for tax purposes
Physical Work Location US	From the drop-down, select or input the name of the location where the employee will complete the majority (more than 50%) of their work – formatted as <i>City, Street</i> – <u>Example:</u> “Kentwood Broadmoor SE”
Relocation Assistance	Indicate if Relocation Assistance is offered for this role – if so, provide details - <u>Example:</u> “Up to \$5,000”
Sign On Bonus	Indicate if Sign-On Bonus is offered for this role – if so, provide details - <u>Example:</u> “\$2,000 after 60 days”
Length of Assignment	Indicate the length of assignment, if possible – <u>Example:</u>
Company Car	Indicate if Company Car is provided – if so, provide details - <u>Example:</u> “\$400/month allowance”
Shift Differential	If a Shift Differential is provided, include the details - <u>Example:</u> 75¢/hour for 2 nd shift
Bonus	If eligible for a bonus, include the details – <u>Example:</u> quarterly MBO, 20%
Commission	If eligible for commission, include the details - <u>Example:</u> quarterly based on goals, variable
Work Schedule/Hours	Provide the correct value - <u>Example:</u> 40.00 hours a week
Job Level	<ul style="list-style-type: none"> - Entry Level = Position requires no experience - Individual contributor = Position requires experience and is not a management role - Manager with Direct Reports = Position will be a management role with people reporting to them - Manager without Direct Reports = Position will not have any other employees reporting to them
If Replacement or Leave of Absence	Enter the name of the person(s) being replaced for tracking purposes and ease of approval
Schedule	Select the correct value
Employment Status	<ul style="list-style-type: none"> - Casual = Will not have a regular schedule, no guarantee of weekly hours - Regular = Will have a regular schedule every week - Temporary = Will have a full-time or part-time schedule for a defined period of time (up to 6 months)
Anticipated Work Schedule	Enter the typical schedule - <u>Example:</u> Mon – Fri 8-5
Chart of Accounts Department	Provide the Chart of Accounts Department for this position - <u>Example:</u> 10100: Operations Direct Operations
Country Financial System	Select the correct financial system for your organization – you cannot input your specific OU if this is not selected - <u>Example:</u> Transportation Technologies (TT) uses <i>PeopleSoft</i> while PSI uses <i>LAWSON</i>
OU Cost Center	Enter your Operations Unit Cost Center Code (known as cost center or OU) - <u>Example:</u> US760 or US20374) Note: Ensure you select the correct code, not the default
Travel	Indicate expected level of travel for this position
Current Employee Visa Sponsorship Posting	FOR HR USE ONLY: Indicates if position is supporting a current employee’s PERM sponsorship campaign



Section 7 – Posting Description

[Job Requisition Title] – [Location/Remote]

Intertek, a leading provider of quality and safety solutions to many of the world's top-recognized brands and companies, is actively seeking a **[Job title]** to join our Professional Service Industries (PSI) team in **[Location/Remote]**. This is a fantastic opportunity to grow a versatile career in [industry or career path name].

What are we looking for?

The **[Job Title]** is responsible for [provide 1-2 phrases or sentences about key responsibilities of the role.] This position will travel at least [50% of the time]. **(Exclude travel sentence if not applicable)**

Shift/Schedule: [Shift hours, rotations, or days worked] **(Exclude if not applicable)**

In addition to competitive compensation packages, when working with Intertek you can expect benefits including medical, dental, vision, life, disability, 401(k) with company match, generous vacation / sick (PTO), tuition reimbursement and more. **(Remove this paragraph if the position is temporary or part casual.)**

What you'll do:

- 5-10 bullet points of duties

This position outline is a general guideline and does not represent all encompassing details. The position assumes that the incumbent has both the mental and physical requirements to carry out the above duties.

Minimum Requirements & Qualifications:

- [Education requirement]
- [Work experience requirement]
- [Other skills or certification requirements]
- [Travel requirement] **(Exclude if not applicable)**
- Valid driver's license and reliable driving record is required. **(Exclude if not applicable)**
- [Physical requirements, if applicable]
- This is a remote position; however, applicants must reside in and be able to legally work in the United States. **(Exclude if not applicable)**

Preferred Requirements & Qualifications:

- [Education preferred]
- [Work experience preferred]
- [Other skills or certification preferred]

Intertek: Total Quality. Assured.

Intertek is a world leader in the Quality Assurance market, with a proven, high-quality business model and a global network of customer-focused operations and highly engaged subject matter experts. With passion, pace, and precision we work to exceed our customers' expectations, while engaging with our employees to be 10X in their performance and professional growth.

Intertek is a drug-free workplace. As a condition of employment, certain positions may be required to pass a pre-employment drug test based on the type of work that will be performed.

A posting template has been created for all US Requisition Templates that will guide you through the posting layout – please don't delete these two sections!

Replace the words in **[brackets]** with appropriate information.

NOTE: If you have a job description, enter in the items into the template to create the posting.

For the Qualifications section, include both “*have to have*” requirements and “*nice to have*” preferred qualifications.

Section 8 – Offer info

Offer info

Legal Employer

Business Unit

Department

Job

Reporting Location



Legal Employer	Enter the correct value – The drop-down menu shows a partial list, so you may need to type in the beginning of the value; for US type in USA to see the selections - <u>Example</u> : Intertek USA Inc (USA01-101)
Business Unit	Enter the correct business unit, this should match Legal Employer above (Example: USA01: Intertek USA Inc)
Department	Enter the correct value; the drop-down menu shows a partial list, so you may need to type in the beginning of the value - <u>Example</u> : Building & Construction
Job	This is the formal Intertek job title selected from a list of active available job titles. Enter the correct value for the position; the drop-down menu shows a partial list, so you may need to type in the beginning of the value. (If you aren't sure, consult your Recruiter or HR Manager) For PSI, use only job titles in the following formats: S##### or H##### or Z#####
Reporting Location	This should default based on a previous entry

Section 9 – Attachments

Attach a copy of all required internal approvals, such as approval via email, in this section. If approvals are via email, attach a PDF copy of the email chain.

Section 10 - Configuration

Configuration

Candidate Selection Process
Intertek Candidate Selection Process

External Application Flow
Intertek US

Hot Job
No

Allow Candidates to Apply When Not Posted
No

Automatically Fill Requisition
No

Please leave both **Allow Candidates to Apply When Not Posted** and **Automatically Fill Requisition** set to **NO**

Candidate Selection Process	Make sure it is set to the newest version (Currently V6)
External Application Flow	Leave as Intertek US – ITK_US
Hot Job	Reserved for high priority postings – please consult with your recruiter
Allow Candidates to Apply	Ensure this is set to NO
Automatically Fill Requisition	Ensure this is set to NO

Section 11 – Prescreening Questionnaires

This section isn't populated when Hiring Managers draft a requisition, so work with your Recruiter if you want to ask something specific in the questionnaire during your intake call. Questions have to be added prior to the requisition being posted for candidates to apply.

Please consider any customized questions for your recruiter to add that will help quickly screen candidates.

Examples:

1. Do you have 2 years of project management experience? *(Yes/No)*
2. Please list experience working in customer-facing sales roles. *(Text box answer)*
3. Please indicate the type of work/education experience you have from the list below. You may mark multiple selections. *(List out multiple variables)*

COMPLETE YOUR REQUISITION: SAVE AND CLOSE

Once you have Saved the Draft Requisition, hiring managers will not be able to edit the requisition again, so work with your recruiter for necessary updates.

Cancel

Save and Close

Continue

Submit



Creating a Requisition – Frequently Asked Questions

QUESTION: I already have a candidate in mind that I want to hire, why do I have to open a requisition and consider other candidates? Can we make an offer before the requisition is posted?

ANSWER: Intertek is a Federal Contractor and must adhere to all Equal Employment Opportunity (EEO) practices and regulations to ensure fairness to all qualified candidates. This is non-negotiable, as EEO guidelines will be for all potential candidates. You may invite your candidate to apply for consideration – give your recruiter a heads up during the intake call! Intertek will always select the most qualified candidate.

QUESTION: How do I convert a temporary contractor to a permanent employee?

ANSWER: We must follow the standard hiring process that any external candidate would follow, which includes posting the requisition for a minimum of 3 days and ensuring any other applicants have a chance to be considered as well. The most qualified candidate will be selected.

QUESTION: I have someone on a leave of absence, but I don't think they will return so can I just post their job?

ANSWER: Intertek complies with the Federal Family and Medical Leave Act of 1993 (FMLA) and regulations, and all applicable state or territorial statutes mandating protected leave. Please consult with your HR Manager to determine when it is appropriate to consider a replacement.

QUESTION: Do I have to hire an internal candidate if I have an external candidate that is a better fit?

ANSWER: No, you should always hire the best qualified candidate, whether internal or external. Provide feedback to internal candidates directly if not chosen for the position.

QUESTION: Why can't I use a paper version of the employment application that we used before my company merged with Intertek?

ANSWER: To remain in compliance with the OFCCP regulations and to ensure fairness to all internal and external candidates, hiring managers must open a requisition for every new position that will be filled. Intertek uses ORC so we have accurate records of every candidate to comply with applicable OFCCP regulations. All positions must be posted on ORC to ensure a fair interview and hiring process.

QUESTION: Can we transfer an old application to a new requisition?

ANSWER: If the applicant on an original requisition is being considered for hire on another requisition, then the title, job code, pay rate, and job descriptions should match. Additionally, the candidate should be notified of such action to ensure the candidate is interested in this new role. The candidate will receive an email to complete their application once added.

QUESTION: What is the difference between a preferred or required qualification?

ANSWER: Required qualifications are the minimum an applicant needs in order to fulfil the job responsibilities. A preferred qualification is additional skill or knowledge that would be beneficial but not required. Requirements and preferred qualifications must be clearly defined and included in the requisition posting. All candidates that meet the minimum requirements will be considered. Providing preferred qualifications allows the candidate pool to be narrowed down.

QUESTION: Why do I need to provide a salary range?

ANSWER: An accurate salary range should be provided on all requisitions and should be based on the duties, requirements, internal equity, and location of each position. The HR Manager may assist a Hiring Manager in determining the range if needed. Intertek will also comply with state, federal, and local regulations regarding pay transparency.

QUESTION: Can I keep the position posted until my new hire starts?

ANSWER: No. As soon as you have a pool of qualified applicants to interview and make your selection from, the position should no longer be posted. If for some reason you cannot select a candidate from the initial pool of candidates or if your selected candidate does not result in a hire, the Recruiter can re-post the position at that time. Your recruiter will monitor candidate flow and will make the decision to unpost/repost as they deem necessary.