

## FOR HIRING MANAGERS

## QuickStart Guide



This guide outlines the steps to:

- Open a position
- Create a requisition, including job descriptions
- Send a requisition for HR Approval

### Open a POSITION and start a REQUISITION

**1** Secure approval to open the position. Contact your HRBP so they may assist you with this process, since regional differences may apply. Once approved, the position will be created and/or opened in SAP.

**2** You'll receive an email alerting you that your requisition is ready to be created.

**3** Log in to SuccessFactors and start creating your requisition (see next pages for guidance on creating your job description).

**1**

HASBRO Position Request Form

To Be Completed by HM/HRBP  
To Be Consulted by myHRServices

APPROVAL FORMS, FORM 1

**Position Request**

APPROVAL REQUIRED - To be completed by HM/HRBP		To be completed by myHR	
3 Approver (S)	Approver (S)	Approver (S)	Approver (S)
4 Position	Position	Position	Position
5 Name	Name	Name	Name
6			
The Requisition must submit & consult on per the Approvals Manual. Should you require any help in identifying who to inform and consult, please contact myHR Services Europe. By selecting the fields below, you are confirming that you have informed and consulted where required.			
10 Have you informed?	Have you consulted?		
11 If yes, with whom?	If yes, with whom?		
Details - To be completed by the Requisitioner			
12 Requested by:	Date requested (YYYYMMDD)		
14 Reason for request:	Budgeted Head count?		
15 Effective from (YYYYMMDD)	Value above search?		
16 Proposed Annual Salary:	Currency:		
17 Bonus Type:	Bonus %:		
18 Position Title:	Job Code:		
19 Org Code:	Job:		
20 Lead Center:	Name of Manager:		
21 *Name(s) of Direct Reports:	* Employee name who this role is replacing:		
23 Personnel Area:	Job Level:		
24 EE Group:	Personnel Subarea:		
25 Country:	Length of contract:		

Position No. [ ]

Form No. [ ]

Quantity [ ]

Indicate the new data for existing position.

A AFFECTED FIELDS ONLY

**2**

From: Hasbro Careers <noreplypeoplesource@hasbro.com>  
Sent: Monday, March 12, 2018 9:02 AM  
To: Name, Your <Your.Name@hasbro.com>  
Subject: Your Position Title XXXXX has been started

Dear Your Name,

Your job requisition has been created. Please navigate to [PeopleSource](#) to complete your job requisition and route it for approval. Replies to this message are not monitored. If you need additional assistance please contact your regional myHR Services team.

[myHRServicesAmericas@hasbro.com](#)

[MyHRServicesEurope@hasbro.co.uk](#)

[myHRServices.AP@ap.hasbro.com](#)

If you need assistance with creating a job requisition, please launch "Recruiting Self Help" via the purple tab on the right-hand side of PeopleSource. If you do not see this tab, please contact your local Help Desk.

Thank you.



Launch "Recruiting Self Help" for assistance with creating your requisition.



**3**

Requisition for Client Services Support Analyst

Create Requisition → Review and Approve → Finalize and Post Requisition → Completed

Get Feedback → Submit to HR for Approval

Job Req Section

Required fields contain a red asterisk (\*) before the label and must be completed in order to save and open the job requisition.

**POSITION DETAILS**

- \* Position Number: 40028125
- \* Internal Posting Title: Client Services Support Analyst
- \* External Posting Title: Assoc Client Services Analyst
- \* Job Code: 00300444
- \* Job Level: 3
- \* Employee Group: 1 Employee
- \* Hiring Manager: Any Apple
- \* Cost Center Name: I&O Team
- \* Job Location Country: United States (US)
- \* Job Posting Country: United States
- \* Segment: CORPORATE IT
- \* Company: HASBRO

**REQUISITION DETAILS**

- Req Id: 2102
- Status: Pending Approval
- \* Budgeted: Budgeted Replacement
- \* Reason for Opening: Resignation
- Replacement for, if applicable: Larry Lise

**JOB POSTING DETAILS**

Post Job Language: English (United States)

**TIP**

Click on the "Hover Text" question mark icon to get additional guidance on requisition fields!



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### Create the INTERNAL JOB HEADERS, DESCRIPTIONS & FOOTERS

When creating a requisition, in most cases you are creating it for two audiences: Hasbro employees (internal candidates) and outside job seekers (external candidates). The best practice is to create the Internal Job Description first:

**4** Headers and footers have been created that are customized for our different lines of business. Select “Add Header and Footer Content” to open the library


**5** To preview the content, click on the name. Click the radial button of the option that best applies to your job/region, then click “Select”. This will automatically populate the headers and footers on your requisition.

**6** To create the Internal Job Description, follow these recommended steps:

- Create the job description (follow the example as displayed)
- Once completed, select all text and set the Font to “Arial” and the Size to “14”

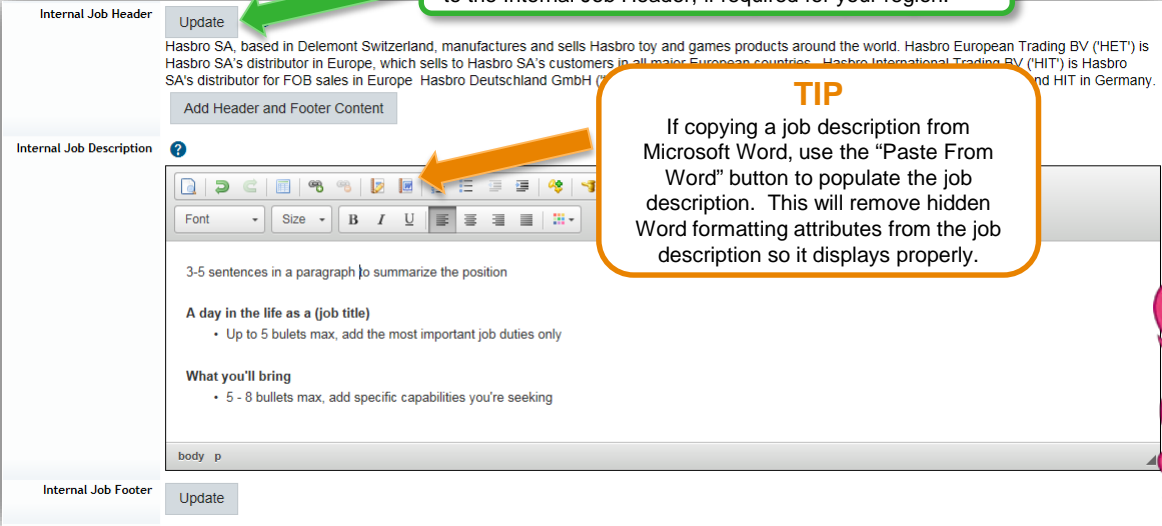
NOTE: An internal job footer is never required.

**4**  The library of header and footer options can be found here on the requisition.

**5** 

**6**  Once populated, click on “Update” to add/edit information to the Internal Job Header, if required for your region.

**TIP**  
If copying a job description from Microsoft Word, use the “Paste From Word” button to populate the job description. This will remove hidden Word formatting attributes from the job description so it displays properly.



Internal Job Header

Update

Hasbro SA, based in Delemont Switzerland, manufactures and sells Hasbro toy and games products around the world. Hasbro European Trading BV (“HET”) is Hasbro SA’s distributor in Europe, which sells to Hasbro SA’s customers in all major European countries. Hasbro International Trading BV (“HIT”) is Hasbro SA’s distributor for FOB sales in Europe. Hasbro Deutschland GmbH (“the Company”) provides sales, marketing and other services to HET and HIT in Germany.

Add Header and Footer Content

Internal Job Description

Font Size B I U

3-5 sentences in a paragraph to summarize the position

A day in the life as a (job title)

- Up to 5 bullets max, add the most important job duties only

What you’ll bring

- 5 - 8 bullets max, add specific capabilities you’re seeking

body p

Internal Job Footer

Update





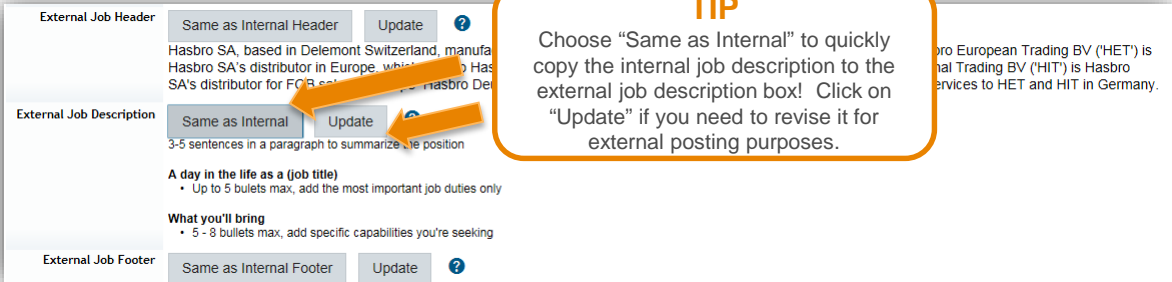
## QuickStart Guide

## FOR HIRING MANAGERS

### Create the EXTERNAL JOB HEADERS, DESCRIPTIONS & FOOTERS

Finish your requisition by completing the External Job Description, updating the Involved Parties that will be part of your recruiting team, and send to your HRBP for approval.

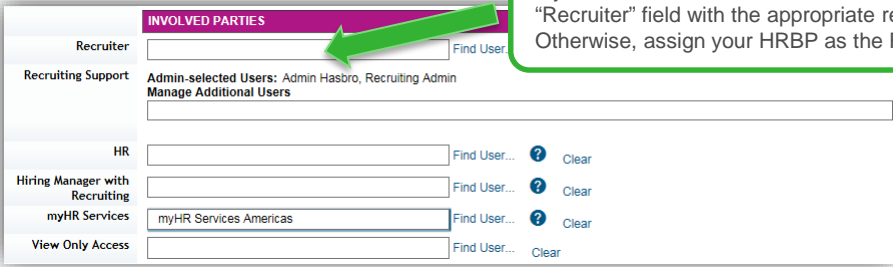
**7** Include an external job header (possibly populated from Step 4, if relevant), an external job description, and an external job footer (also possibly populated from Step 4).



**7**

**TIP**  
Choose "Same as Internal" to quickly copy the internal job description to the external job description box! Click on "Update" if you need to revise it for external posting purposes.

**8** Create your recruiting team in the "Involved Parties" section of the requisition. If you have questions about who should be included, please consult with your HRBP.



**8**

If your office uses recruiters, be sure to update the "Recruiter" field with the appropriate recruiter name. Otherwise, assign your HRBP as the Recruiter.



**9** Send the requisition to your HRBP for approval.



**9**

Requisition for Client Services Support Analyst

Submit to HR for Approval

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to Sarah Strawberry

Email Notification Comments

Submit to HR for Approval Requisition Created

or Cancel & Return to Form

**Congratulations!**  
You have completed the Create Requisition Step! The requisition will now go through additional reviews and approvals. You will receive an email once the requisition is fully approved and posted!

**TIP**  
Add instructions, comments and/or questions for your HRBP here – they will be included in the email that is sent to the HRBP alerting them that the requisition is now ready for their review.