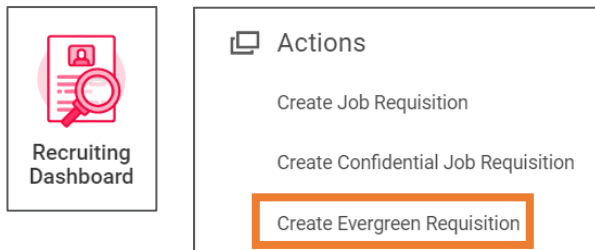


Use this job to create and close Evergreen Requisitions.

Create Evergreen Requisition



From your home screen:

1. Navigate to the **Recruiting Dashboard** application.
2. Below the Actions column, select **Create Evergreen Requisition**.



3. In the **Supervisory Organization** field, enter the manager's name or supervisory organization name for the evergreen requisition.
4. In the **Worker Type** field, select Employee.
5. Click **OK**.



NOTE: Click the pencil  to edit details within a section and the checkmark  when complete. A red asterisk* indicates a field is required.

6. In the **Recruiting Details** section, edit the following information:
 - **Spotlight Job**: Check this box if the requisition is for a spotlight job.
 - **Recruiting Instruction**: Select the posting type from the options (*optional*).

- **Recruiting Start Date**: Enter the date recruiting begins.
 - **Target Hire Date**: Enter the desired date of hire (*optional*).
 - **Target End Date**: Enter, if applicable (*optional*).
 - Click **Next**.
7. In the **Job Details** section, edit the following information:
 - **Job Posting Title**: Enter the job posting title. Leverage opportunity to optimize external title (when needed) .
 - **Justification**: Enter the reason the requisition, if needed.
 - **Job Profile**: Select a job profile to associate to the evergreen requisition.
 - **Additional Job Profiles**: Select additional profiles if you want to link the evergreen requisition to more than one job profile. Multiple job profiles can be selected.
 - **Job Description Summary**: Populates based on the job profile.
 - **Job Description**: Populates based on the job profile.
 - **Additional Job Description**: Populates if additional job profiles are selected.
 - **Worker Sub-Type**: Select Regular or Temporary.
 - **Time Type**: Select Full time or Part time.
 - **Primary Location**: Enter a location from the available options.
 - **Primary Job Posting Location**: Populates based on primary location, edit if needed.
 - **Additional Locations**: Enter additional locations, if applicable.
 - **Additional Job Posting Locations**: Populates based on additional locations. Edit if needed.

Create Evergreen Requisitions (continued)

- **Scheduled Weekly Hours:** Enter the number of hours (e.g., 40, 20, etc.).
 - **Work Shift:** Select from the options.
8. In the **Link to Job Requisitions** section (optional):
 - Select job requisitions to link the Evergreen Requisition to from the Job Requisitions field. Multiple can be selected.
 9. **Questionnaires** default based on the job profile. Do not change.
 10. **Assessments** default based on the job profile. Do not change.
 11. Click **Next**.
 12. In the **Skills** section, edit the information in the following fields:
 - **Required Skills:** Select from the available skills or follow the prompts to create the desired skills.
 - **Optional Skills:** Follow the same steps as above.
 13. **Education, Language, Certifications, Work Experience, Capabilities, Responsibilities, and Training Details** default based on the job profile. Do not change.
 14. Click **Next**.
 15. Details populate in the Organizations section based on the selected job profile.
 16. Click **Next**.
 17. In the **Attachments** section, upload any relevant attachments needed for this requisition.
 18. Click **Next**.
 19. In the **Assign Roles** section, click **Add**.
 - **Role:** Select Primary Recruiter.
 - **Assigned To:** Enter the name of the assigned Primary Recruiter.
 20. Click **Next**.
 21. Review all details. Click **Submit**.

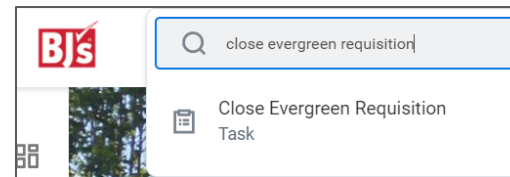
Final Steps

The Primary Recruiter receives a Workday Inbox task to post job.

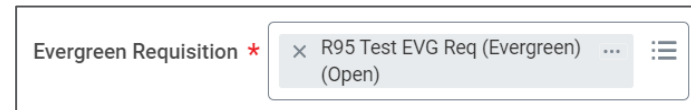
Close Evergreen Requisition

From your home screen:

1. Navigate to the search bar, enter **Close Evergreen Requisition** and select the **Close Evergreen Requisition Task**.



2. In the **Evergreen Requisition** field, enter the Evergreen Requisition title or number.



3. Click **OK**.
4. In the **Reason** field, select from the following options:
 - Close Job Requisition > Administrative > Opened in Error or Position Closed.
 - Close Job Requisition > Recruiting > No Longer Recruiting; No Longer Needed.
5. In the **Close Date** field, enter the close date of the requisition.
6. Click **Submit**.