



Evergreen Requisitions





The Evergreen Requisitions tip sheet is for Recruiters and HR Partners.

Evergreen requisitions remain constantly open. The requisition ID displays in the evergreen requisition name and all related communications, making it easier to differentiate between job requisitions with the same name. With evergreen requisitions, you can:

- Continually source and track candidates for high-turnover, high-volume, or hard-to-fill-positions.
- Move candidates through the job application business process.
- Move candidates to regular job requisitions when you want to hire them.

Use the steps below to create or edit an evergreen requisition.

1. In the Workday Search bar, type “**Create Evergreen Requisition**” and select the task.
2. Select the **Supervisory Organization**.
3. Select the **Worker Type**.
4. Select **OK**.

NOTE: Select **Add** or **Edit**  to add information and **Save**  to save and close the section.

5. In the Recruiting Details area, select **Recruiting Instruction** and choose to post internally or externally.
6. Select a **Recruiting Start Date**.
7. Select **Next**.
8. In the Job Details area, select:
 - **Job Title**
 - **Job Profile**
 - **Worker Sub-Type**
 - **Time Type**
9. Consider selecting **Additional Job Profiles**. Evergreens are intended to collect a wide range of talent over time.
10. In the Questionnaire section, associate questionnaires with the evergreen requisition.
11. Select **Next**.

12. In the Qualifications section, complete applicable information.
13. Select **Next**.
14. Optional: In the Organizations area, select a **Cost Center**.
15. Select **Next**.
16. Optional: Select **Add > Attach** to attach a file.
17. Select **Next**.
18. In the Compensation area, complete the pay information.
19. Select **Next**.
20. In the Assign Roles area, select **Primary Recruiter**.
21. In **Assigned To**, select the Recruiter.
22. Select **Next**.
23. Review the summary.
24. Select **Submit**. Confirm who receives the Post Job Inbox item.
25. In your Workday Inbox, select **Post Job**.
26. Select **Job Posting Site**.
27. Select **OK**.
28. In the Job Posting summary, verify the **Site**, **Start Date**, and **End Date**.
29. Select **Submit**.


Link

When you're ready to make an offer or hire a candidate, you must move the candidate to a linked open Job Requisition to complete the process. Before you link the requisitions:

- Create a Job Requisition using the same Job Profile as the Evergreen Requisition.
- You can associate the Evergreen Requisition with more than one Job Requisition, but you can only associate a Job Requisition with one Evergreen Requisition.
- You may not change the link between an Evergreen Requisition and a Job Requisition when candidates have been moved or the Job Requisition is closed or filled.

Use the steps below to link an Evergreen Requisition to a Job Requisition.

1. In the Workday Search bar, type "**Edit Evergreen Requisition**" and select the task.
2. Select the **Evergreen Requisition**.
3. Select **OK**.
4. Select **Job**.

5. Scroll down to Link to Job Requisitions.
6. Select **Edit** .
7. In **Add/Remove**, select the Job Requisition(s) you would like to link to the Evergreen Requisition.

NOTE: Only Job Requisitions using the same Job Profile as the Evergreen will be available.

8. Select **Next** until you advance to the final summary.
9. Select **Submit**. When a link is successful, it displays in both Evergreen and Job Requisition.

NOTE: You can also link Evergreen Requisitions from the Job Requisition by Edit Job Requisition, or while you are creating your new requisition.

Move a Candidate from Evergreen to Job Requisition

After a candidate has applied, you can move them between linked Evergreen and Job Requisitions. When moving a candidate to another Job Requisition, it removes the application from the current requisition. You can't move candidates between requisitions if the requisition is closed or frozen or the candidate declines, withdraws, or is rejected.

1. In the Workday Search bar, type "**View Evergreen Requisition**" and select the report.
2. Select the **Evergreen Requisition**.
3. Select **OK**.
4. Select the **Candidates** tab.
5. Select the specific candidate.
6. Select **Actions** > **Job Application** > **Move to Linked Job Requisition**.
7. Select the **Job Application**.
8. Select the **Job Requisition**.

NOTE: Only linked requisitions display.

9. Select **OK**.
10. Select **Done**. The candidate is moved from the Evergreen Job Requisition to the Job Requisition.