

# Create Evergreen Requisition

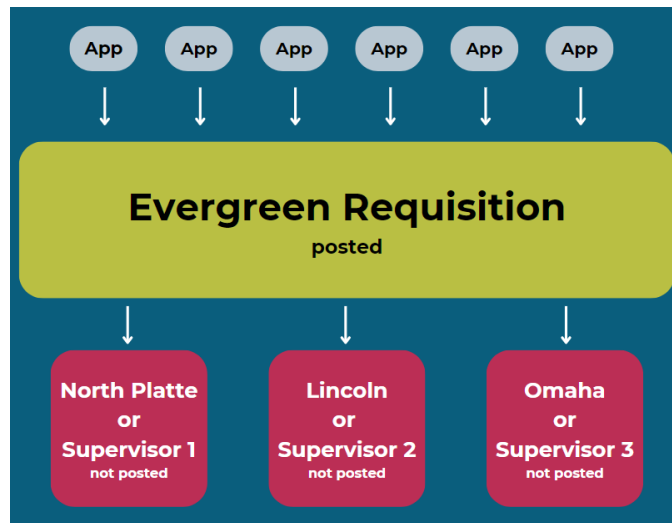
## Create Evergreen Requisition

The objective of this guide is to create an evergreen requisition.

Evergreens are primarily used for two situations:

1. Ongoing/continuous recruiting
2. Hiring for multiple positions
  - a. Under multiple supervisory organizations; or
  - b. Multiple locations

An Evergreen requisition is what will post and what candidates will see. This requisition collects the applications. A “normal” requisition is then created and “linked” to the Evergreen for the actual hiring process. Once a candidate is identified for a specific role, their application is moved from the Evergreen to the “normal” requisition to continue the process for offers, background checks, and ready for hire.



## Security Role

- Recruiter

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## Create Evergreen Requisition

### Create Evergreen Requisition

1. Start the process by doing a or b.
  - a. From the Recruiting Dashboard, select Create Evergreen Requisition.
  - b. In the search bar, type Create Evergreen Requisition and select the task.
2. Add the appropriate supervisory organization. Note, a supervisory organization **MUST** be added or there will be errors in the process if left empty. The supervisory organizations actually hired into can be different/changed later.

7. Click **OK**.
8. Recruiting information page will display.
9. Select **Recruiting Instructions**.
  - a. Post Internal Only (Agency Specific).
  - b. Posting Internally Only (Statewide).
  - c. Posting Not Required.
    - i. Use only for Requisitions linked to an Evergreen Requisition.
  - d. Post Internally and Externally.
10. Enter Recruiting Start Date, as well as Target Hire Date and Target End date as applicable.
  - a. Recruiting Start Date – when you will start the recruiting process.
    - i. You will enter the Posting Start Date and End Date later in this process.
  - b. Target Hire Date – not required for evergreens.
  - c. Target End Date – not required.
11. Click Next.

### Job

12. Enter **Job Posting Title** – this is your Working Title and what will show in the “advertisement.”
13. Enter **Justification** if desired – not required.
14. Enter appropriate **Job Profile**. Note, this must be the job profile that will be hired from this evergreen. If there is possibility for understaffing, the lower level job profiles should be listed as additional job profiles.
15. Enter the **Job Description Summary**.
  - a. Description, Examples of Work.
16. Enter the **Job Description**.
  - a. Minimum Qualifications, Preferred Qualifications.
    - i. Note, Minimum Qualifications **MUST** match assigned class specification for classified positions.
    - ii. The following labels must be added to the qualifications:  
**Requirements / Qualifications**
      - **Minimum Qualifications:** {Enter minimum qualifications (MQs) from class specification for classified positions}

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- **Preferred Qualifications:** {Enter any qualifications that are preferred, but not required}
- **Other:** {Enter any other mandatory requirements that fall outside of MQs, but are necessary to complete the essential functions of the position, such as possessing a valid driver's license}

### 17. Enter the **Additional Job Description**.

- a. Other Qualifications, Knowledge, Skills, and Abilities.

### 18. Select Worker Sub-Type (in most cases, Regular will be selected).

### 19. Select time Type (Full time or Part time).

### 20. Select Remote Type if applicable.

### 21. Select Primary Location.

- a. The Primary Job Posting Location will updated based on the Primary Location selected. This should be listed as city, state only (and not a specific building, etc.).

### 22. Add Additional Locations if applicable.

### 23. Questionnaires.

- a. Leave both the Internal Posting Questionnaire and the External Posting Questionnaire.
- b. If any additional questionnaires are needed, they need to have been created prior to you starting this process. If that is true, you need to CANCEL this event and start it over.

### 24. Click **Next**.

## Organizations

### 25. Continuing through the process, click the **Pencil Icon** to edit any of the **Organization Assignments**. These are the Organization Assignments that you have come to know and love. Enter all appropriately.

- a. Enter **Company**.
- b. Enter **Cost Center**.
- c. Continue down the page to complete any other information as needed. The following are required, although not marked with an asterisk.
  - i. SBU
  - ii. EDC Group
  - iii. Budget Program Number
  - iv. Type of Location

### 26. Click **Next**.

## Attachments

### 27. Add any applicable documentation related to your requisition.

### 28. Click **Next**.

## Review Summary

### 29. Edit any applicable items on summary screen, if needed.

### 30. Click Submit, if ready to move forward, or Save for Later.

## Goes to State Recruiting for Review.

Once approved, it will come back to your Workday Inbox

- a. If the event is **Sent Back** to you (in Workday) by a State Recruiter, you will need to fix the issue, as outlined by that Recruiter, and re-submit.

## Task to Assign Roles

### 31. Click the event.

## Create Evergreen Requisition

32. Click Primary Recruiter and assign it to whomever is the Primary Recruiter for this Requisition.
  - a. Multiple Primary Recruiters can be selected, but they must all be entered on the same row.
33. Click **Submit**.

### Click Open to proceed to the Request Requisition Compensation

3. The Guidelines should populate in based on the job profile/classification.
4. In the **Salary** section, verify that the Minimum Hire Rate is listed in **Assignment Details** (this will be the hiring rate advertised on the job posting). If necessary, update the amount.
  - NOTE: for classified positions, hiring rate must match the hiring rate in the pay plan and should be listed to the third decimal place.

**Salary**

**Assignment Details**

- 16.338 USD Hourly added

**Plan Name**

- Hourly Plan added

**Effective Date**

- 04/24/2024 added

- a. The **ONLY** two Frequencies we use are Hourly and Annual. We do not use ANY OTHER frequencies.
  - i. Hourly Plan – use when the Pay Rate Type is Hourly Exempt or Hourly Non-Exempt and ALWAYS use this for Part time positions.
  - ii. Salary Plan – use when the Pay Rate Type is Salary Exempt or Salary Non-Exempt ONLY.
5. Click **Submit**.

### Configure Supplementary Questionnaires for Job Requisition

34. You can add other questionnaires.
  - a. However, the questionnaire would have had to have been approved and created prior to this process starting the Requisition process.
35. Click Submit.

### Goes back to State Recruiting for Final Review and Job Posting

- a. If the event is **Sent Back** to you (in Workday) by a State Recruiter, you will need to fix the issue, as outlined by that Recruiter, and re-submit.

Once posted, you will receive a notification to confirm that the evergreen is posted

**Notifications**

Viewing: All  
Sort By: Newest  
From Last 30 Days

Evergreen Requisition: JR2023-00000305 Developmental Tech Evergreen Test  
Job Posted  
2 minute(s) ago

Evergreen Requisition: JR2023-00000305 Developmental Tech Evergreen Test  
2 minute(s) ago  
Your evergreen job requisition JR2023-00000305 Developmental Tech Evergreen Test (Evergreen) (Open) has been posted.  
[Details](#) [Evergreen Requisition: JR2023-00000305 Developmental Tech Evergreen Test](#)

## Create Evergreen Requisition

### Link to Evergreen

- NOTE: You cannot hire an individual on an evergreen requisition. You will need to create a standard requisition (see Create Job Requisition guide) and link it to the evergreen.

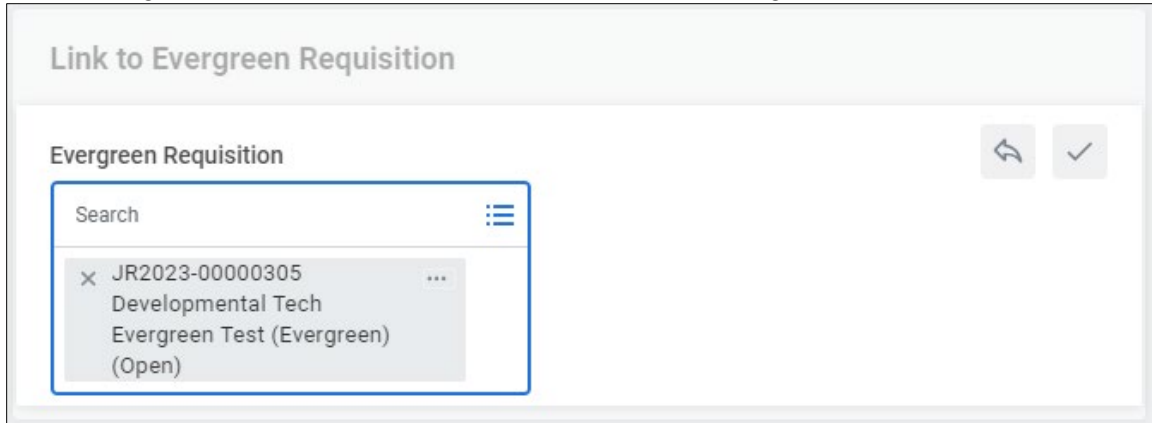
When linking to an evergreen, on your standard requisition, ensure the following:

- Recruiting Instruction: Select Posting Not Required



A screenshot of a dropdown menu titled "Recruiting Instruction" with a red asterisk. The selected option is "Posting Not Required".

- Link to Evergreen Requisition: Select the appropriate evergreen requisition.



A screenshot of a dialog box titled "Link to Evergreen Requisition". Inside, there is a section titled "Evergreen Requisition" with a search bar and a list of results. The first result is selected and highlighted: "JR2023-00000305 Developmental Tech Evergreen Test (Evergreen) (Open)". To the right of the search bar are two icons: a refresh icon and a checkmark icon.

- Complete the requisition per normal processes.
- Once the requisition is approved and comes back, complete the Assign Roles task.
- When the task comes up to **Post Job**, select **Skip**. Requisitions linked to Evergreen Requisitions should not be posted for application.
  - If you are looking at the task in the Workday inbox, select the gear at the top of the task and choose **Skip this Task**.