## Create Evergreen Requisition

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

## Security Role

- Recruiter

## Contents
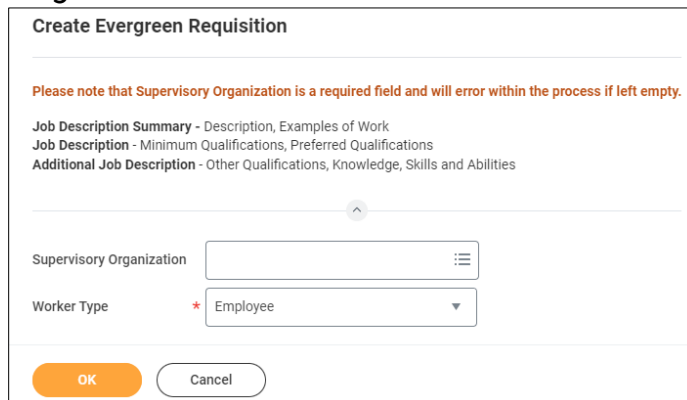
## Create Evergreen Requisition

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 <u>linked</u> 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. Targe End Date – not required.
11. Click Next.

## Job

12. Enter **Job Posting Title** – this can be your Working Title and this is 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.
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.
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.
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 on the event.
**32.** Click Primary Recruiter and assign it to whomever is the Primary Recruiter for this Requisition.
**33.** Click **Submit**.

## Click Open to proceed to the Request Requisition Compensation
**34.** The Guidelines should populate in.
**35.** In the Salary section, verify that the Hourly Rate is the Minimum Hire Rate. If necessary, change the amount.
    **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.
           (1) Hourly comp amounts always need to have three decimal places!
        **ii.** Salary Plan – use when the Pay Rate Type is Salary Exempt or Salary Non-Exempt ONLY.
           (1) Delete the Hourly Plan assignment.
           (2) Click the Add button to add in a Salary Plan instead.
           (3) If you are adding a Salary Plan assignment, use an Annual amount and NOT Hourly. This is ONLY to be used based on the Pay Rate Type mentioned above.
           (4) Annual comp amounts always need to have two decimal places!
**36.** Click **Submit**.

## Configure Supplementary Questionnaires for Job Requisition
**37.** You can add other questionnaires.
    **a.** However, the questionnaire would have had to have been created prior to this process being started.
**38.** Click Submit.

## Goes to 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 Job is posted, you will receive a notification confirming that the evergreen requisition is posted



## 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



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