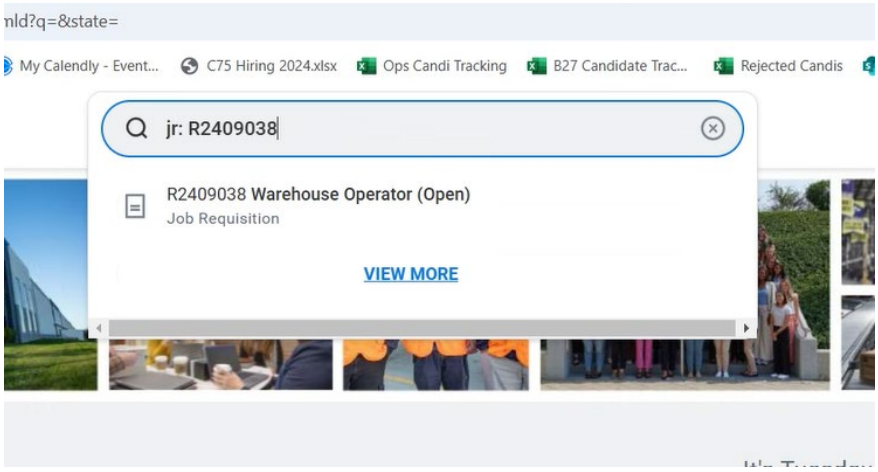
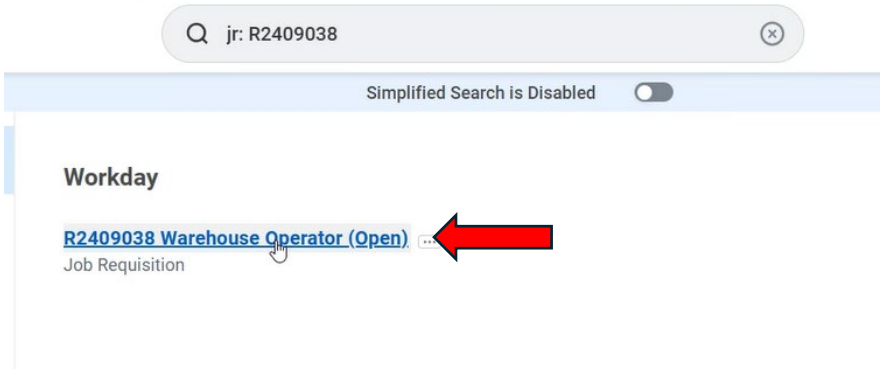
How to Add Secondary Questions to a Req

(*NOTE* - You will want to add the secondary question prior to posting the req)

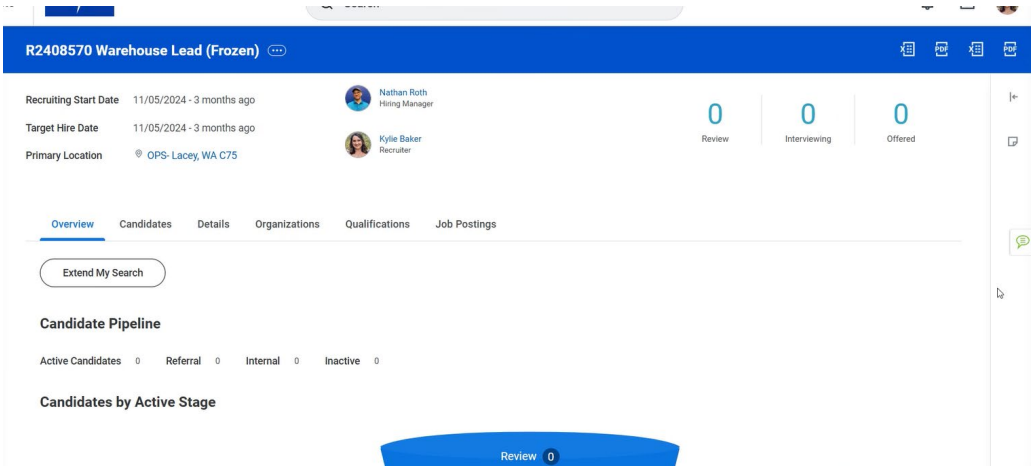
- Start by looking up your req that you would like to add a secondary question to by typing in jr:req ID – example below



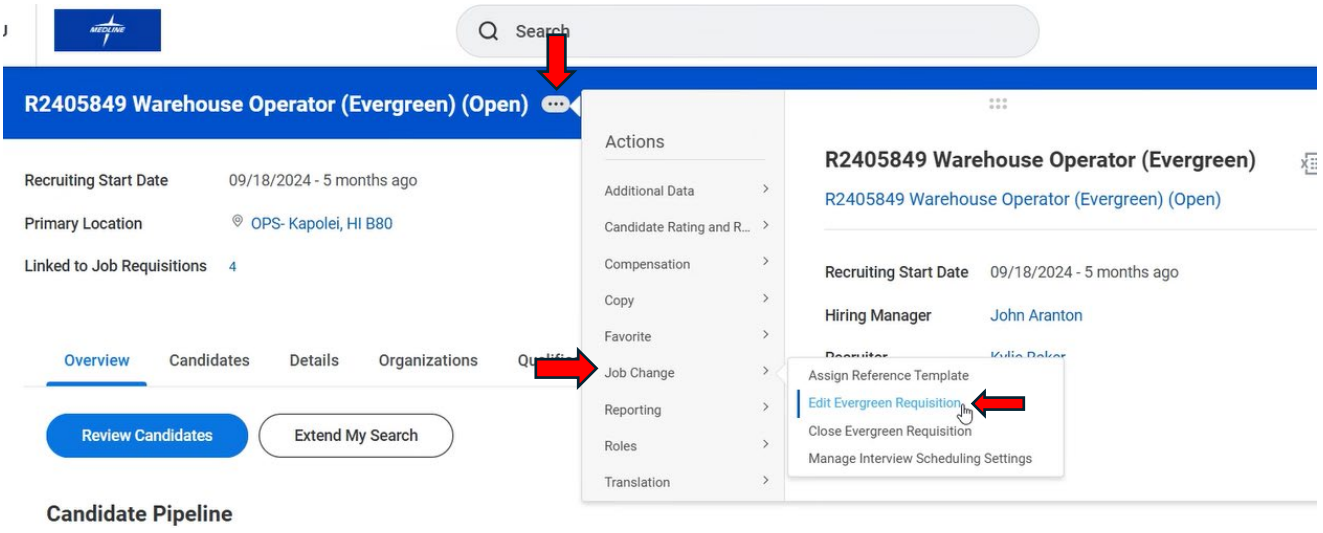
- Once your req pulls up, you will want to click on the req



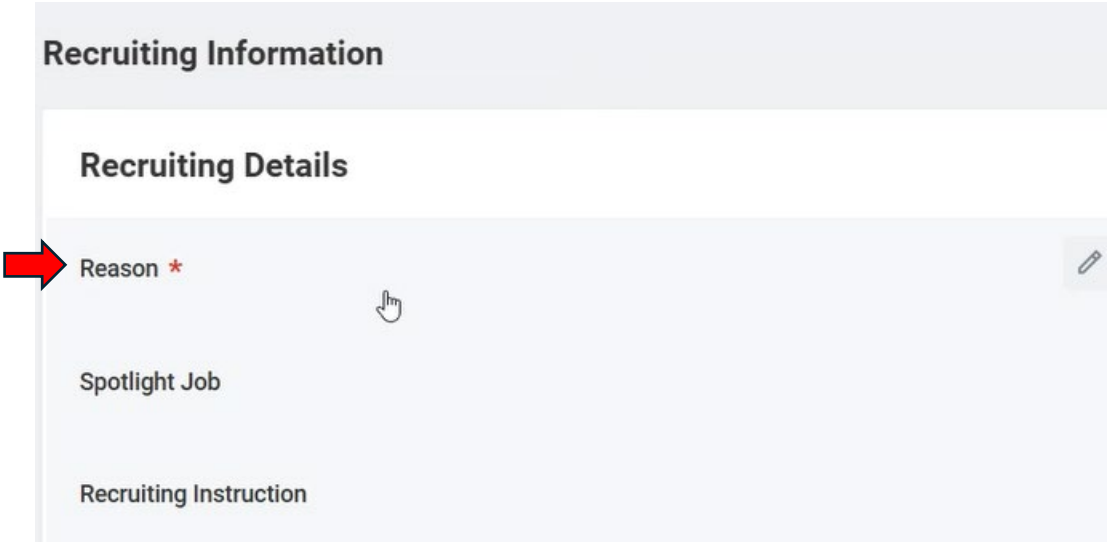
- Once you click into the req, the below page will pop up



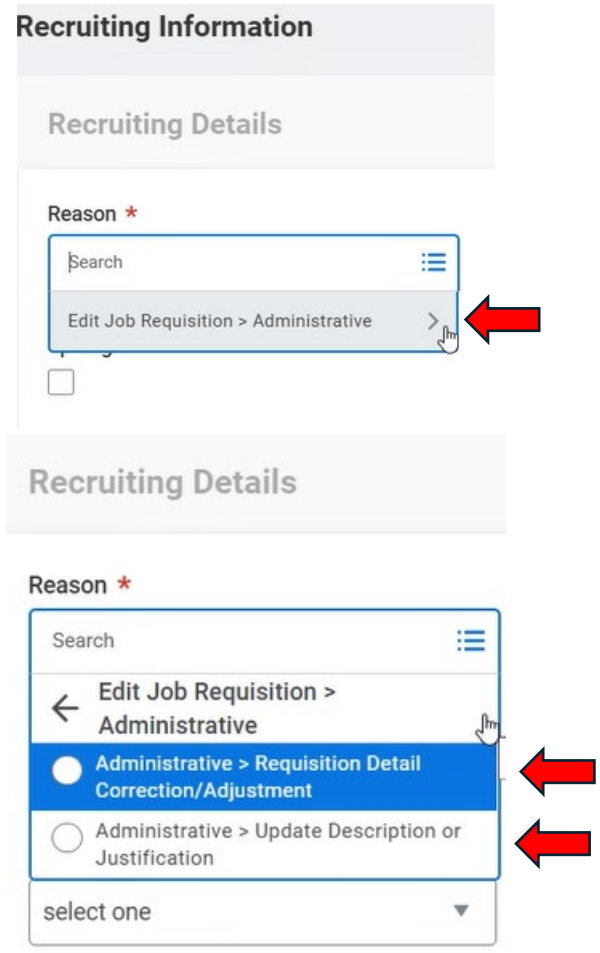
- Click on the ellipses (aka twinkie) to bring up the actions window, then choose “Job Change,” and then choose “Edit Evergreen Requisition” (***Note*** - if you are on a standard req, you will want to go to “Job Change,” then “Edit Job Requisition”)



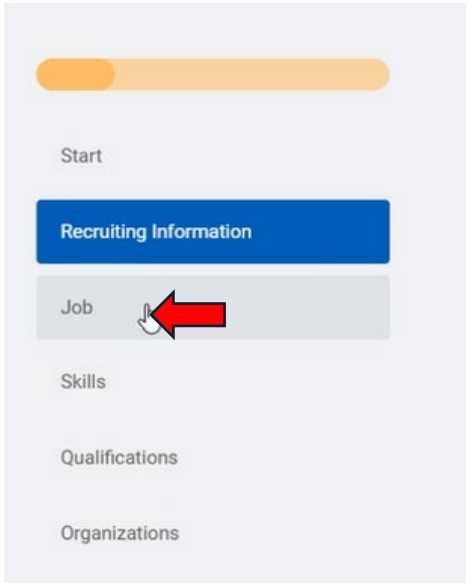
- Click into the area that says “Reason”



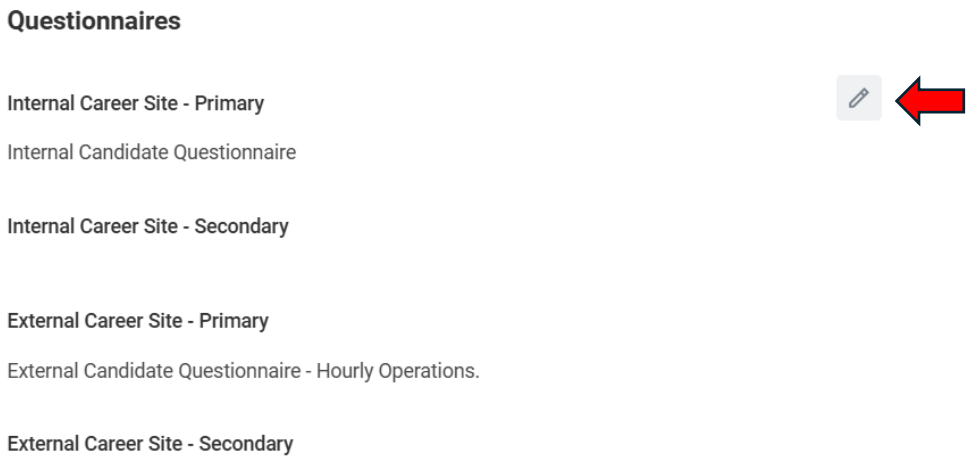
- Once you click into “Reason,” you will then want to click on “Edit Job Requisition>Administrative,” then you will choose either “Administrative>Requisition Detail Correction/Adjustment” or “Administrative>Update Description or Justification”



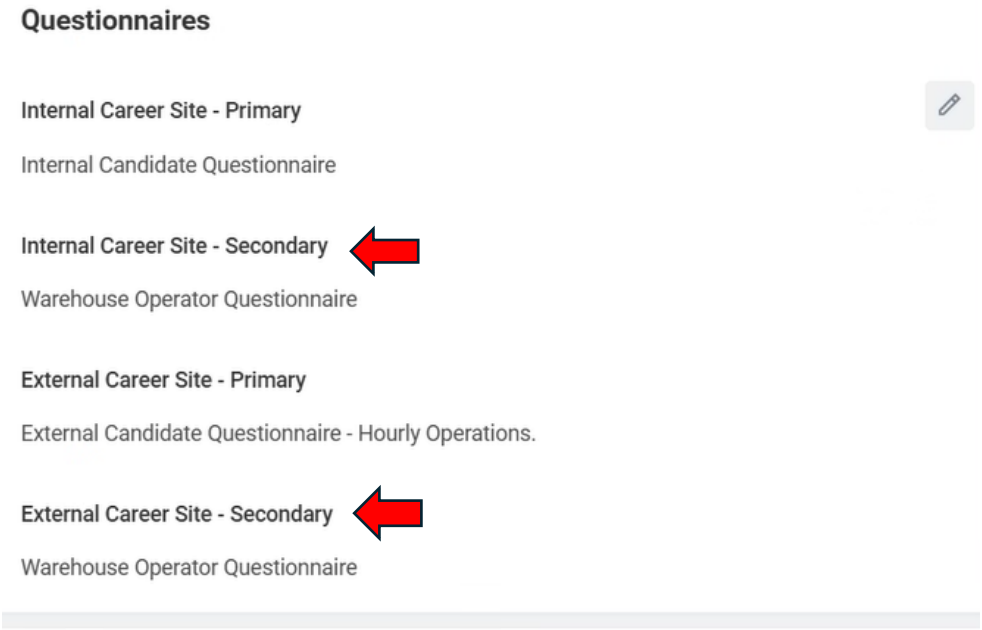
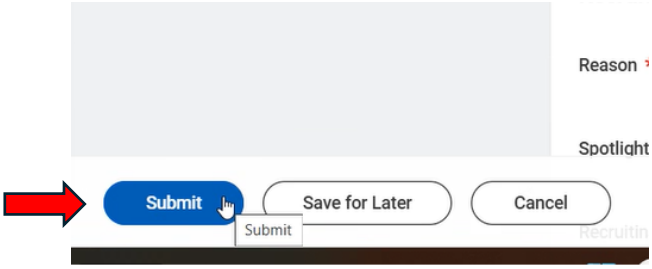
- Click on “Job” on the left hand side of the page



- You will want to scroll down to the area that says “Questionnaires,” and then click into the box to edit



- You will want to make sure that you edit both “Internal Career Site - Secondary” and “External Career Site – Secondary”



- Once those are inputted, you will want to scroll down and click “Submit”