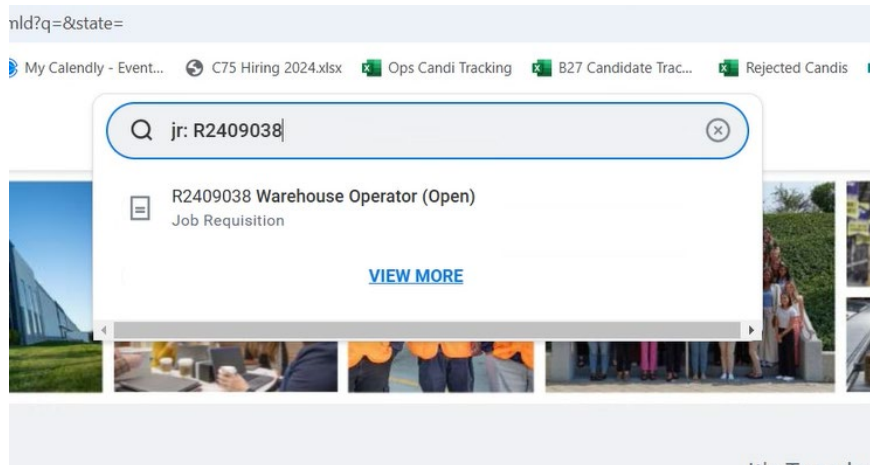


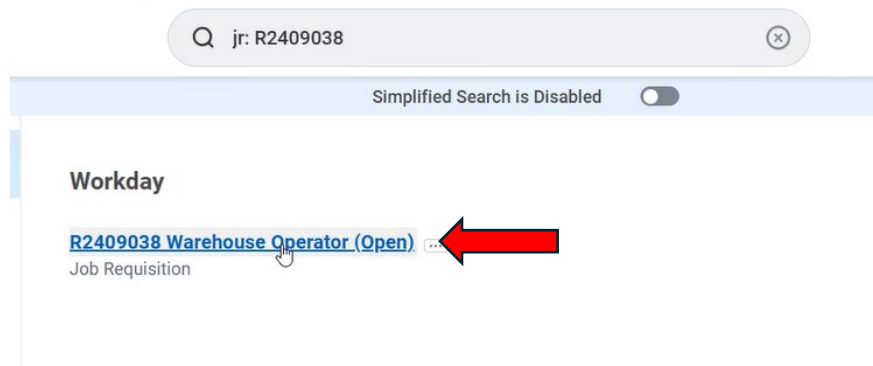
How to Add Secondary Questions to a Req

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

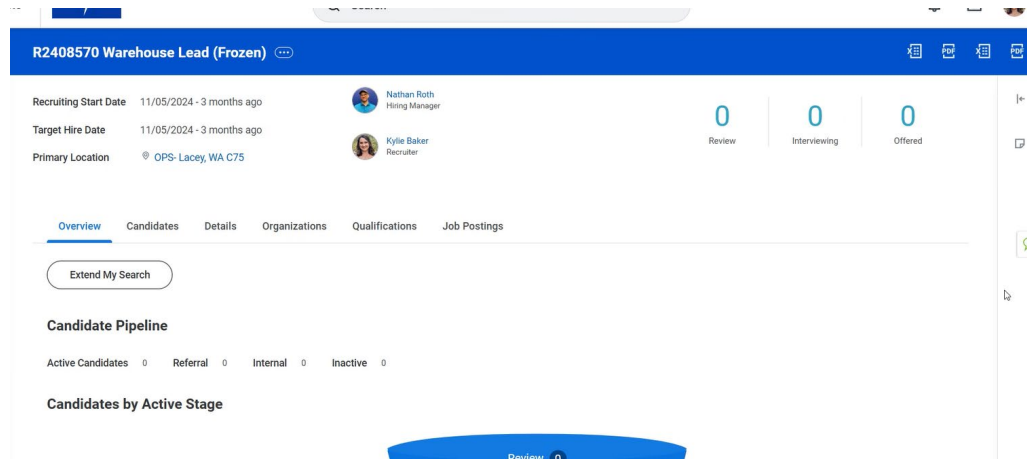
- Start by looking up your req that you would like to add a secondary question to by typing in jr:req ID – example below



- 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”)

The screenshot displays the Oracle Talent Management interface for a specific requisition. At the top, the requisition title is "R2405849 Warehouse Operator (Evergreen) (Open)". Below the title, there are tabs for "Overview", "Candidates", "Details", "Organizations", and "Qualifications". The "Overview" tab is currently selected. On the right side, there is a sidebar with the requisition details, including the recruiting start date (09/18/2024 - 5 months ago), primary location (OPS- Kapolei, HI B80), and hiring manager (John Aranton). A red arrow points to the ellipsis menu icon next to the requisition title. Another red arrow points to the "Job Change" option in the "Actions" dropdown menu. A third red arrow points to the "Edit Evergreen Requisition" option in the sub-menu.

- Click into the area that says “Reason”

The screenshot shows the "Recruiting Information" section of the Oracle Talent Management interface. Under the "Recruiting Details" heading, there is a "Reason" field with a red asterisk, indicating it is a required field. A red arrow points to this field. Below the "Reason" field, there are sections for "Spotlight Job" and "Recruiting Instruction". A hand cursor is visible over the "Reason" field.

- 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”

The first screenshot shows the 'Reason' dropdown menu with the following options:

- Search
- Edit Job Requisition > Administrative

The second screenshot shows the expanded menu with the following options:

- Search
- ← Edit Job Requisition > Administrative
- Administrative > Requisition Detail Correction/Adjustment
- Administrative > Update Description or Justification

Red arrows indicate the selection of 'Edit Job Requisition > Administrative' in the first screenshot and the selection of 'Administrative > Requisition Detail Correction/Adjustment' in the second screenshot.

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

The screenshot shows a sidebar with the following items:

- Start
- Recruiting Information
- Job
- Skills
- Qualifications
- Organizations

A red arrow points to the 'Job' button.

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

Questionnaires

Internal Career Site - Primary

Internal Candidate Questionnaire

Internal Career Site - Secondary

External Career Site - Primary

External Candidate Questionnaire - Hourly Operations.

External Career Site - Secondary



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

Questionnaires

Internal Career Site - Primary

Internal Candidate Questionnaire

Internal Career Site - Secondary

Warehouse Operator Questionnaire

External Career Site - Primary

External Candidate Questionnaire - Hourly Operations.

External Career Site - Secondary

Warehouse Operator Questionnaire



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

Reason *

Spotlight

Submit

Save for Later

Cancel

Submit

Recruiting

