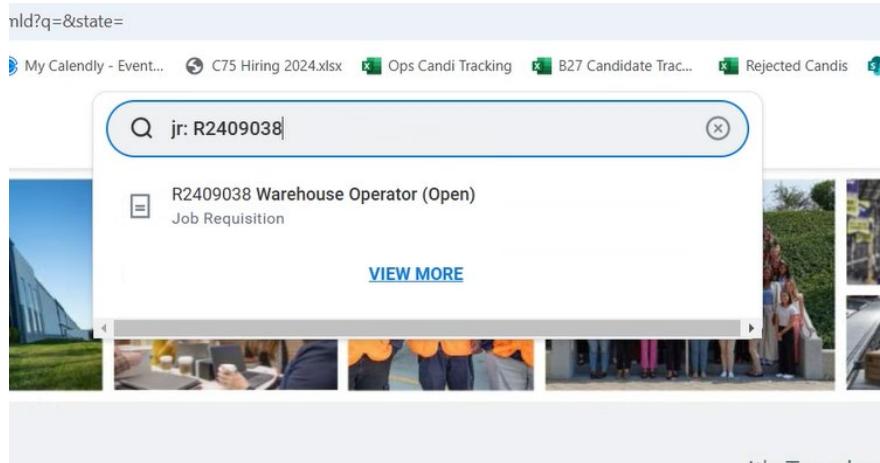


How to Add Secondary Questions to a Req

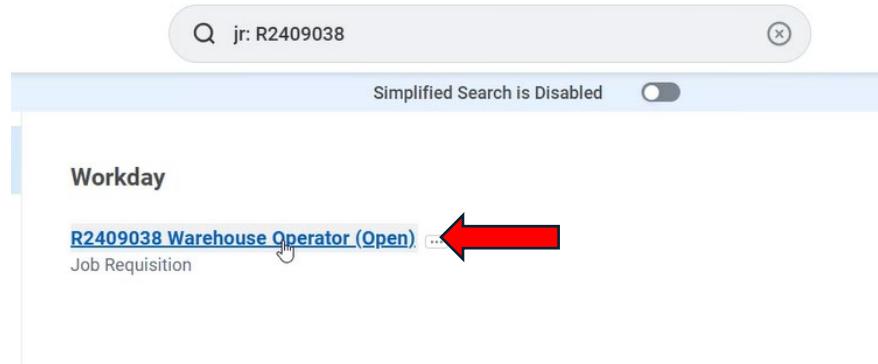
(*NOTE* - You will want to add the secondary question prior to posting the req)

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



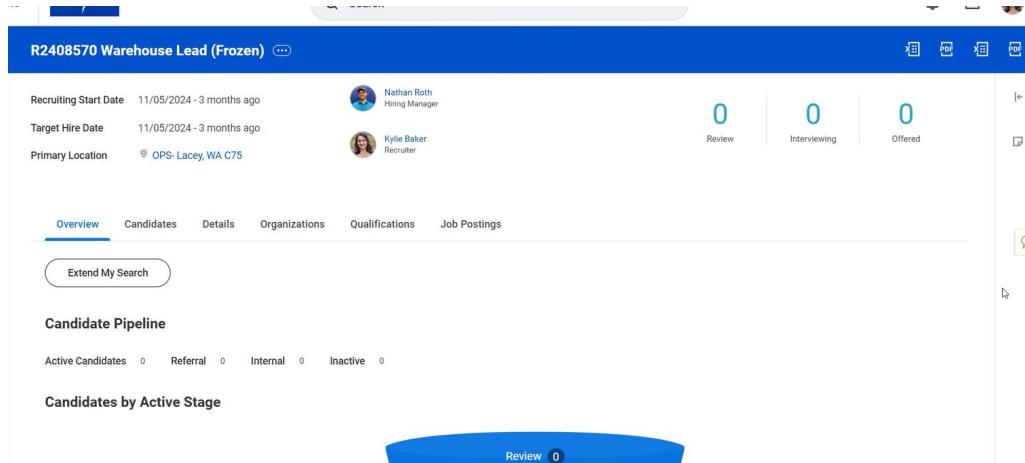
The screenshot shows a search interface with a search bar containing 'jr: R2409038'. Below the search bar, a list of results is displayed. The first result is 'R2409038 Warehouse Operator (Open)' under 'Job Requisition'. A 'VIEW MORE' link is visible below the result. To the left of the result is a thumbnail image of a warehouse building, and to the right are several smaller thumbnail images of people in work environments.

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



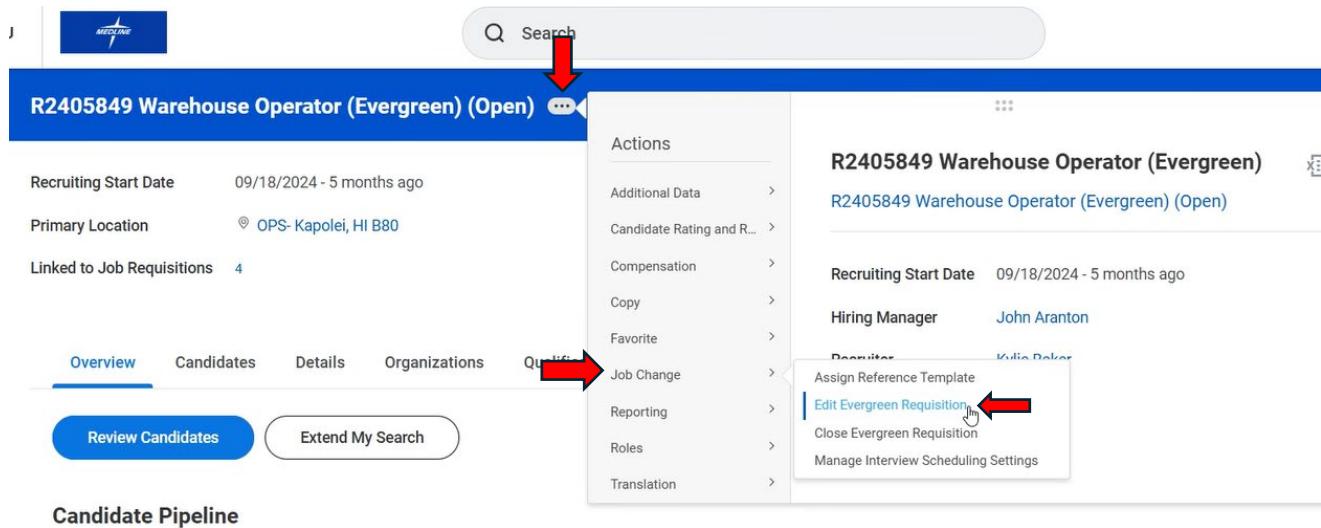
The screenshot shows the Workday interface with a search bar containing 'jr: R2409038'. Below the search bar, a message says 'Simplified Search is Disabled' with a toggle switch. The main content area is titled 'Workday' and shows a job requisition titled 'R2409038 Warehouse Operator (Open)'. A red arrow points to the three-dot ellipsis icon next to the job title.

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



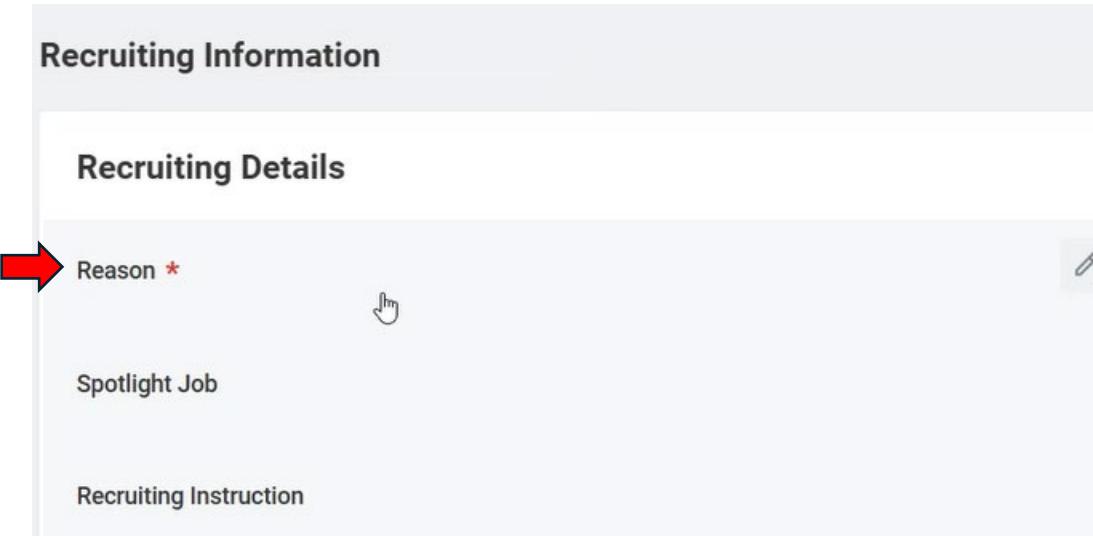
The screenshot shows the Workday interface for the job requisition 'R2408570 Warehouse Lead (Frozen)'. The top navigation bar includes tabs for Overview, Candidates, Details, Organizations, Qualifications, and Job Postings. The Overview tab is selected. Below the navigation, there is a 'Extend My Search' button. The main content area displays various details about the requisition, including the recruiting start date (11/05/2024 - 3 months ago), target hire date (11/05/2024 - 3 months ago), and primary location (OPS - Lacey, WA C75). It also shows the status of the requisition: 0 Review, 0 Interviewing, and 0 Offered. At the bottom, there is a 'Review' button with a count of 0.

- 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”)



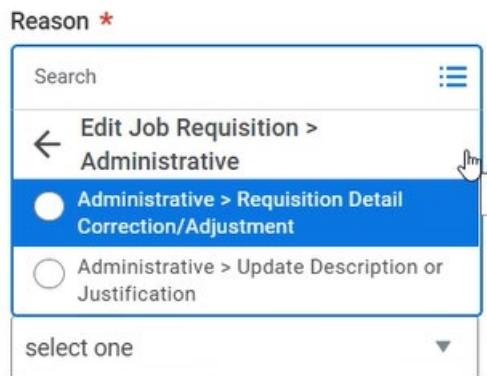
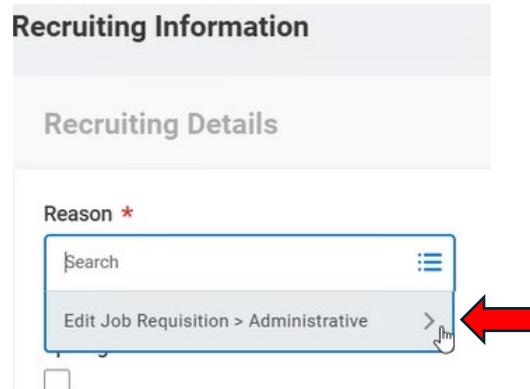
The screenshot shows the Evergreen Requisition Detail Page for R2405849 Warehouse Operator (Evergreen) (Open). The page includes a search bar, a main content area with details like Recruiting Start Date (09/18/2024 - 5 months ago), Primary Location (OPS- Kapolei, HI B80), and Linked to Job Requisitions (4). Below this are tabs for Overview, Candidates, Details, Organizations, Qualifications, and a Candidate Pipeline. A red arrow points to the 'Qualifications' tab. A secondary red arrow points to the 'Edit Evergreen Requisition' option in the Actions menu, which is highlighted with a blue background.

- Click into the area that says “Reason”

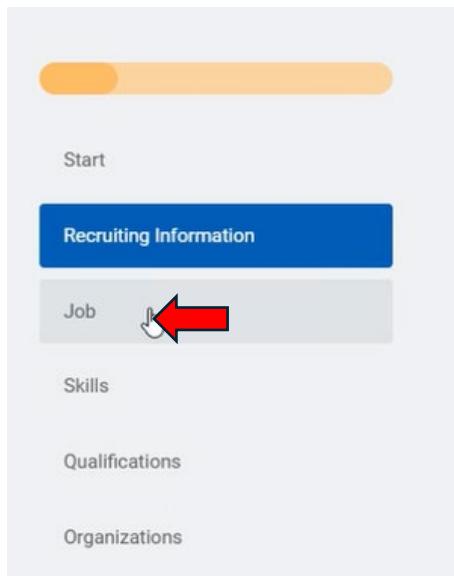


The screenshot shows the Recruiting Information page. It features a header 'Recruiting Information' and a section 'Recruiting Details'. Within 'Recruiting Details', there is a field labeled 'Reason *' with a red arrow pointing to it. Below this field is a 'Spotlight Job' section and a 'Recruiting Instruction' section.

- 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

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

Recruiting

Submit →

Save for Later

Cancel