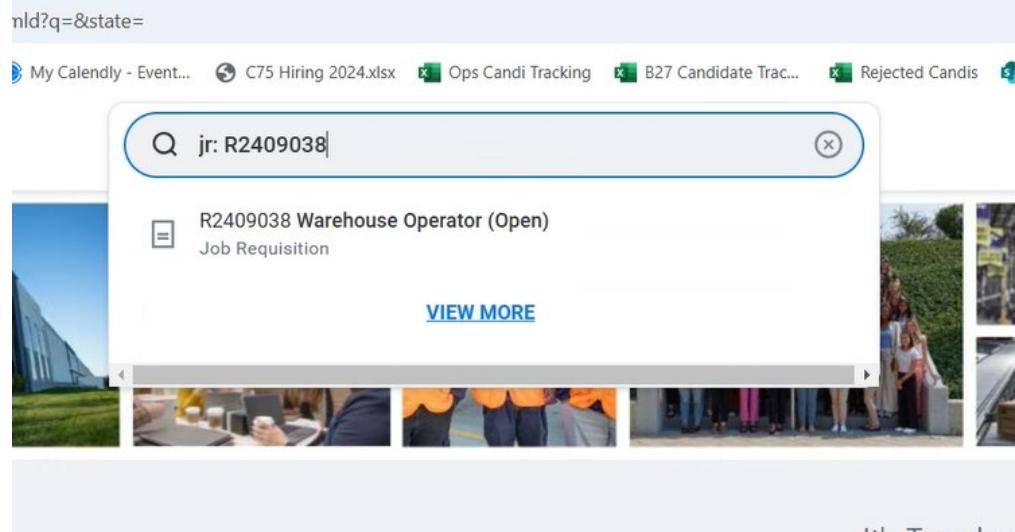


## How to Link an Evergreen Req to a Req

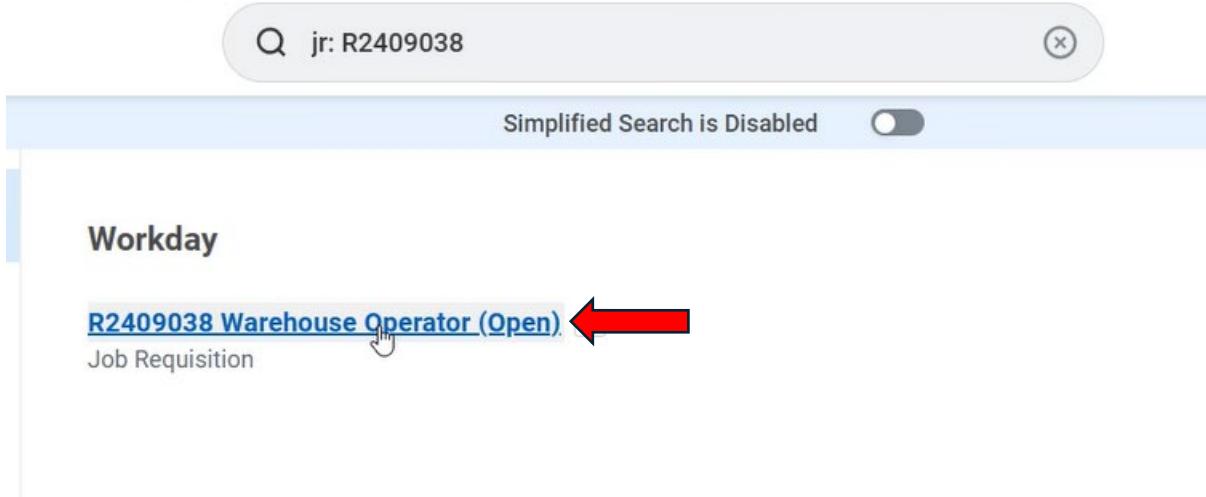
(\*Note\* - You can also link a Req to an Evergreen Req by following these directions, but starting with searching for your Evergreen Req in Workday)

- You will want to start by looking up your non Evergreen req that you want to link the Evergreen req to by typing in jr:req ID – example below



The screenshot shows a search bar with the query "jr: R2409038". Below the search bar, a search result is displayed for "R2409038 Warehouse Operator (Open)" under the category "Job Requisition". A "VIEW MORE" link is visible below the result. The interface includes a navigation bar with various icons and a "Simplified Search is Disabled" toggle switch.

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



The screenshot shows the search results for "jr: R2409038". The top result is "R2409038 Warehouse Operator (Open)" under the "Job Requisition" category. A red arrow points to the title of the requisition. The interface includes a "Simplified Search is Disabled" toggle switch.

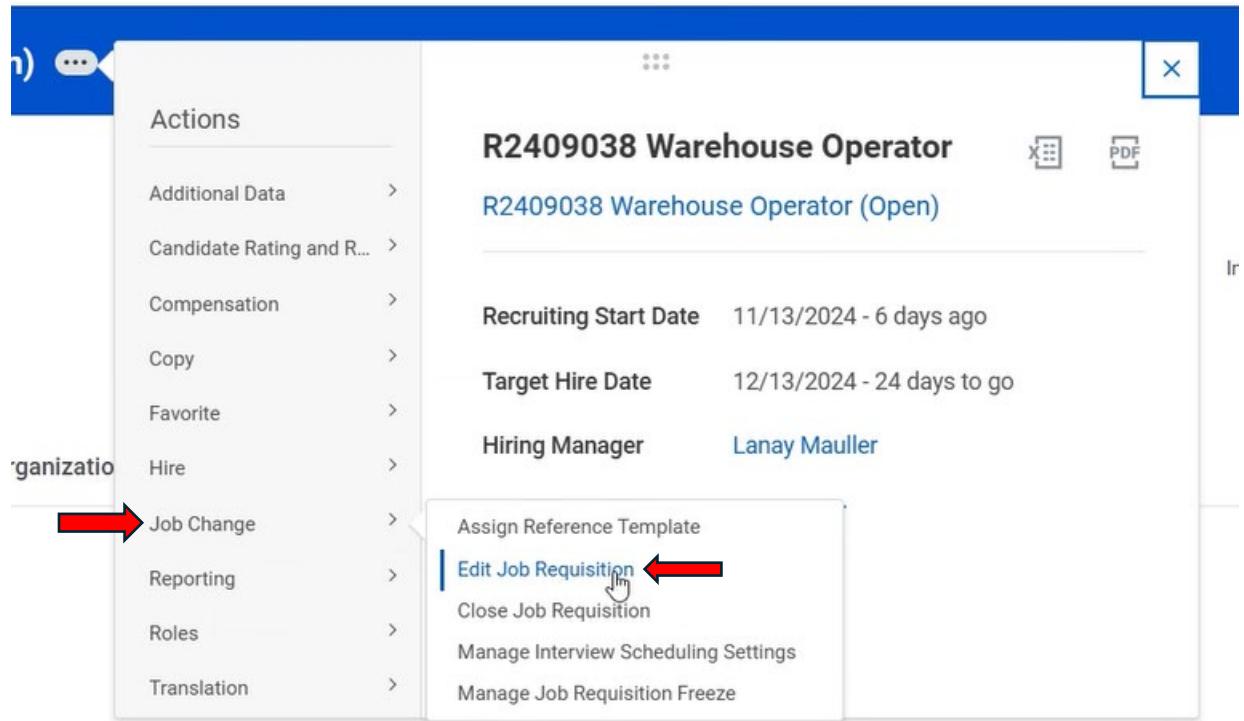
- Once you click into the req, the below page will pop up

The screenshot shows a requisition details page for 'R2409038 Warehouse Operator (Open)'. At the top, there are tabs for Overview, Candidates, Details (which is selected), Organizations, Qualifications, and Job Postings. Below the tabs, there are sections for Requisition Details and Hiring Requirements. The Requisition Details section includes fields for Job Requisition (R2409038 Warehouse Operator (Open)), Supervisory Organization (Lanay Mauller), and Number of Openings (1 available | 0 unavailable | 0 filled | 1 total). The Hiring Requirements section includes Job Details with fields for Job Profile (Warehouse Operator Operations) and Job Families for Job Profiles (Warehouse & Distribution). On the right side, there are counts for Review (0), Interviewing (0), and Offered (0). At the bottom, there is a 'Copy To Create Job Requisition' button.

- You will then want to click on the ellipses (aka twinkie) to bring up the actions window

The screenshot shows the actions window (twinkie) open over the requisition details page. The twinkie is a floating menu with a blue header containing the requisition number and a red arrow pointing to the ellipsis icon. The menu is titled 'Actions' and includes options: Additional Data, Candidate Rating and R..., Compensation, Copy, Favorite, Hire, Job Change, Reporting, Roles, and Translation. The main page below the twinkie shows the requisition details for 'R2409038 Warehouse Operator (Open)' and a candidate pipeline section.

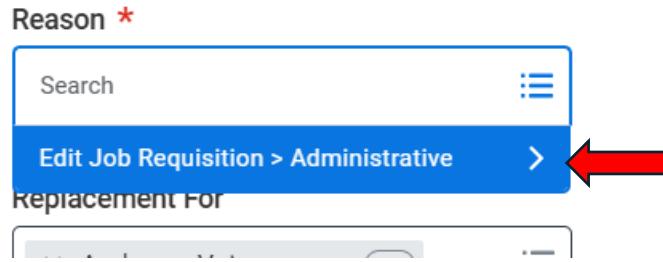
- From the actions window, you will want to hover over “Job Change,” and then choose “Edit Job Requisition” (\*Note\* - if you are starting with an Evergreen req – under “Job Change” – you will want to choose “Edit Evergreen Requisition”)



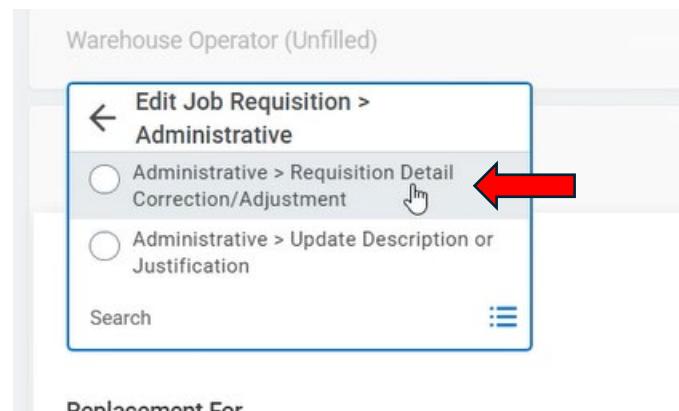
- The below window will pop up after you choose “Edit Job Requisition.” You will then want to click into “Reason”

The screenshot shows a 'Recruiting Information' window. It has two main sections: 'Positions' and 'Recruiting Details'. The 'Positions' section shows a single position: 'Warehouse Operator (Unfilled)'. The 'Recruiting Details' section contains fields for 'Reason' (with a red box and arrow), 'Replacement For' (which lists 'Ambrose Vaimasanuu'), and 'Describing Instructions' (which is currently empty).

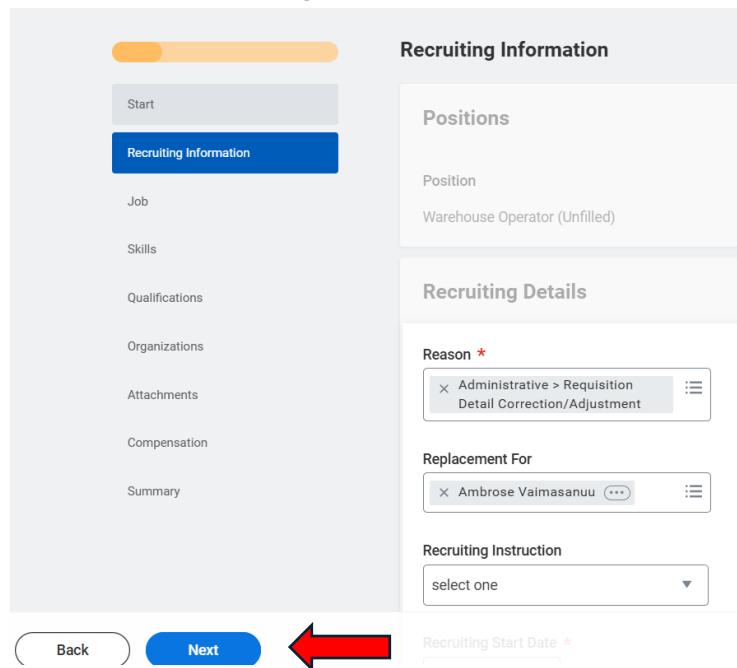
- Once you click into “Reason,” you will want to then click into “Edit Job Requisition >Administrative”



- The below window will pop up and you will want to choose “Administrative>Requisition Detail Correction/Adjustment”



- You will then want to click “Next” to bring you to the “Job” tab



- Once you are in the “Job” tab , you will want to scroll down until you get to the section that says “Link to Evergreen Requisition” and click into the box or the pencil to add your Evergreen Req (\*Note\* - if you are starting with an Evergreen Req – you will want to scroll down to the section that says “Link to Job Requisition - [Link to Job Requisitions](#) to add all your non Evergreen Reqs)



Work Shift \*

2nd Shift (United States of America)

**Link to Evergreen Requisition**

Evergreen Requisition   

Compensation Details

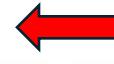
- You will then want to add in the Evergreen Req and click enter so the Evergreen req sticks
  - (\*Note\* - if you are linking a Req to an Evergreen Req, you can add in multiple non Evergreen reqs by typing the req number and hitting enter, then typing another non Evergreen req and hitting enter, etc until you have added in all your non Evergreen reqs)



Work Shift \*

2nd Shift (United States of America)

**Link to Evergreen Requisition**

Evergreen Requisition  

R2400813 Warehouse Operator (Evergreen) (Open)

Compensation Details

- After you have added your Evergreen Req, you will then want to click “Next” until you get to the “Summary Page”

Job

Job Details

Supervisory Organization \*

Lanay Mauller

Job Posting Title \*

Warehouse Operator

Job Profile \*

Warehouse Operator Operations

Job Description Summary

Medline Industries, LP is the leading nationwide supplier of medical, surgical and pharmaceutical products to hospitals, nursing homes, HME providers, surgery centers, physician offices and home care/hospice settings. Due to continued growth we are in need of a Warehouse Operator to join our team. The Warehouse Operator is an integral part of our team's success. Our Warehouse Operators are responsible for operating machinery to move materials around a facility for shipping, processing and receiving. This might include unloading, scanning, moving, staging, loading, locating, picking, relocating, and stacking product.

Summary ←

Back      Next ←

- Once you are on the “Summary” page, you will then want to click “Submit”

Edit Job Requisition

Start

Details

Supervisory Org

Lanay Mauller

Worker Type

Employee

Recruiting Information

Positions

Position

Warehouse Operator (Unfilled)

Submit      Save for Later      Cancel

- After you click submit, you will then receive the below notification

