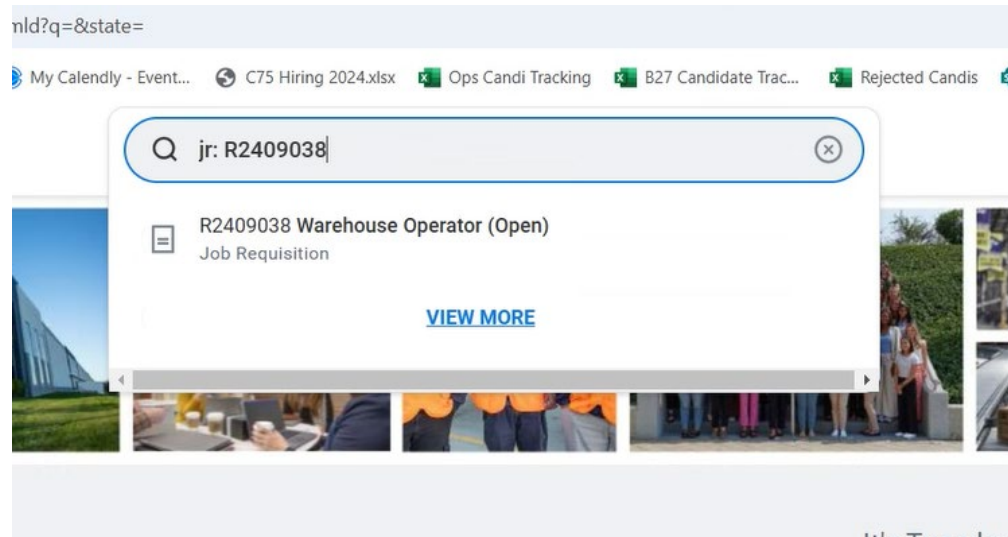


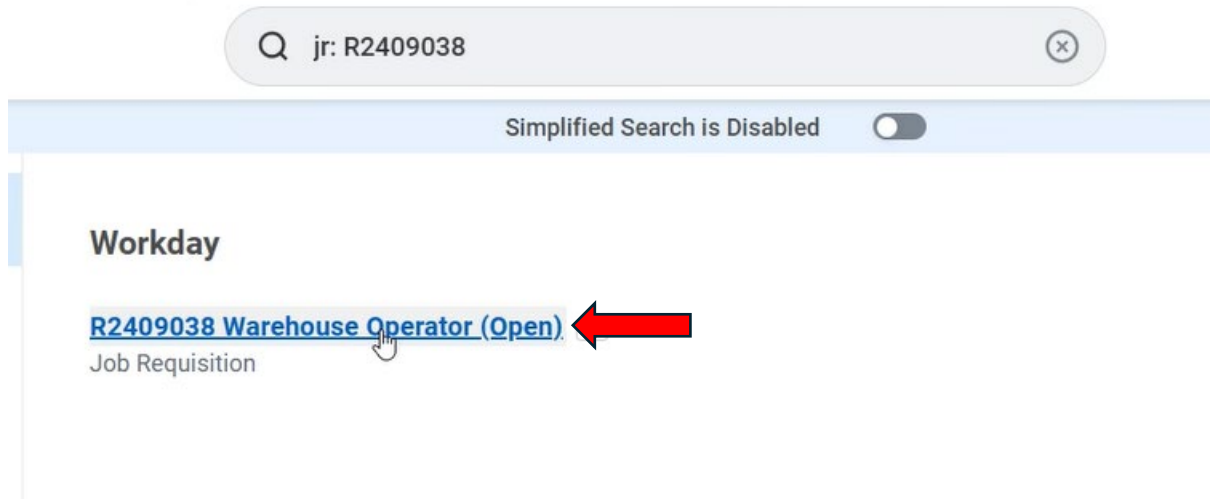
How to Link an Evergreen Req to a Req

(*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



- 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

W Workday - Workday W Measure Careers i Indeed my Career - Events... 1/2 Hiring 2024.xlsx Ops Career Tracking B2 / Candidate trac... Rejected Candi... The Source

ENU Q jr: R2409038

R2409038 Warehouse Operator (Open)

Recruiting Start Date 11/13/2024 - 6 days ago Lanay Mauller Hiring Manager

Target Hire Date 12/13/2024 - 24 days to go Kylie Baker Recruiter

Primary Location OPS- Anchorage, AK B34

0 Review 0 Interviewing 0 Offered

Overview Candidates **Details** Organizations Qualifications Job Postings

Details Requisition Compensation

Copy To Create Job Requisition

Requisition Details

Job Requisition R2409038 Warehouse Operator (Open)

Supervisory Organization Lanay Mauller

Number of Openings 1 available | 0 unavailable | 0 filled | 1 total

Hiring Requirements

Job Details

Job Profile Warehouse Operator Operations

Job Families for Job Profiles Warehouse & Distribution

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

MENU Q jr: R2409038

R2409038 Warehouse Operator (Open)

Recruiting Start Date 11/13/2024 - 6 days ago

Target Hire Date 12/13/2024 - 24 days to go

Primary Location OPS- Anchorage, AK B34

Overview Candidates **Details** Organization

Extend My Search

Candidate Pipeline

Active Candidates 0 Referral 0 Internal 0 Inactive 0

Actions

- Additional Data >
- Candidate Rating and R... >
- Compensation >
- Copy >
- Favorite >
- Hire >
- Job Change >
- Reporting >
- Roles >
- Translation >

R2409038 Warehouse Operator

R2409038 Warehouse Operator (Open)

Recruiting Start Date 11/13/2024 - 6 days ago

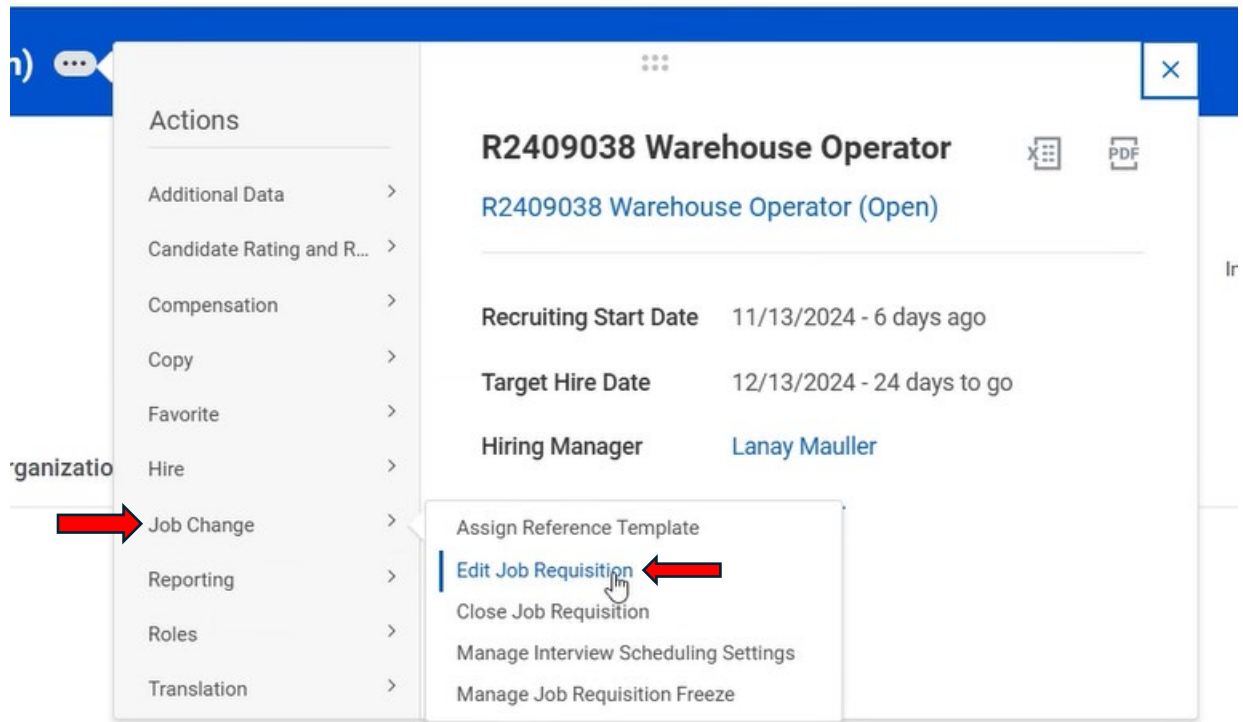
Target Hire Date 12/13/2024 - 24 days to go

Hiring Manager Lanay Mauller

Recruiter Kylie Baker

0 Interviewing

- 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”

Recruiting Information

Positions

Position
Warehouse Operator (Unfilled)

Recruiting Details

Reason *

Search I

Replacement For

x Ambrose Vaimasanuu ...

Dismissive Instruction

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

Reason *

Edit Job Requisition > Administrative >

Replacement For

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

Warehouse Operator (Unfilled)

←

**Edit Job Requisition >
Administrative**

☐

Administrative > Requisition Detail
Correction/Adjustment

☐

Administrative > Update Description or
Justification

Replacement For

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

Start

Recruiting Information

Job

Skills

Qualifications

Organizations

Attachments

Compensation

Summary

Recruiting Information

Positions

Position

Warehouse Operator (Unfilled)

Recruiting Details

Reason *

×

Administrative > Requisition
Detail Correction/Adjustment

Replacement For

×

Ambrose Vaimasanuu

...


Recruiting Instruction

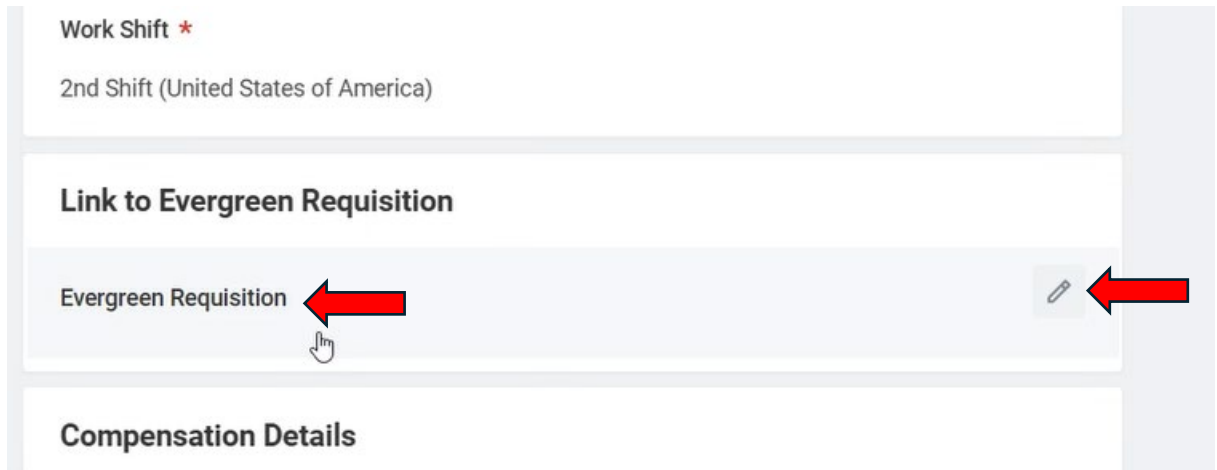
select one

Back

Next

Recruiting Start Date *


- 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”

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

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

