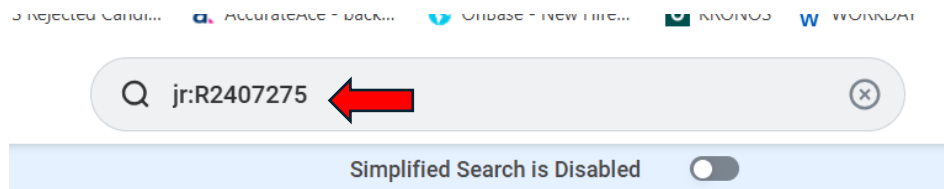
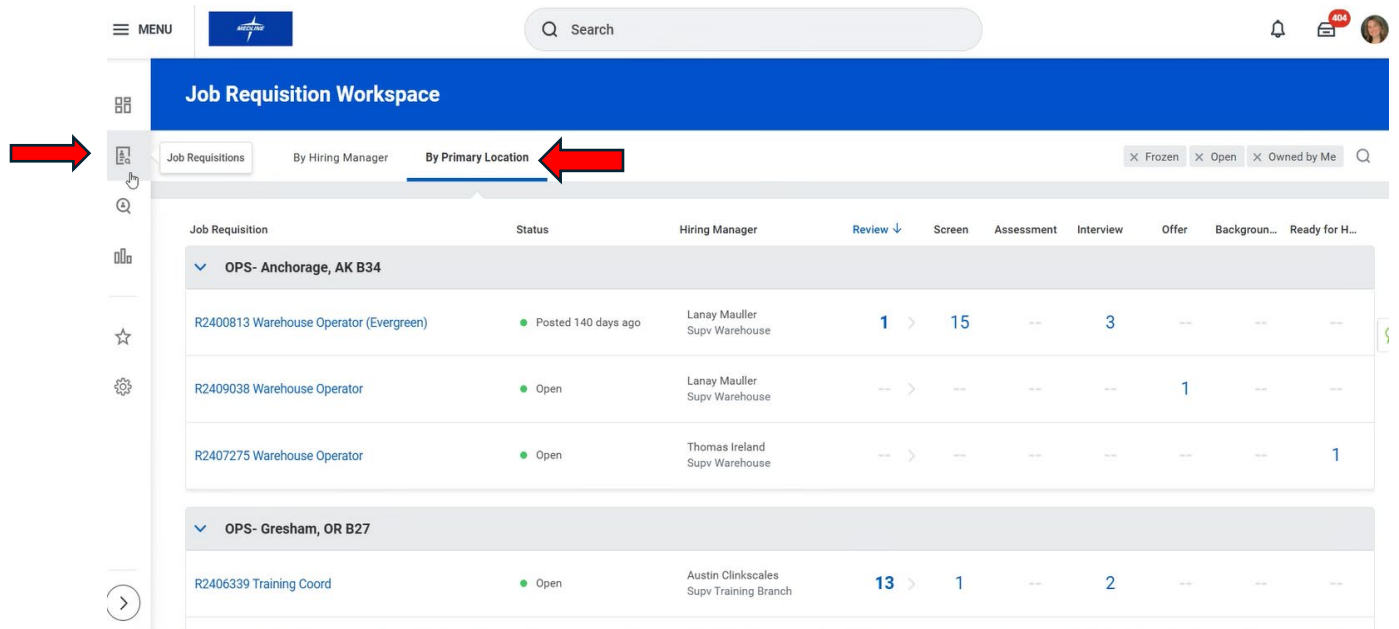


How to Post a Job Req in Workday

- 1) You will want to first look up the job req you want to post. There are two ways you can look up your job req
 - The first way you will want to look up your job req would be to type in jr:req ID – screen shot below. If you search for your job req this way, you will then want to skip to step 2).



- The second way to look up your job req that you want to post would be to navigate and click on the icon “Job Requisitions” and then click on the tab “By Primary Location”



- Once you are on the tab ‘By Primary Location” you will want to find the req you want to post and then click on “Open detailed view”

R2407275 Warehouse Operator
[Open detailed view](#)

OPS- Anchorage, AK B34

- R2409038 Warehouse Operator
Open
- R2400813 Warehouse Operator (Evergreen)
Posted 140 days ago
- R2407275 Warehouse Operator**
Open

OPS- Gresham, OR B27

- R2406339 Training Coord
Open
- R2400488 Warehouse Operator (Evergreen)

Job Requisition Workspace Summary View

Candidates Details

Active (1) Inactive (0)

Review	Screen	Assessment	Interview	Offer	Background Check	Ready for Hire
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No Filters Applied

Saved Filters select one

1 Item Overview Contact Questions Experience Eligibility Resume

2) You will now want to click on “Job Postings”

R2407275 Warehouse Operator (Fill Date: 12/02/2024)

Recruiting Start Date 10/10/2024 - 1 month ago
 Target Hire Date 11/10/2024 - 16 days ago
 Primary Location OPS- Anchorage, AK B34
 Linked Evergreen Requisition R2400813 Warehouse Operator (Evergreen) (Open)

Thomas Ireland
Hiring Manager

Kylie Baker
Recruiter

0 Review

Overview Candidates Details Organizations Qualifications **Job Postings**

Review Candidates Extend My Search

Candidate Pipeline

Active Candidates 1 Referral 0 Internal 0 Inactive 0

Candidates by Active Stage

Candidates by Source

- 3) After you click on “Job Postings” the below screen will pop up and you will want to click on “Post Job”

R2407275 Warehouse Operator (Fill Date: 12/02/2024)

Recruiting Start Date: 10/10/2024 - 1 month ago
Target Hire Date: 11/10/2024 - 16 days ago
Primary Location: OPS- Anchorage, AK B34
Linked Evergreen Requisition: R2400813 Warehouse Operator (Evergreen) (Open)

Thomas Ireland
Hiring Manager

Kylie Baker
Recruiter

0 Review
0 Interviewing
1 Offered

Overview Candidates Details Organizations Qualifications **Job Postings**

Post Job

0 items

	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Posting Cost	Action
No Data							

- 4) The below screen will come up and you will want to select “All”

Post Job R2407275 Warehouse Operator (Fill Date: 12/02/2024)

Job Posting Site * Search

Preview Job Posting

All
External
Internal
Agency
Agency by Type

OK Cancel

- 5) After you click “All” the below screen will pop up and you will choose internal, Medline (external), or both. (*Note* - do not choose Korn Ferry).

Post Job R2407275 Warehouse Operator (Fill Date: 12/02/2020)

Job Posting Site *

Preview Job Posting

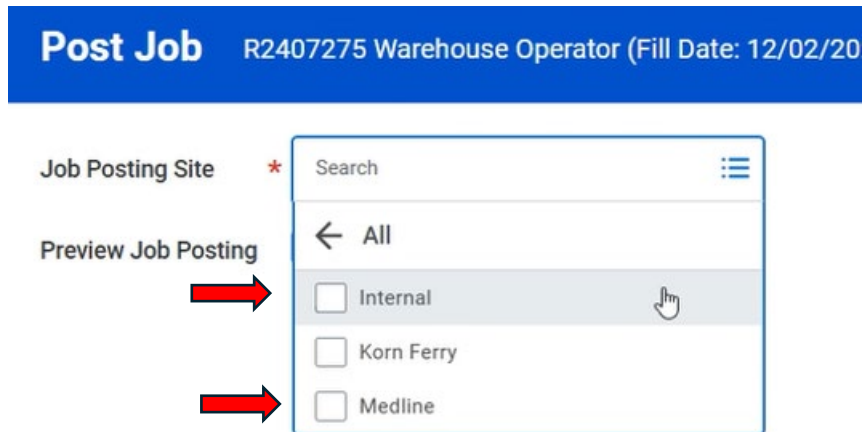
Search

← All

☐ Internal

☐ Korn Ferry

☐ Medline



- 6) After you choose internal, Medline, or both, you can click on the “Preview Job Posting” to see what will be posted. Otherwise, you will want to click “Ok”

Post Job R2407275 Warehouse Operator (Fill Date: 12/02/2020)

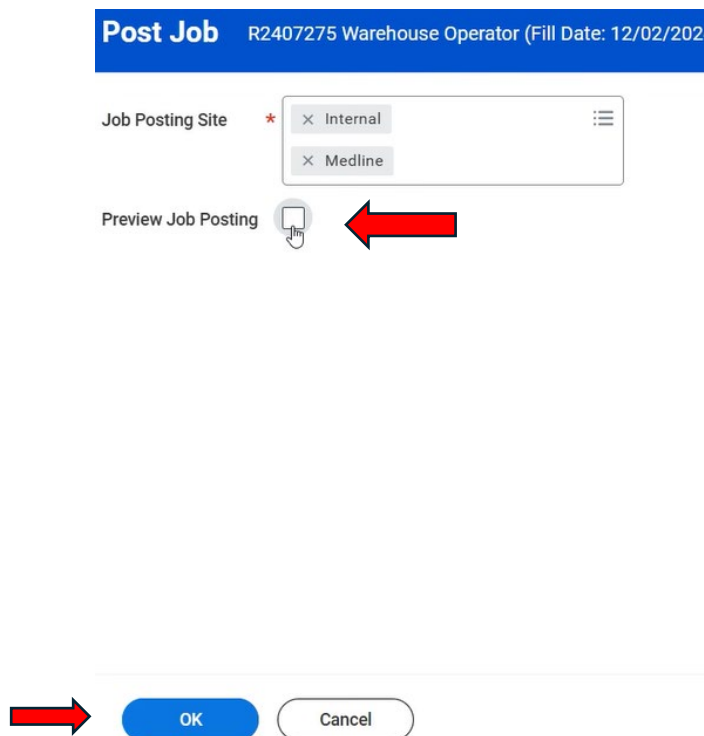
Job Posting Site *

Preview Job Posting

× Internal

× Medline

OK Cancel




- 7) Once you click “Ok” the below screen will pop up and you will want to click “Submit”
(*Note* - you can put an end date for internals only if need be)


Post Job R2407275 Warehouse Operator (Fill Date: 12/02/2024) ⋮

2 Items

	*Site	*Start Date	End Date	Primary Posting
+	Internal	11/26/2024		<input type="checkbox"/>
-	Medline	11/26/2024		<input type="checkbox"/>

enter your comment



 **Submit** Save for Later Cancel

- 8) After you click “Submit” the below screen will pop up letting you know that your job has been posted. (*Note* - job postings for internals will post within 5-10 mins and the link for externals will be provided right away under “External Posting URL”

wd5.myworkday.com/medline/d/inst/1\$14180/5303\$6031.html?refresh=true&ref=%2Fmedline%2Finst%2F1%2414180%2F5303%246031%2Ehtml#TABTASKID=2998%2417244

Workday - Workday Medline Careers Indeed My Calendly - Event... C75 Hiring 2024.xlsx Ops Candi Tracking B27 Candidate Trac... Rejected Candis The Source

R2407275 Warehouse Operator (Fill Date: 12/02/2024)

Recruiting Start Date 10/10/2024 - 1 month ago
Target Hire Date 11/10/2024 - 16 days ago
Primary Location OPS- Anchorage, AK B34
Linked Evergreen Requisition R2400813 Warehouse Operator (Evergreen) (Open)

Thomas Ireland Hiring Manager

You have submitted [View Details](#)

0 Review 0 Interviewing 1 Offered

Overview Candidates Details Organizations Qualifications **Job Postings**

Post Job

2 Items

	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
<input type="checkbox"/>	Internal	Internal	11/26/2024			Hourly/Volume effective 05/16/2024, 6:09 AM	0		Actions
<input type="checkbox"/>	Medline	External	11/26/2024			Hourly/Volume effective 05/16/2024, 6:09 AM	0	https://medline.wd5.myworkdayjobs.com/Medline/job/Anchorage-Alaska/Warehouse-Operator_R2407275	Actions

Unpost Jobs View Apply Flow Page Conversion

