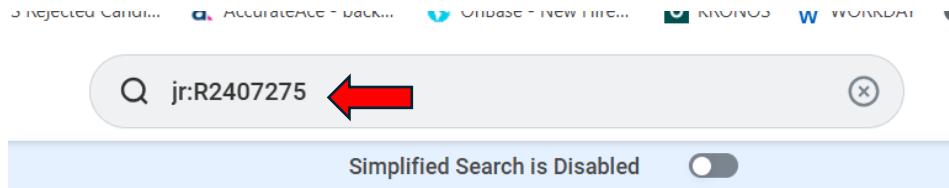
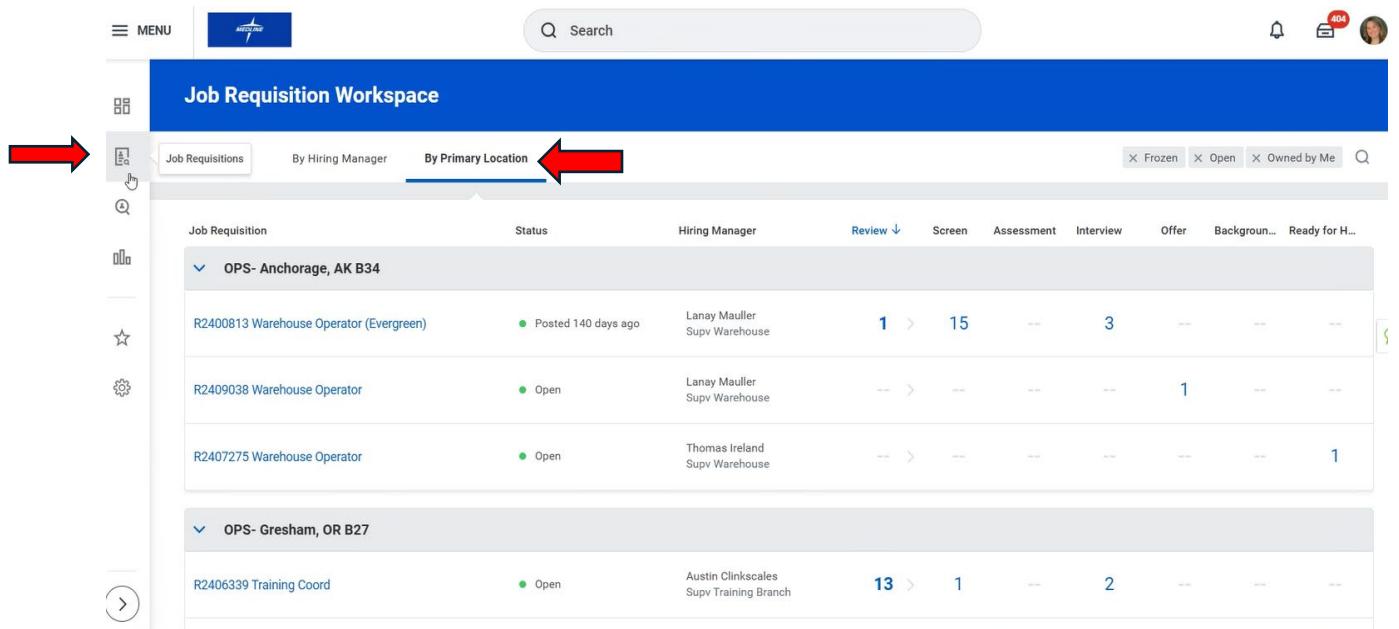


How to Post a Job Req in Workday

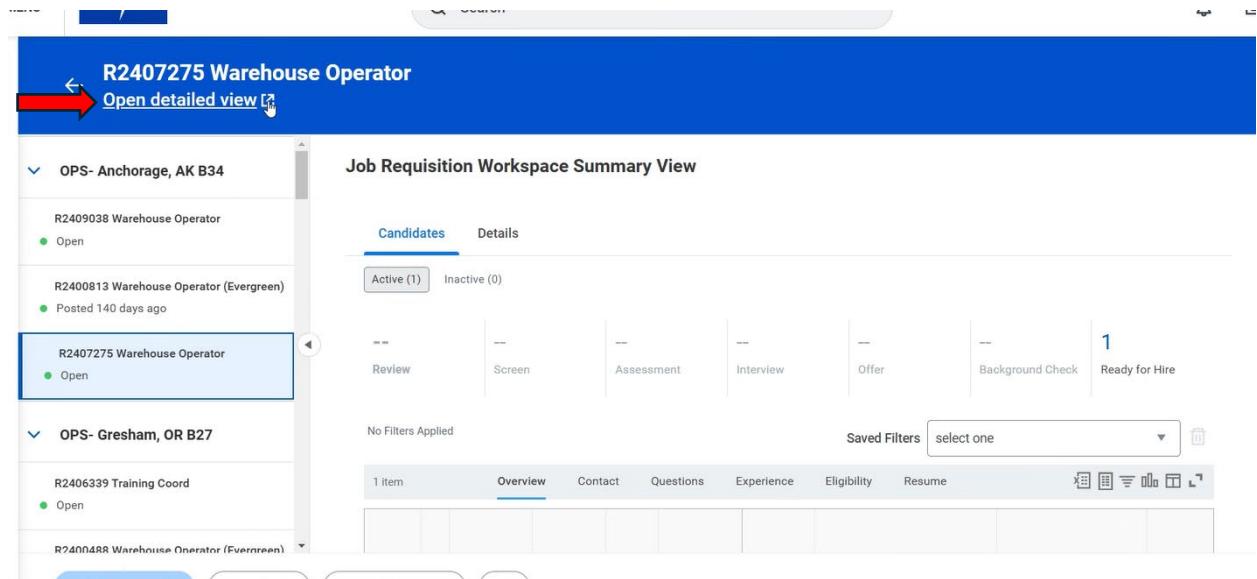
- 1) You will want to first look up the job req you want to post. There are two ways you can look up your job req
 - The first way you will want to look up your job req would be to type in jr:req ID – screen shot below. If you search for your job req this way, you will then want to skip to step 2).



- 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](#)

Job Requisition Workspace Summary View

Candidates Details

Active (1) Inactive (0)

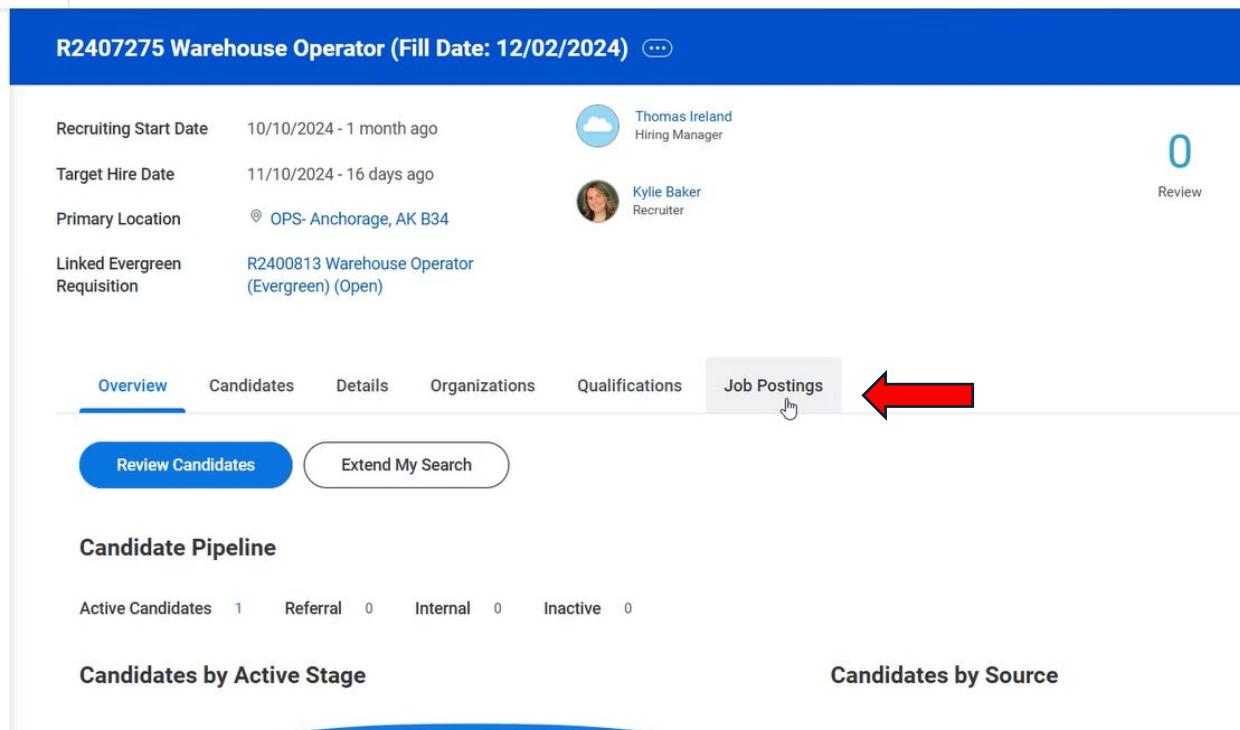
Review Screen Assessment Interview Offer Background Check 1 Ready for Hire

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 Thomas Ireland Hiring Manager 0 Review

Target Hire Date 11/10/2024 - 16 days ago Kylie Baker Recruiter

Primary Location OPS- Anchorage, AK B34

Linked Evergreen Requisition R2400813 Warehouse Operator (Evergreen) (Open)

Overview Candidates Details Organizations Qualifications Job Postings

Review Candidates Extend My Search

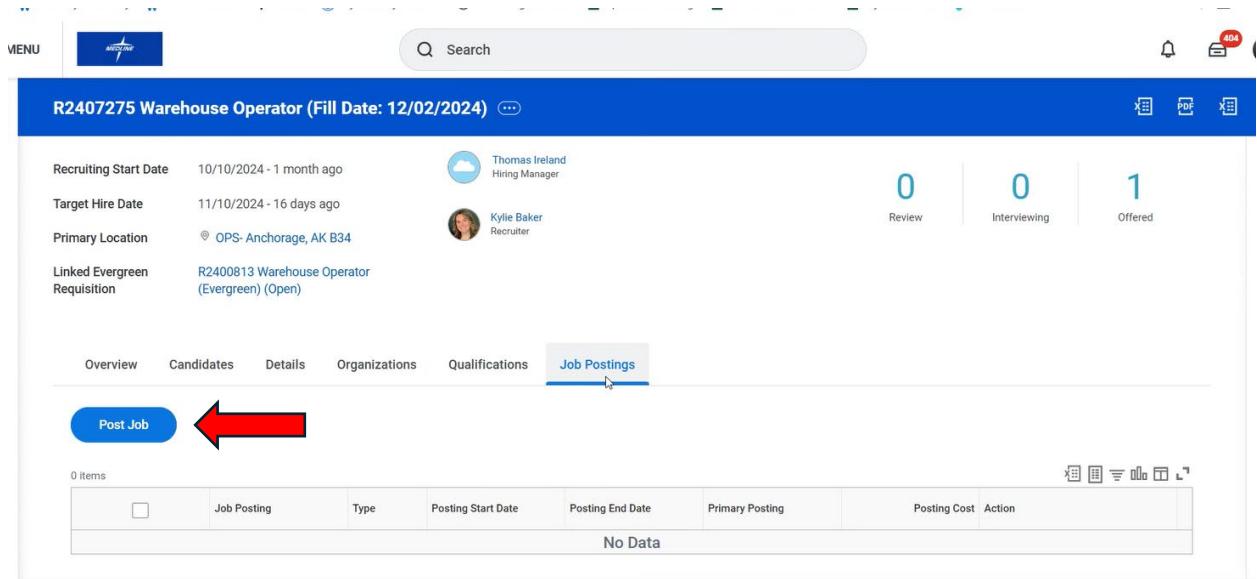
Candidate Pipeline

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

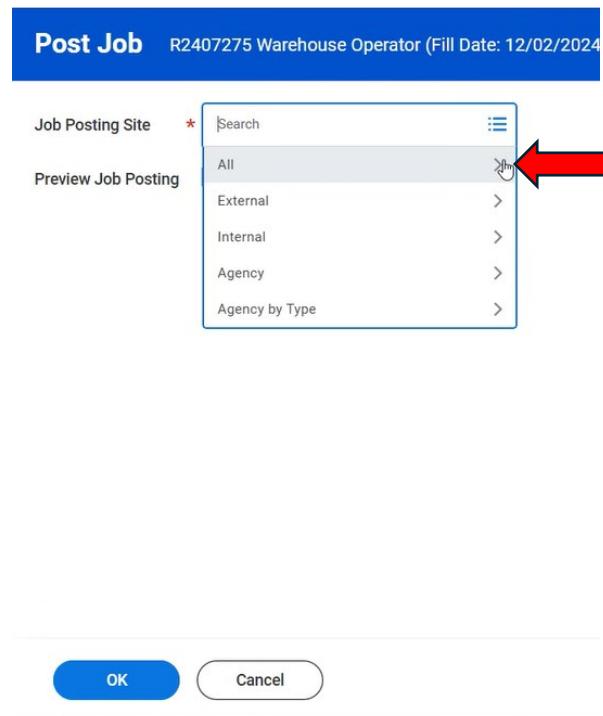
0 Review, 0 Interviewing, 1 Offered

Overview Candidates Details Organizations Qualifications Job Postings

Post Job

No Data

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



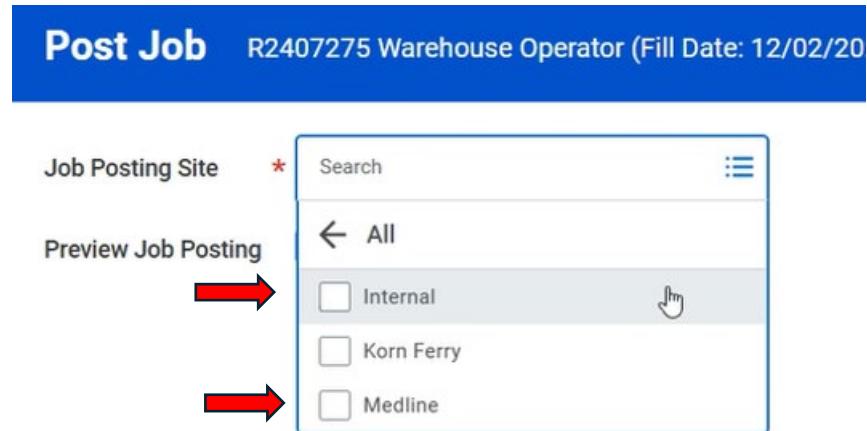
Post Job R2407275 Warehouse Operator (Fill Date: 12/02/2024)

Job Posting Site: All

Preview Job Posting

OK Cancel

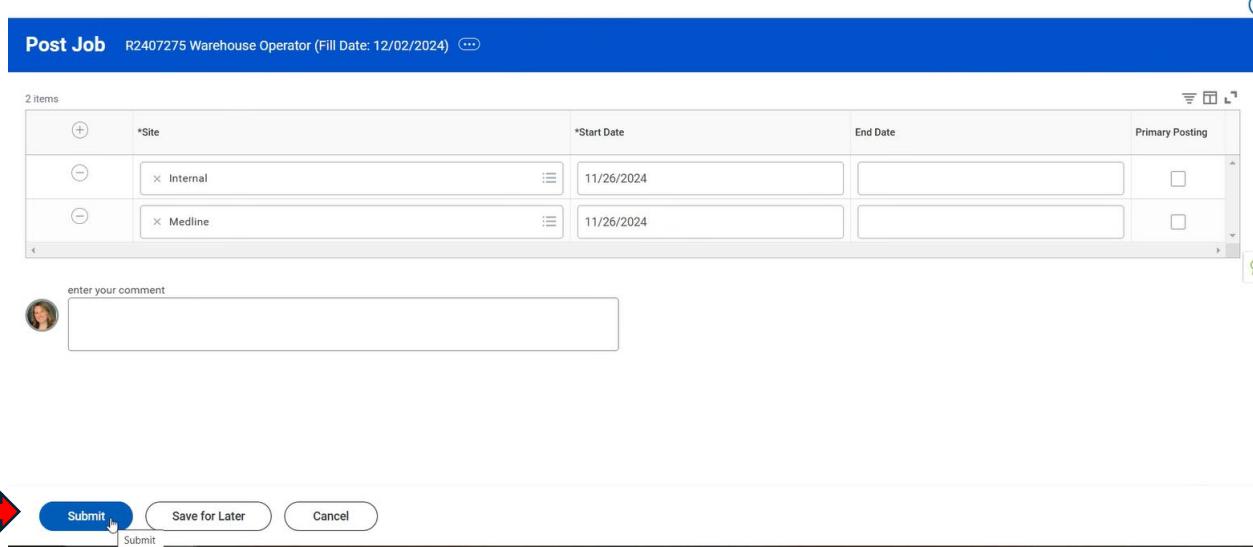
- 5) After you click “All” the below screen will pop up and you will choose internal, Medline (external), or both. (*Note* - do not choose Korn Ferry).



- 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”

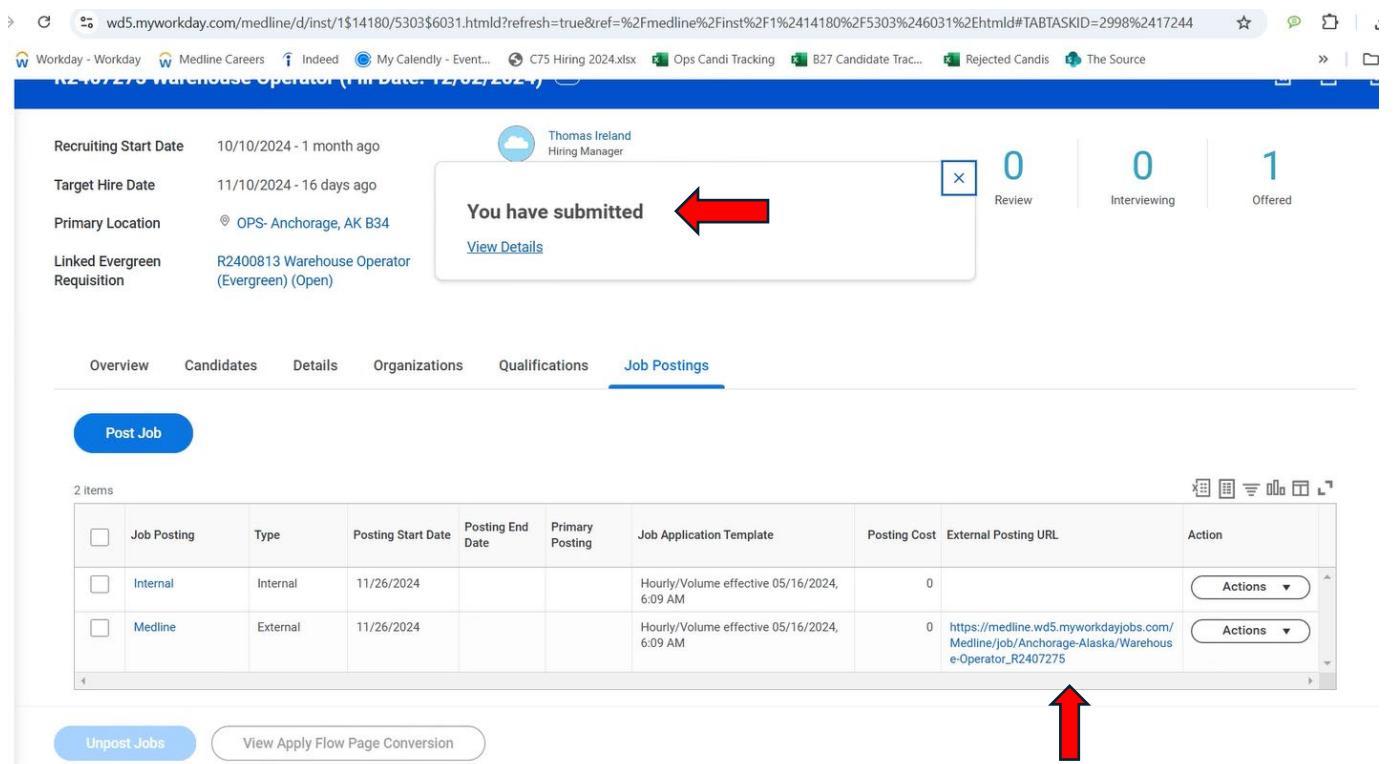


- 7) Once you click “Ok” the below screen will pop up and you will want to click “Submit”
(*Note* - you can put an end date for internals only if need be)



The screenshot shows the 'Post Job' screen for R2407275 Warehouse Operator. It displays a table with two rows: 'Internal' (start date 11/26/2024, end date blank, primary posting checked) and 'Medline' (start date 11/26/2024, end date blank, primary posting checked). Below the table is a comment input field. At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons. A red arrow points to the 'Submit' button.

- 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”)



The screenshot shows the job posting details for R2407275 Warehouse Operator. It includes fields for Recruiting Start Date (10/10/2024), Target Hire Date (11/10/2024), Primary Location (OPS- Anchorage, AK B34), and Linked Evergreen Requisition (R2400813 Warehouse Operator (Evergreen) (Open)). A modal window displays 'You have submitted' with a 'View Details' link. A red arrow points to this message. Below the modal is a table of job posting details. A red arrow points to the 'External Posting URL' for the Medline posting. At the bottom are 'Unpost Jobs' and 'View Apply Flow Page Conversion' buttons.

Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL	Action
Internal	Internal	11/26/2024			Hourly/Volume effective 05/16/2024, 6:09 AM	0		Actions
Medline	External	11/26/2024			Hourly/Volume effective 05/16/2024, 6:09 AM	0	External Posting URL	Actions