

EVERGREEN REQUISITIONS

An evergreen requisition is similar to an open continuous job. To make an offer and hire a candidate on an evergreen requisition, you must transfer or move the candidate(s) to a regular job requisition (a hiring requisition that is not posted).

Evergreen requisitions can be posted to both the external (State of Oklahoma Careers) and internal career sites. Evergreen requisitions and job requisitions follow the same recruiting workflow. You can interview on the evergreen requisition before you move the candidate to the actual hiring requisition, or you can move them to the actual approved hiring requisition to do interviews, background check or other internal steps before you make the offer and are ready for hire. You then move the candidate on to the hire process.

If the job offer is not accepted, the candidate can be moved back to evergreen for a future hire. Unhired candidates can also be moved back to the evergreen requisition after a hiring decision has been made for future consideration.

EG: Create Evergreen and (Multi-Level Requisitions)

1. Type **Create Evergreen Requisition** in the search bar.
2. Enter **Supervisory Organization** (typing the hiring manager name will help you search for their org).

OR

You may also select the highest-level supervisory organization for the agency if the hiring manager is in that supervisory organization.

3. Choose **Worker Type**.
4. Complete the recruiting information by selecting the edit pencil. All fields with a red asterisk must be completed.

Recruiting Instruction:

Agency Primary Recruiter (Central Review) – if your agency would like Central Applicant Services to review your candidates for minimum qualifications.

Agency Primary Recruiter – if your agency would like to review their own applications.

Note: Once this is selected, it cannot be changed.

5. Select **Next**.
6. Complete the job information by selecting the edit pencil. All fields with a red asterisk must be completed.

Optional: The compensation or compensation range will go into the **Justification** box in the compensation section on the job posting (if left blank, compensation will not show on the career site for candidates to see).

7. Select **Job Profile**, then **Additional Job Profiles**. Add **Additional Job Profile** levels for a multi-level job posting. Any job profiles added in these fields must match the job profiles on the position side.

a. Example: Civil Rights Administrator job profile C10

- Input JFD (C10A) into Job Profile.
- If you would like to consider this role at all levels, input C10B and C10C → Enter them into **Additional Job Profiles** field.

8. **Worker Sub-Type** → **Worker Types** and select between the four worker types.

9. **Time Type** → **Full-time** or **Part-time**.

10. Primary Job Posting Location.

Input the county where the job will take place. If this is a statewide position, input **Statewide**.

If there is more than one county, input the main county under **Primary Job Posting Location** and any additional counties under **Additional Job Posting Locations**.

Example: Primary Job Posting Location – Oklahoma County; Additional Job Posting Locations: Canadian County and Jackson County.

11. Select **Next**.

12. **Review Organizations** (no changes required; this information will default from the supervisory organization).

13. Select **Next**.

14. **Review Compensation** range (no changes required; compensation will be directly on the **Job Requisition** from the position side).

15. Select **Next**.

16. Select **Add** on Assign Roles.

Select Role reminder:

Agency Primary Recruiter (Central Review) – if your agency would like Central Applicant Services to review your candidates for minimum qualifications.

Agency Primary Recruiter – if your agency would like to review their own applications.

Note: The **Role** selection must match your selection from earlier.

Select **Assigned To** → **Allowed Assignees** → select security group and workers you would like to assign as the **Agency Primary Recruiter** (select multiple names if there will be more than one recruiter review candidates on this evergreen).

If you are the agency primary recruiter, please type in your own name. Even if Central Review is selected, enter your agency primary recruiter name(s).

17. Select **Next**.

18. Review **Evergreen Requisition**. If any changes are needed, simply select the pencil icon to edit.
19. Select **Submit**.
20. Next, the **To Do** task will request to add **Candidate Reminder to Job Requisition**.
21. Select **Manage Interview Scheduling Settings** in the **To Do** task in your Workday@OK inbox.
22. Toggle over to **Candidate Reminder Settings**.
23. Select **Enable Candidate Reminder** checkbox.
24. **Notification Template**: Interview Reminder/Candidate Communication.
25. **Message Template**: Interview Reminder.
26. Select **OK**.
27. Return to your Workday@OK inbox (upper right of window).
28. Select **Submit** on the **To Do** task.
29. Agency primary recruiter will receive a Workday@OK inbox task to post job (if you are the primary recruiter, you will receive this task in your own inbox).
30. Under **Post Job** task → **Job Posting Site** → **All** → select the job sites to which you would like to post.
31. Select **OK**.
32. Review **Start Date** (the date the job will post on the career site) and **End Date** (the date the job will be removed from career site – optional).
33. Select **Submit**.
34. The job is now active for candidates to apply. Candidates may be reviewed and moved to **Screen** and **Interview** on the **Evergreen Requisition**. Candidates must be moved to a hiring requisition to proceed with the **Offer** and **Ready for Hire** steps.
The Offer and Ready for Hire steps must be done on the hiring req.

LINK THE EVERGREEN TO THE HIRING REQUISITION

Job profile

Job Posting Title *

 ?

Justification

 ?

Job Profile *

 ?

Link to Evergreen Requisition

Evergreen Requisition ↶ ✓

Search ☰

- ✕ JR3937 Grant Analyst - ...
- GMO (Evergreen) (Closed)

HOW TO SHARE CANDIDATES WITH HIRING MANAGER(S)

How to share applications on an EG with multiple hiring manager(s): Select the names you want to share.

<input checked="" type="checkbox"/>	Ariel Mermaid (C1000289)	Screen	3		04/07/2022	✕ No (REC-Veteran)	Fa
<input checked="" type="checkbox"/>	Brit Sunshine (C1000033)	Review	9	Review	04/07/2022	✕ No (REC-Veteran)	Go
<input type="checkbox"/>	Sandie Lane (C1000291)	Screen	2			✕ C-Veteran)	Lo

- Start Parallel Stage
- Bundle Resumes
- Add To Pool
- Share**
- Invite to Apply
- Move to Linked Job Requisition
- Move to Another Evergreen Requisition

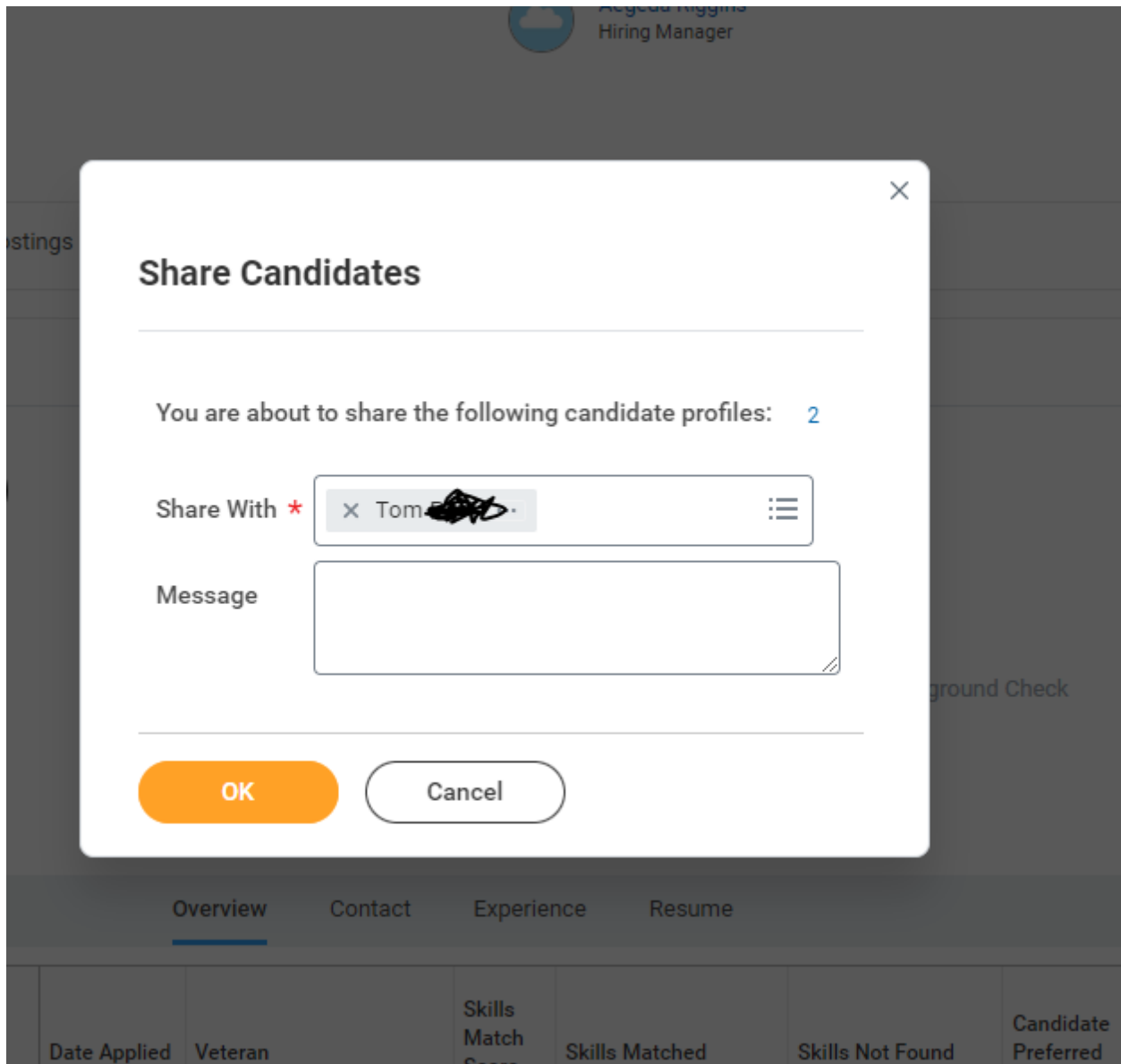
Move Forward

Decline

Send Message

⋮

Then select the related actions (three dots) menu and select share. Choose with whom you would like to share the candidates and select **OK**.



This will send the hiring manager an email, and it will also show up in the Workday@OK notifications (the bell) to view. There is no limit to how many candidates can be shared with a hiring manager.

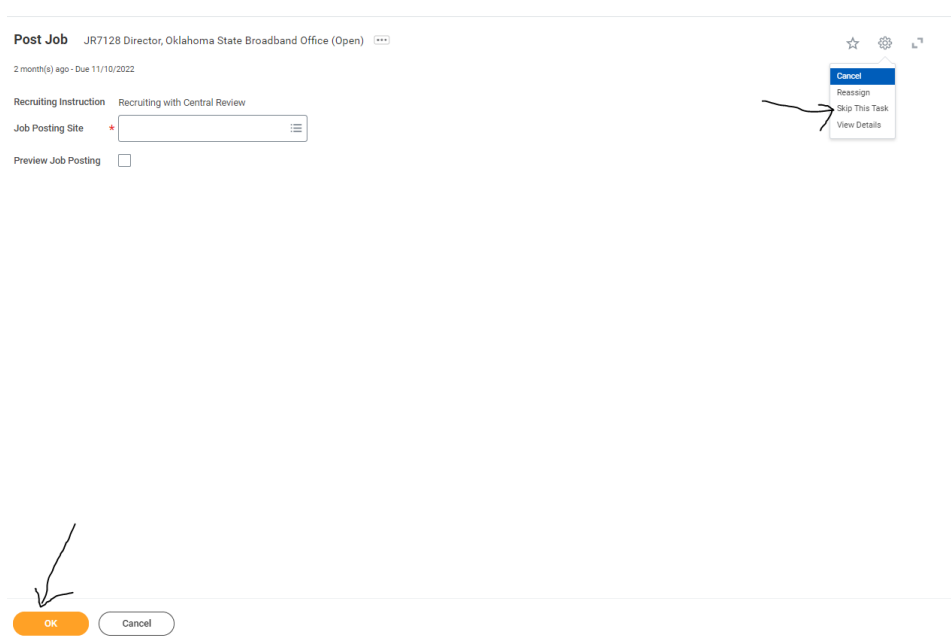
Note: There will be a separate notification for each candidate shared and the hiring manager can only view one application at a time. **Managers can only see the level for which the candidate qualified IF they are the hiring manager assigned to the JR#.**

EG: HIRE CANDIDATE FROM EVERGREEN

Prior to creating the hiring job requisition, ensure all the hiring approval process was completed. Make certain when completing **Edit Position Restrictions** the job profile(s) and salary match what is planned for the creation of the job requisition.

When creating requisitions for positions with multi-level job profiles, select all appropriate levels. If the **Primary Job Profile** is level III, enter level I and II in the **Additional Profiles** field.

1. Once you identify a candidate(s) to move from evergreen, create a **Hiring Job Requisition** for only the job profile the candidate qualified for and was selected to fill.
 - a. When creating the hiring requisition, add the evergreen JR# directly to the hiring job requisition under the section **Link to Evergreen Requisition** (easier).
OR
 - b. Go to the **Evergreen Requisition** related actions → **Job Change** → **Edit Evergreen Requisition** and add requisition number under **Link to Job Requisitions** section.
2. **DO NOT POST** the hiring job requisition.
 - a. When the **Post Job: JR# Task** enters the inbox of the recruiter or assigned HR partner, select the gear icon and select **Skip This Task**. Then select **OK**.



3. Select the checkbox to the left of the candidate's name to be hired and select the **related actions** menu (three dots at the bottom of the screen). Select **Move to Linked Job Requisition**.
4. Confirm the candidate no longer appears on the **Evergreen Requisition** and is now on the linked **Hiring Requisition**.

5. The candidate can be moved to the **Hiring Requisition** at any step of the hiring process prior to **Offer**. (Do **NOT** move a candidate to **Offer** or **Ready for Hire** on an evergreen. Do **NOT** disposition any candidates on an evergreen past the **Interview** step.)

Note: A candidate can be interviewed and the background processed on the evergreen, or the candidate can be moved to the hiring requisition to complete these steps. It is preferable to complete these steps on the hiring requisition, but it is optional. Several candidates can be moved to the hiring requisition at one time, however, the candidates not selected must be moved back to the **Evergreen Requisition** so they may be given further consideration for other positions.

6. Move the candidate to the hiring JR# to make the offer and, if accepted, move them to **Ready to Hire**.

To move candidate to the **Hiring Requisition**, select the applicant. Select **Actions** → **Job Applications** → **Move Candidates** → Then select your **JR#** → select **OK** → select **Move Forward** → choose your selection.

EG: Managers can only see the level qualified IF they are the hiring manager assigned to the JR and can only see the candidate after agency HR or Central has moved them to Screen.

Q. My agency is reviewing their own applications for a *multi-level job*. Can you guide me on how to do this? How do I mark which levels they qualify for?

A.

- Select the candidate's name → **Overview** on the left.
- Additional Data → select **Edit** under **Level Considered For**.
- Open the JR and view candidate's **Level Considered For** on the last column of the candidate grid.

If this is a shared EG among many managers, then agency HR can share the candidate after they have been reviewed and moved to Screen.

To share with other managers not listed in the **SUP ORG**:

This will send an email and will show in Workday@OK notifications (bell icon) to view. HR can send as many candidates as desired to the hiring manager(s).

When applicants are shared, an email will be sent and will show in Workday@OK (bell icon) notifications to view. Multiple candidates can be shared at once, however, the manager can only view one at a time within their notifications.

Q. As an agency HR or agency primary recruiter that reviews their own jobs, how do I approve a candidate on my agency multi-level jobs?

A.

- Select the candidate application to review for MQs.
- Select **Overview** on the left.

- Next, at the top of the screen, select **Additional Data**.
- Proceed to **Level Considered For**.
- Select **Edit**.
- **Level Considered For**: Select within the box. Choose and approve the qualified levels.
- Select **OK**.
- Select **Done**.

Open the JR# and select the candidate. View the candidate's **Level Considered For** on the last column of the candidate grid for easy view for the hiring managers.

Evergreens are versatile. You can use them several ways.

Evergreens must be first available for people to apply to. How you open an evergreen – by location/office, county or district under the sup org – will depend on how to proceed.

Depending on the need and the type of job, here are two examples.

1. If it is a high-volume job, meaning many people qualify for it, then you need to narrow down the sup org. This might be under a sup org with a few hiring managers – by office or location.
2. If it is a hard to fill position, open under a sup org with many hiring managers – by county.
If this is under a larger sup org, some hiring managers will not be able to see the candidate, and HR will need to share the applicants with the hiring manager.