



Terms to Know

Evergreen (Parent) Requisition- A requisition created to build a pool of candidates but is not used to hire candidates into. This feature allows us to advertise a posting over a long period of time to attract candidates to multiple open positions.

Child Requisition- A requisition that mimics the Evergreen Requisition and is used to hire candidates. The child requisition is added to an Evergreen or Parent Requisition

1. Create an Evergreen Requisition

- Locate a vacant position that belongs to you and [Create a Requisition](#).
- Choose Global Job Req for salaried and salaried non-exempt positions.
- Choose Hourly Req for hourly positions
- Toggle on the Evergreen Job Requisition button
- Set the Prescreening Questions to required.

[Step 1 Video Example](#)

2. Post the Evergreen Requisition

Production Apprentice (4629)

Job Requisition Details Candidates (2) Job Postings (2)

Posting Type	Posting Status	Posting Start Date	Posting Start Time
Intranet Posting	Posted	09/23/2024	08:42 AM EDT
Corporate Posting	Posted	09/23/2024	08:42 AM EDT

- Make sure you post the requisition that has the Evergreen option selected.
- When you find a candidate, you will need to open a position or use an existing one to make a child requisition with.
- NEVER move a candidate past the 'New Application' bucket in the Evergreen workflow -- unless you are done sourcing candidates.

[Step 2 Video Example](#)

3. Add a 'Child' Requisition

- Create a child requisition by linking an identical requisition to the Evergreen Requisition.
- You can add multiple child requisitions to the Evergreen Requisition
- Child requisitions can be unlinked if necessary.
- The Evergreen Requisition ID can be seen in child requisitions on the recruiting dashboard.
- Do NOT require prescreening questions

[Step 3 Video Example](#)

4. Forward the Applicant(s)

- Candidates should be transferred to the child requisition before being pushed through the workflow.
- There is only one candidate per child requisition.
- Select Forward As Applicant under the action on the candidate
- Select the appropriate child requisition number and press Forward to Selected.

[Step 4 Video Example](#)

5. Push Applicant(s) through Workflow

Production Apprentice (4637)

Job Requisition Details Candidates Job Postings (0)

Talent Pipeline [View active candidates \(1\)](#) [View all candidates \(1\)](#)

0 Forwarded	0 Invited To Apply	1 New Application	0 Recruiter Review	0 Offer	0 Background Screening
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- Push the candidate through the workflow on the child requisition.
- Each child requisition is single hire and attached to a specific position number.

[Step 5 Video Example](#)