1. **What is the difference between an evergreen posting and a regular staff posting?** An evergreen posting allows you to continually source and track applicants. They can be used for to fill seasonal, high volume or hard to fill jobs and positions.

2. **What are the posting days?** New jobs should be initiated no later than 5pm on a Wednesday to be posted on a Friday, and 5pm on Friday to be posted the following Tuesday.

3. **How long should a position be posted?** Staff and faculty positions must be posted for a minimum of 10 days. PTL’s and Temp positions must be posted for a minimum of 3 business days.

4. **How can I go back to an in-progress job requisition?** Within the recruiter hub you will select: View in progress job requisition events.

5. **Can you have more than one primary recruiter?** Yes!

6. **Can you create a job requisition for a position that is still currently occupied?** Yes, however when you go to term the employee from the position, you will need to select the overlap box when you begin the termination.

7. **Is the end date optional or required?** It is optional for regular staff positions, however if it is a termed position an end date will need to be entered.

8. **Is there a report that shows all the roles assigned in our department and who is in them?** Yes, there is a My Supporting Roles report in Workday that shows all the roles you support in various sup orgs. There is also a way to view support roles within the worker’s profile.

9. **Is there a recommended way of keeping track of the applicant workflow?** Using the applicant dashboard, you can import the applicants into an excel spreadsheet so that you are able to see them all at once.
10. Can we request Primary Recruiters be able to review the applicants? Not at the moment, at this time the hiring managers are the only ones that are able to take the first pass at the employees.