



Initial Review/Minimum Qualifications Review Process Staff and Temp/Casual Job Requisitions (Evergreen)

In Workday, job requisitions are connected to specific positions. Because of this relationship, you cannot recruit multiple positions on a regular job requisition. The **Evergreen Job Requisition** (“Evergreen”) is a special job requisition that allows multiple job requisitions to be attached. The Evergreen allows candidates to apply once to be considered for multiple job requisitions.

Before starting the **Initial Review** process, all candidates on the Evergreen must be moved to the job requisition designated as the **Primary Job Requisition** (“Primary”). The following outlines the process to move candidates from the Evergreen to the Primary and to perform the Initial Review.

Process Overview

Applicant → Evergreen Requisition → Primary Requisition → Initial Review → Screen

1. Click the **Recruiting Dashboard Worklet** from your [Workday](#) home screen.
2. Find the **Candidate Pipeline Report** usually in the upper left of the screen.
 - a) Click [*View More...*] under the Candidate Pipeline report window.
 - b) Select Texas A&M University from the *Company* dropdown box and you will see all open, active job requisitions available to you as a Recruiting Coordinator. This report can be sorted by the column headings.
 - c) Look at the *Initial Review* column, click the first Evergreen that has candidates in the *Initial Review* column.
 - **TIP:** Hover your mouse over the job requisition and right click the orange related actions twinkie (found to the right of the job requisition name). Click *See in New Tab* to open the job requisition in a new tab. This preserves your Candidate Pipeline list on the tab next to it.
3. Look for the *Linked to Job Requisitions* field near the top of the screen and click on the number to open the list of job requisitions attached to the Evergreen.
 - a) Click on the first job requisition in the list to open.
 - b) Click the **Details** Tab and scroll to see the *Additional Job Description* field. The **Primary Job Requisition number** is shown there. Make note of the Primary number.
 - c) Scroll to the top and click on the Evergreen title in the *Linked Evergreen Requisition* field.
4. Click the **Candidates** Tab.
 - a) Click the checkbox option next to the Candidate column heading to select all candidates and activate the **Move to Linked Job Requisition** button.
 - b) Click the **Move to Linked Job Requisition** and type the **Primary Job Requisition Number** in the field and press Enter to search for the Primary.

- c) Click OK to complete moving the selected candidates. Your changes have been saved.
5. Return to the *Linked to Job Requisitions* field near the top of the screen and click on the number to open the list of job requisitions attached to the Evergreen.
6. Click the **Primary** Job Requisition to begin the **Initial Review**.
7. Click **Details** Tab. Scroll down to the **Job Description** section to find the *Required Education and Experience*. These are the minimum qualifications for the position.
 - **TIP:** Open a new Word document to cut and paste the minimum qualifications to reference while doing the Initial Review. Check for any required certifications and cut and paste into the Word document as well.
8. Click on **Candidates** Tab.
 - **NOTE:** This view is known as the Grid because you will see all candidates in a spreadsheet-like format. **WARNING:** The Grid is accessible to Recruiting Coordinators and Hiring Managers, however, **you are only authorized to use the Grid to:**
 - a) Move Candidates to the Primary Job Requisition.
 - b) Perform the Initial Reviews on applicants.
 - c) Move the candidate to Hiring Job Requisition attached to the Evergreen so an offer can be extended.
 - d) All other work on candidates must be performed from the Workday Inbox Task only. Please contact HROE Recruitment at 979-845-5154 or email jobs@tamu.edu if assistance is needed with any candidates or requisitions.
9. Click the **Awaiting Action** button
 - a) Look at *Step/Disposition* column and scroll to the first candidate with a status of Initial Review.
 - b) Click on the **Candidate Name**
 - c) Review *Experience, Education and Skills* in the **Overview** Tab to confirm minimum qualifications. Open the resume (if attached) for more information.
 - d) Click on the **Questionnaire Results** tab to review the candidate's answers to the application questionnaires.
10. Candidates meeting the minimum Education/Experience requirements or equivalencies can be moved forward by clicking the **Screen** button.
11. Candidates not meeting the minimum Education/Experience requirements or equivalencies should be declined by clicking the **Decline** button and choosing *Does not meet required minimum job qualifications*.
12. Click the **Down Arrow** at the top right corner of the blue band to advance to next candidate.
13. Return to step 9c above and repeat process until all candidates have been reviewed.

Additional Information

Determining Equivalent Experience	
Hours of Higher Education	Equivalent Years of Experience
30	1
60	2
90	3
120 or Bachelor's Degree	4

1. Fulltime experience (30+ hours per week) will receive full credit.
2. Part-time experience (<30 hours per week) will receive one half credit.
 - a. Example: Two years of part-time experience will equal one year of fulltime experience.
3. When experience is required for a position, education alone cannot fulfill the requirement. The candidate must have some relevant experience as well.
4. Qualifying questions for education and experience are included on the secondary questionnaire to assist with determining a candidate's minimum qualifications.
5. The Initial Review is not to screen the candidates for preferred status or for interview. This review is to determine the pool that will be screened for the job requisition.

Education/Experience Required	Candidate's Education	Required Candidate Experience
Bachelor's Degree + 5 years relevant experience	High School or GED	4 years fulltime work experience plus 5 years relevant fulltime experience
Bachelor's Degree + 5 years relevant experience	Master's Degree	3 years relevant fulltime experience
High School + 2 years relevant experience	Bachelor's Degree	Some relevant experience

Recruitment & Workforce Planning Contact Information

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