

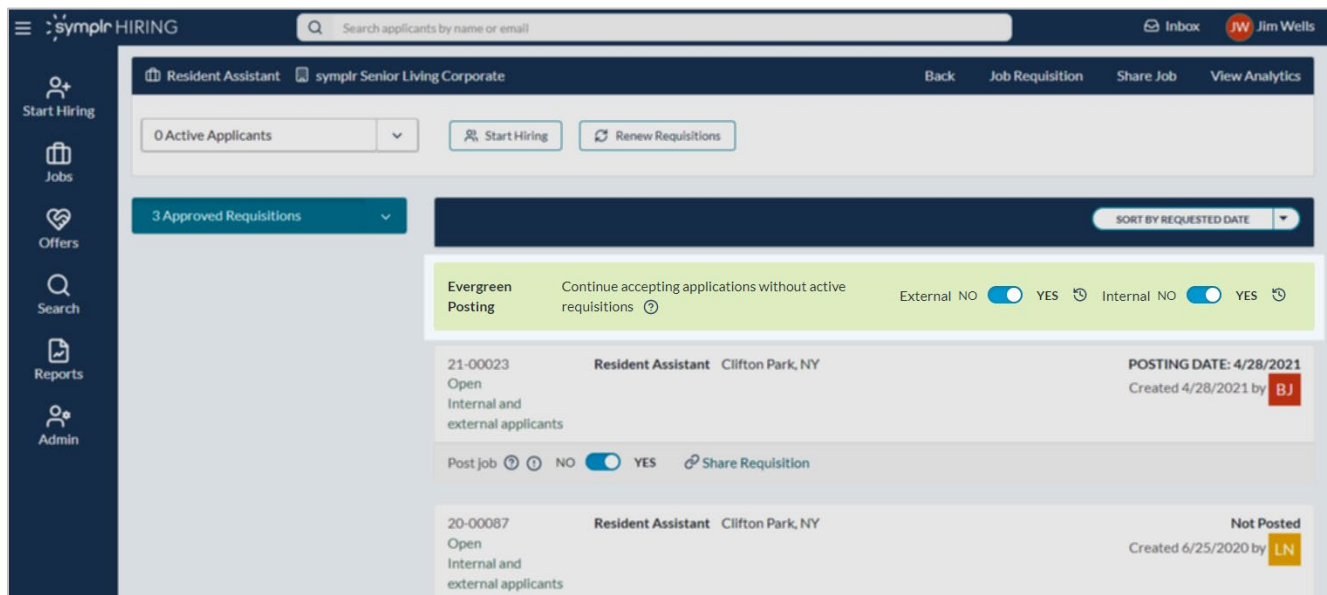
## Evergreen Postings

Evergreen jobs are positions at your organization that are always open, either due to high turnover or, more likely, because they are positions for which you have many employees in the same role. These kinds of positions require hiring managers to constantly chase candidates, spending hours interviewing, qualifying, and finding candidates who are just the right fit.

With the introduction of Evergreen Postings in symplr Hiring, your organization can easily maintain a continuous pipeline of applicants, saving hiring managers valuable time and allowing you to quickly identify quality applicants and fill those difficult openings.

### What is it?

Evergreen Postings are simply job postings that remain on your organization’s career site even after all openings for that position have been filled. Applicants are still able to view the postings and officially submit applications that can be evaluated for future consideration when another opening for that position becomes available.

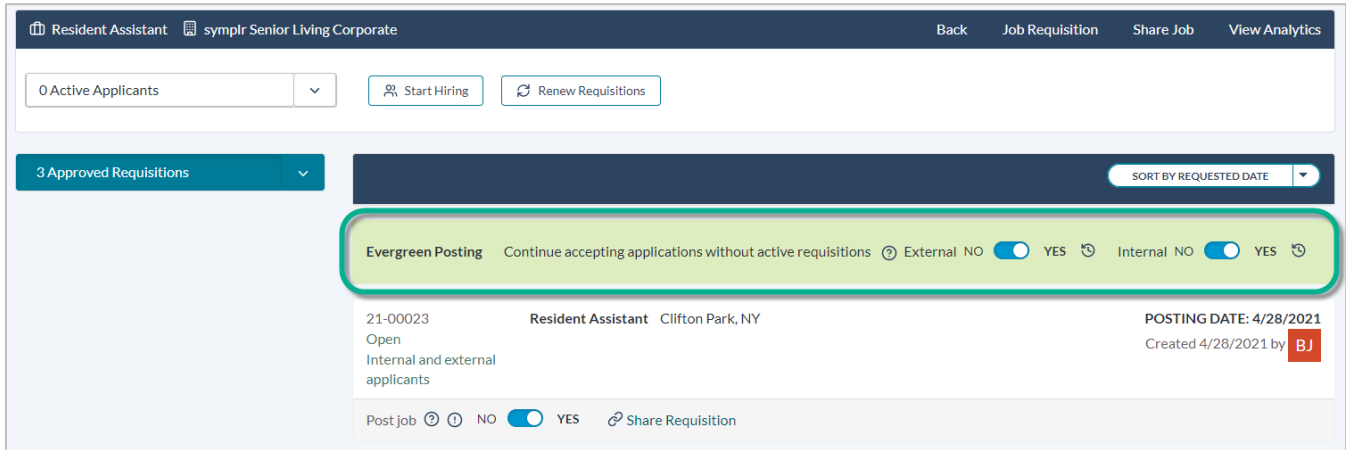


Using Evergreen Postings for your high-turnover positions allows you to build a pipeline of applicants so you can quickly fill openings without having to wait to receive applications from new postings.

Additionally, with a continuous stream of applicants for such positions, you can start the evaluation process when new applications are received. When a new requisition is ready to be filled, you’ll already know which applicant is the best fit, saving even more time when you’re ready to hire for a new opening.

## How do I use it?

Evergreen Postings are configured at the **Position** level since they don't require a specific requisition in order to collect applications. When viewing the list of requisitions for an opening, a new banner displays that contains the Evergreen Posting settings.



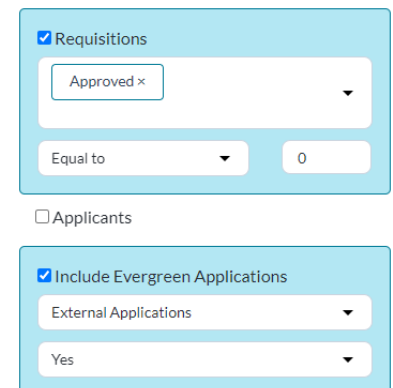
This banner contains two toggles that control Evergreen Postings: **External** and **Internal**. These toggles determine if the posting remains visible to External and/or Internal applicants on your organization's career site. Setting a toggle to **Yes** means that applicants may view and apply to the posting even after all the requisitions for that position have been filled.

Each toggle also has a "history" icon next to it that displays the current status (Accepting or Not Accepting applications) and the time and user that last changed that particular status.



Reviewing your Evergreen Postings - and any applicants that have applied to them - is done using the available filters on the main *Jobs* page.

- Set the **Requisitions** filter to *Approved* and *Equal to 0*. This displays any position without any open requisitions.
- Also enable the **Include Evergreen Applications** filter and select if you want *Internal Applications*, *External Applications*, or *Both*.



This results in a list of positions with no active requisitions that are still accepting applications, allowing you to review the pipeline of applicants.

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## The Fine Print

Nothing to worry about, just a few more details about this feature to keep in mind.

- Access to Evergreen Postings toggles is controlled by the **Toggle Evergreen Postings** permission. Removing this permission from users restricts access to the feature so you can better control which postings should remain available versus those that should close immediately when all openings have been filled.
- When an Evergreen posting is enabled, it remains visible only on your organization's own career site. Evergreen postings are only distributed to external job boards (such as Indeed or LinkedIn) after a new requisition has been created.
- Evergreen Postings must be enabled by a symplr support representative. Please contact us at (866) 323-3030 or email [talentsupport@symplr.com](mailto:talentsupport@symplr.com) for assistance.