

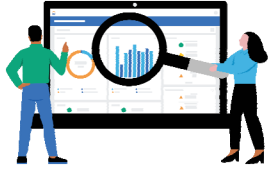


Guest Services - Workday Terminology Guide



Recruiting

Category	Term	Definition	Audience
Interviewing	Adverse Impact	A question or requirement that may result in unintended discrimination of persons along the lines of a protected trait. Example: A question asked on a requisition may inadvertently yield "yes" answers from all men and "no" answers from all women	Recruiter
Interviewing	Behavioral Interview	Interviews that are based on the premise that a person's past performance on a job is the best predictor of future performance. Example: Questions might include: "Tell me about a goal you reached and how you reached it."	Recruiter
Interviewing	Case Interview	An interview in which the job applicant is given a question, situation, problem, or challenge and asked to resolve the situation. Example: Questions might include: "Two members of your team staffed on the same project are constantly fighting. How would you handle this situation?"	Recruiter
Interviewing	Competency	The ability of an individual to perform a task or do a job properly.	Recruiter
Interviewing	Criminal Check	An investigation of a candidate's criminal history to assess the candidate's trustworthiness and morality, often conducted by third-party vendors.	Recruiter
Interviewing	Data Confirmation	Corroboration of information provided on a resume. Example: Dates of employment, degrees earned, accomplishments, etc.	Recruiter
Interviewing	Drug Testing	A technical analysis of a candidate's biological specimen (e.g., hair, sweat, urine) to determine the presence or absence of specified drugs. Often conducted by third-party vendors.	Recruiter
Interviewing	Panel Interview	A candidate is questioned by a team of people at the same time.	Recruiter
Interviewing	Pre-Hire	Used in staffing to identify individuals you are tracking before employment. Used in recruiting to identify candidates who are in the offer or background check stage.	Recruiter
Interviewing	Reference Check	Investigation that verifies dates of employment, title, and role; if the candidate is eligible for rehire; duties and responsibilities; etc.	Recruiter
Interviewing	Video Interview	A method of conducting a virtual interview with a candidate via video technology.	Recruiter
Other	eSignature	An electronic indication of intent to agree to approve the contents of a document.	Recruiter
Other	Evergreen Requisition	A requisition for high-volume positions for which candidates are always needed.	Recruiter
Other	Offer Letter	A job proposal to a candidate that includes such terms as the starting salary, benefits, dates, and times, etc.	Recruiter
Other	Primary Recruiter	The person who mainly moves candidate through the hiring process in the system; similar to Hiring Manager in Core	Recruiters and Managers
Other	Open Position	A vacant spot within your org chart.	Recruiters and Managers



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Other	Job Requisition	Used to fill an open position. You will not be able to hire a candidate in a job requisition unless there is an open position available for that person.	Recruiters and Managers
Posting	Applicant Tracking System (ATS)	A software application that enables the electronic handling of recruitment needs. An ATS can be deployed on a large-scale or small business level, depending on the needs of the company.	Recruiter
Posting	Job Posting Aggregator	Websites that match job seekers with job openings based on relevance, which is determined by their keyword searches. Example: Indeed.com, SimplyHired.com, GlassDoor.com	Recruiter
Posting	Office of Federal Contract Compliance Programs (OFCCP)	An agency with the U.S. Department of Labor that enforces the contractual promise of affirmative action and equal employment opportunity (EEO) required of those who do business with the federal government.	Recruiter
Posting	Post	To publish a job requisition to an internal or external website.	Recruiter
Posting	Resume Parsing	The conversion of a free-form resume into structured information suitable for storage, reporting, and manipulation by a computer.	Recruiter
Posting	Search Engine Optimization (SEO)	The process of affecting the visibility of a website or web page in a search engine's search results.	Recruiter
Posting	Source of Hire	The job posting or recruiting effort that resulted in a hire. This information helps an organization focus on sources that yield higher rates of hire. Example: College recruiting, employee referral, external corporate website, etc.	Recruiter
Screening	Disqualification Questions	Questions to which certain answers are mandatory for job performance. Example: Asking an applicant if he or she is willing to travel for a traveling sales position.	Recruiter
Screening	Keyword Search	The most common and default type of searching by entering words or phrases relevant to your topic into the Search box.	Recruiter
Screening	Ranking	Involves imposing relationships among a group of candidates such that for any two candidates, the first is ranked higher than, lower than, or equal to the second.	Recruiter
Sourcing	Active Candidate	A person with an application for a specific job requisition. Candidates must be linked to a job requisition for Workday to initiate a job application event.	Recruiter
Sourcing	Candidate Funnel	The process of narrowing candidates through several different sources. Example: Elements such as resumes, phone screens, and interviews assist in the process of narrowing down candidates until you are left with a candidate to whom you can make an offer.	Recruiter



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Sourcing	Candidate Relationship Management (CRM)	Organizing, automating, and synchronizing the attraction, communication, and management of talent. Example: Maintaining communications and reaching out to those who may not be ready to submit a resume.	Recruiter
Sourcing	Passive Candidate	A qualified candidate for employment who is not necessarily looking for work but may be interested if the right job comes along.	Recruiter
Sourcing	Prospect	A person you are interested in tracking who is not associated with a specific job. You can use tags, prospect types, and prospect statuses to help track these individuals.	Recruiter
Sourcing	Pipeline	A group of candidates that the company would be interested in pursuing when a job opens that fits their skillset.	Recruiter