

Workday Glossary: Recruiting & Talent Acquisition

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.

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.”

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?”

Competency

The ability of an individual to perform a task or do a job properly.

Criminal Check

An investigation of a candidate’s criminal history to assess the candidate’s trustworthiness and morality, often conducted by third-party vendors.

Data Confirmation

Corroboration of information provided on a resume.

Example: Dates of employment, degrees earned, accomplishments, etc.

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.

Panel Interview

A candidate is questioned by a team of people at the same time.

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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.

Reference Check

Investigation that verifies dates of employment, title, and role; if the candidate is eligible for rehire; duties and responsibilities; etc.

Video Interview

A method of conducting a virtual interview with a candidate via video technology.

eSignature

An electronic indication of intent to agree to approve the contents of a document.

Evergreen Requisition

A requisition for high-volume positions for which candidates are always needed.

Offer Letter

A job proposal to a candidate that includes such terms as the starting salary, benefits, dates, and times, etc.

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.

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

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.

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Post

To publish a job requisition to an internal or external website.

Resume Parsing

The conversion of a free-form resume into structured information suitable for storage, reporting, and manipulation by a computer.

Search Engine Optimization (SEO)

The process of affecting the visibility of a website or web page in a search engine's search results.

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.

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.

Keyword Search

The most common and default type of searching by entering words or phrases relevant to your topic into the search box.

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.

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.

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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.

Passive Candidate

A qualified candidate for employment who is not necessarily looking for work but may be interested if the right job comes along.

Pipeline

A group of candidates that the company would be interested in pursuing when a job opens that fits their skillset.