

## Recruiting Definitions

### Summary:

This Job aid exists for quick reference of definitions while working through the recruitment process as a candidate or a hiring manager.

Supervisory Organization (Sup Org) → supervisory orgs group employees into a management hierarchy, every employee must be in a supervisory organization. They represent the reporting structure and have connections to almost every functionality within Workday.



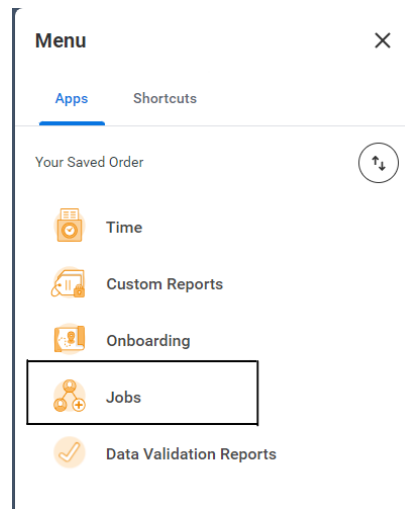
**Position** → a position is a “seat” under a manager. Each employee holds a position in a supervisory organization.

**Job Requisition** → a job requisition is a formal request to fill an open position. It is not the same thing as a position or a posting, we will have to be cautious about using these terms interchangeably. A requisition cannot be created in Workday without an existing position or creating a new position.

**Job Posting** → creating a requisition does not mean the role will be posting. Job posting simply means what is shown on the internal or the external careers page.

**External careers site** → a posting platform where all external candidates will apply through. Will be linked directly to our MFB careers page on our website.

Internal Jobs Hub → a posting platform where all internal candidates will apply through. This can be found in the menu (apps are customizable, and you can add shortcuts)



Candidate → When someone applies to a job posting, they become a candidate.

- To view candidates specifically, you will have to write “cand:name” into the search bar versus just the name (only employees and pre-hires will come up if you search the name alone)
- The “candidate profile” will be available for both hiring managers and recruiters to review upon submission of an application. An overview of the candidate profile can be found in the “Candidate Flow” SOP
- Candidates will each be assigned a candidate number (will start with C). It will specifically call out

Pre-Hire → after a candidate accepts their offer and the recruiter moves them to “ready for hire,” the candidate will become a pre-hire until their start date. The pre-hire will have access to their Workday account that they will use as an employee, however they will have limited security and functionalities outside of completing their onboarding documents

Worker → when a pre-hire reaches their start date, they will automatically become a worker or employee and have the access to Workday that an employee would

- If a pre-hire needs to push their start date, this can be corrected so they will not
- If a worker does not show up to NEO and we rescind the offer, we will report them as a “no show” meaning there will be no worker profile for them, since they never worked any hours for us. Their candidate and pre-hire records will remain.
  - No show on the first day is the only circumstance where “No show” will be used and it will be initiated by the recruiter in collaboration with the hiring manager (hiring manager will NOT initiate this)

Revision History

Revision Date	Author	Description	
11/19/2024	Erin Sharp	Initial Draft	