

Key Workday Definitions

Audience/s:
Recruitment Agencies

Workday Key Definitions

Key Term	Description
Recruitment	Recruitment is the process of actively seeking out, finding and hiring candidates for a specific position or job. The recruitment includes the entire hiring process, from posting a job requisition, sourcing, screening and selecting a candidate. It also includes activities for extending job offers and managing offer acceptance.
Continuing/ Fixed Term Employee	A person who has a direct employment relationship with RMIT for either a fixed term or on an ongoing basis.
Contingent Worker	A contingent worker is a non-permanent and out-sourced worker who is hired on a per-job basis. At RMIT, contingent workers can either be time and materials or identity management workers.
Job Requisition	A job requisition is a formal request to hire an employee or contingent worker to fill a position. The recruiting process begins with a job requisition.
Job Posting	Job posting is the process of advertising job requisitions to invite candidates to apply