

Key Workday Definitions

Audience/s:

Recruitment Agencies

Workday Key Definitions

| Key Term | Description |
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| 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 |