

Key Terms	State of NC Definition
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.
Applicant Pool	A subset of applications in an application grouping. Applicant pools enable you to control and adjust workload for application reviewers.
Approver	The designated participant(s) in a business process with the authority to review and confirm that a request is valid and should be processed.
Business Object	Workday stores data on business objects. A few common business objects are Worker, Position, Organization. Workday connects related business objects, for example, a worker links to a position, which links to a job profile and an organization.
Business Process (BP)	A series of one or more tasks to complete a particular business objective (e.g., hiring an employee). Business processes are made up of Actions, Approvals, To Do, and/or Checklists. Behind the scenes, the business process framework is what allows the business processes to deliver the right information to the right people at the right time.
Candidate	A person applying for an open job/position.
Candidate Pipeline	The active candidates shown in a report that displays their status within the dynamic application process.
Candidate Pool	The candidates grouped together based on specific criteria.
Candidate Profile	Candidate profiles are summary pages that contain application information and recruitment history for a specific candidate.
Change Job	The transfer of an existing employee to a new position. This can happen with positions in the same agency, or from one agency to another. Active employees with Workday accounts who apply and are hired into a new position will go through the Change Job process.
Compensation	The combination of elements capturing the total amount of pay provided to an individual as designed and assigned through Workday
Delegation	The ability of an employee to assign steps of a business process to another person to complete on their behalf. For example, managers may delegate certain tasks to their administrative assistants. Delegation may be temporary, and not all steps may be delegated. Delegations can be set to automatically process during a specific time period, such as when an employee will be on leave.
Disposition	The status of candidates that have been rejected for hire or declined a job during the job application event.
Event	A transaction that occurs with your organization, such as hiring an employee.
Evergreen Requisition	A general requisition used for a job profile or profiles that are continually hiring. Do not need a position number.
E-Verify	A system that supports the verification of employee eligibility to work in the U.S. through the USCIS Form I-9 data. The state has a statewide MOU with E-Verify.

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Exit Interview	A questionnaire sent to an employee separating from state employment, to gather information about the employee's experience with the state.
External Candidate	A candidate who is not an existing State of NC employee or is an existing State of NC employee who is not paid through the Integrated HR - Payroll System.
External Career Page	The external State of NC Career page. This page will have all jobs that are available for "State Government Employees only" as well as jobs that are open to external candidates. State employees from the University system and the General Assembly will apply using the external career page.
Freeze Job Requisition	The act of stopping active recruitment for a job requisition for a specified period (Does not impact a budget or hiring freeze)
Hire Date	The date on which an employee officially begins their employment.
Hire	The employing of a new employee or re-hiring of a former employee. If the new employee has an existing, active Workday worker account, the applicable process would be 'Change Job' (transfer) instead of 'Hire.'
Internal Candidate	A candidate who is an existing State of NC employee who is paid through the Integrated HR-Payroll System.
Internal Career Page	The internal Workday site for employees also contains the internal career page, named the Jobs Hub. The Jobs Hub will have all jobs that are posted for external candidates as well as jobs that are "only available for employees currently with <State Agency>". All employees who have Workday accounts will apply for jobs using the Jobs Hub.
Job Posting	An advertisement to fill an open position.
Job Profile	Job profiles are the Workday equivalent of the State's job classifications. A job profile contains the name, summary, description, SHRA subject/non-subject status and minimum education or experience that can be applied to positions. A job profile can apply to multiple positions; a position requires an associated job profile.
Job Requisition	A request to fill an open position.
Notification	The messages that Workday sends automatically when certain tasks and processes are completed. Notifications may impact you, but do not require any action.
Offer	An employment offer made to a candidate, sent through Workday.
Onboarding	The process that continues from preboarding, where new hires receive structured content and tasks within the Workday system.
Position ID	A unique identification code associated with a position, loaded into the Workday system through a daily data feed from the Integrated HR Payroll System.
Position Restriction	A set of descriptive fields associated with an unfilled position. NC will be using position restrictions to store the official 'Position Descriptions' for both filled and unfilled positions. This information populates into a job requisition.

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Position	A seat filled by an employee. Job Requisitions must be associated with an open position. Workday security roles are assigned to positions, not workers.
Post/Unpost Job	The process a recruiter follows to add or remove a job posting from the career site.
Pre-boarding	The phase between the job offer acceptance and the first day of work, focusing on preparing new hires for their roles.
Pre-Hire	An individual who has been selected for employment but has not yet officially started working. In Recruitment, a candidate is converted to a pre-hire when an offer or employment agreement is made, and the candidate is set to 'Ready for Hire' status. A pre-hire can complete pre-boarding tasks prior to their hire start date.
Questionnaire	A pre-built set of questions developed and associated within the recruiting tasks to help capture information not otherwise listed on an application.
Recruitment	The entire hiring lifecycle, from job posting to candidate selection.
SAP Organization	A custom organization created in Workday to represent the Agency, Division, Section, Branch, and Personnel Area hierarchies from the Integrated HR Payroll System.
Security Roles	A set of permissions assigned to positions that give employees access to the information needed to do their jobs in Workday. Security roles are NOT the same as an employee's job title - employees can hold multiple security roles. Security roles are assigned to positions and give access to data within the assigned supervisory organizations.
Supervisory Organization	The elements of the organizational chart that groups employees into a management hierarchy to define who reports to whom. Supervisory organizations are the foundational position-to-position hierarchy or structure. Supervisory organizations are derived from (but do not exactly match) the organizational units in the Integrated HR Payroll System. Each supervisory organization contains the name of the manager.
Task	A business process step assigned to you that you must complete. Tasks can have due dates associated with them.
To-Dos	Reminders to do something outside of the Workday system. They are related to a business process and must be marked complete before the workflow will go to the next step.
Worker Profile	Worker profiles are summary pages that contain job details, contact information, compensation, and more for a specific worker account. Access your worker profile by clicking the default 'person' icon.
Workflow	A workflow defines who can perform each task and provides a routing mechanism to flow the task execution from one user to another.