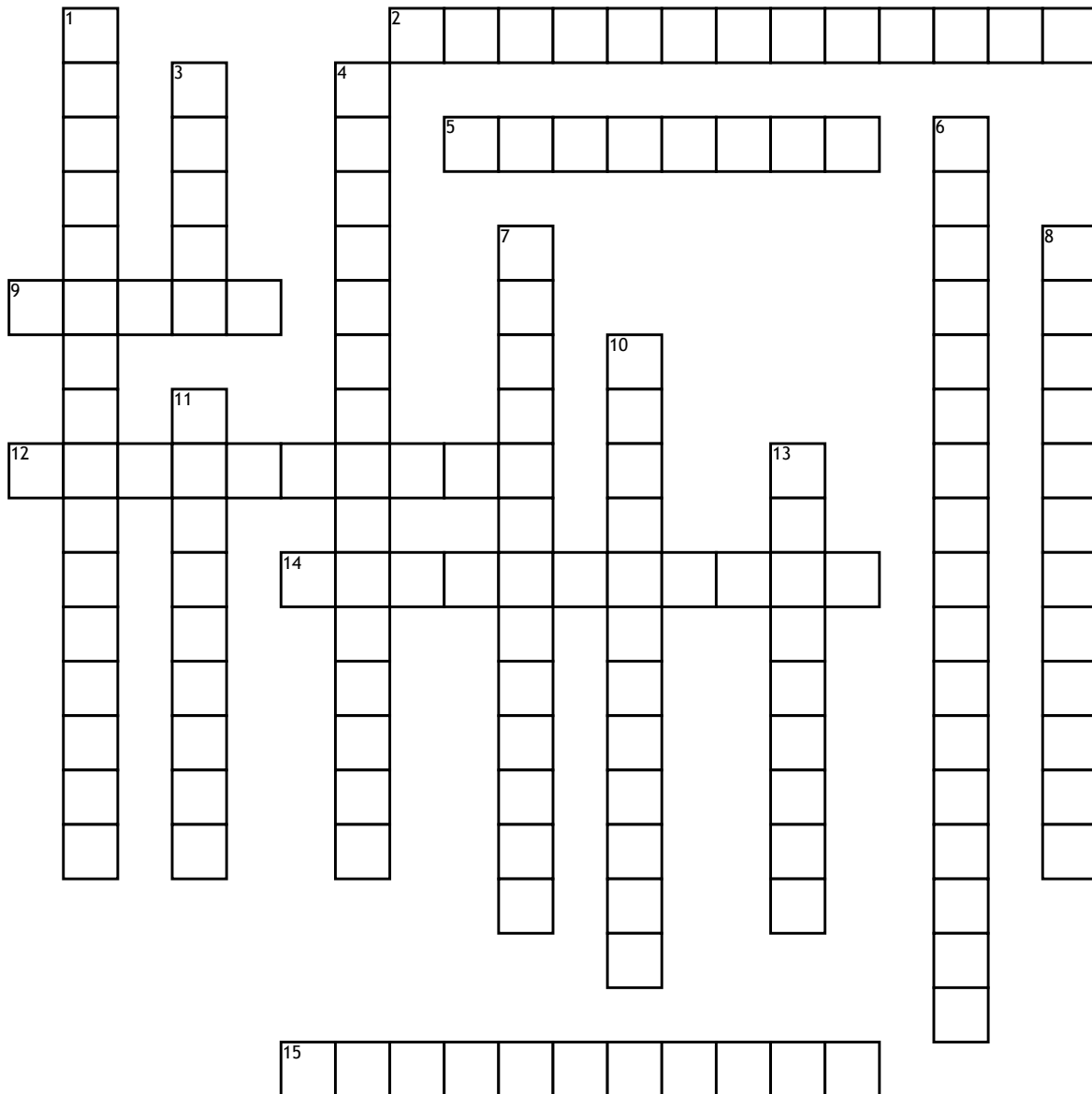


Name: _____

WorkDay



Across

2. The list of employees that report into a manager.
5. After the recruiter has posted the Evergreen Requisition, the recruiter must link the Evergreen requisition to this type of requisition
9. Allows a user to access particular items for another user with proper permissions in place (provides access based on the associated business processes for a particular user).
12. This worklet in the application panel recruiters will find all information for the hiring process
14. Indicates a candidate's specifics for employment including salary, hiring bonus, stock grants, benefits, start date and time and more. Offer letters are auto-generated by the Primary Recruiter based on approved compensation and HR approved elements.

15. Used to describe general characteristics of apposition including special skills or qualifications and used as the foundation for building positions and job requisitions.

Down

1. Manages assigned job requisitions.
3. Workday notifies users of awaiting actions in this
4. View of a candidate's status as they flow through the recruiting process. This view is accessible for managers by using the Hiring worklet in Workday.
6. Refers to extra pay received by employees for working a less-than desirable shift (i.e., late nights, evenings).
7. After the Recruiting Coordinator has assigned the Primary Recruiter to the job requisition, this task in their Workday Inbox.

8. The location by which a hired employee was located (e.g., LinkedIn, Facebook, college recruiting). Sources of hire can be tracked using reports in Workday.
10. This indicates the Targeted Salary Ranges (min to max) for the particular job requisition.
11. External or internal contacts that are potential candidates for a job
13. Requisitions for job requisitions that are high-volume, hard-to-fill or seasonal roles in which recruiting of candidates is always in need.