



## Recruitment Key Terms

- ☛ **Talent Acquisition:** The process of finding and acquiring experienced and talented individuals for organizational needs to meet the vision and mission of the university. When used in the context of the recruiting and Human Resource (HR) profession, **talent acquisition** usually refers to the **talent acquisition** department or team within the HR department. The University's Talent Acquisition department is within the Division of Human Capital Services [HCS].
- ☛ **Talent Acquisition Strategic Partner, Talent Acquisition Specialist, or Recruiter:** A department's liaison within the Human Capital Services (HCS) Talent Acquisition department for matters related to faculty and staff recruitment.
- ☛ **Hiring Manager:** An employee that is hiring for a position. The designee for this responsibility may be the supervisor for the position of the department personnel liaison.
- ☛ **Human Capital Services Liaison:** HCS liaisons serve as a communication link between K-State department employees and HCS and play an integral role in the coordination of HCS activities/transactions for all employees.

HCS liaisons are responsible for completing HCS activities/transactions and for serving as a valuable resource for hourly and graduate students, university faculty and staff. They coordinate and complete all necessary activities and transactions when recruiting, hiring, promoting, terminating, and updating payroll or data changes for employees. They review HRIS reports to ensure accuracy and to track employee, position and payroll data. And, much more . . .

- ☛ **Compensation and Organizational Effectiveness** (Referred to as '**Comp**' or "**COE**") : A department within HCS responsible for matters related to position descriptions and classification.
- ☛ **Position Description** (Referred to as "**PD**") : The form used to record the duties, responsibilities, required qualifications and essential functions of the job, and fiscal impact of staff positions that serves as the basis for determining title, salary and exemption status.

A **position description** is an accurate depiction of all the work responsibilities of one or more people. The position may include the execution of one or more jobs. For an example, an accounting clerk may perform the jobs of both accounts payable and accounts receivable. (Duty Based) A **Position** is unique to an employee, and is used for budgeting and posting purposes. It is a more detailed summary of the duties specific to the individual employee.

- ☛ **Job Description:** A **Job** is a generic summary of key responsibilities which includes the general nature of work performed, the level of work performed, the skills and knowledge required for competent performance, and other elements. The job description is used to determine the appropriate salary grade. **Job Descriptions** are used by the Compensation team to obtain accurate market compensation data, which helps management to compare pay to market pay for similar jobs outside of the University.



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- ☞ **Job Requisition:** This request initiates the process to establish a requisition, begins recruitment to hire an employee. The requisition begins the recruitment process of defining the needs of the position, posting the position in order to develop a pool of applicants/candidates which will be used to hire individuals to fulfill the role. The requisition process will be managed through the PageUp applicant tracking system.
- ☞ **Intake Session:** Talent Acquisition Staff will conduct an intake session to establish a strong foundation for a successful search! A good intake session is not only about uncovering the basic wants and needs of the hiring manager but it will allow you to explore the position in great detail as well, including, but not limited to:
  - Why is the position open?
  - What are the top 3-5 key objectives for someone in this position?
  - What are the challenges a person will face in this position?
  - How is performance measured?
  - What is your hiring manager's style?
  - Sourcing strategy questions
  - Who are some of the top performers that I could network with?
  - What are the selling points of the position?
  - What "knock out" questions do you suggest I use?
- ☞ **'ATS' or Applicant Tracking System:** An applicant tracking system (ATS), is a software application designed to help recruit employees more efficiently. An ATS can be used to post job openings on the university website or job board, screen resumes, and generate interview requests to potential candidates by e-mail.
- ☞ **Sourcing:** The talent acquisition discipline which is focused on the identification, assessment and engagement of skilled worker candidates through proactive **recruiting** techniques.
- ☞ **Talent pipeline:** A pool of candidates who are qualified to assume open positions which have been newly created or vacated through promotion, resignation, termination, or retirement.
- ☞ **Active Candidates:** An individual who is actively searching for work. This does not necessarily mean unemployed. This group is looking for a new opportunity for a variety of reasons:
  - they're concerned about their current employer's stability
  - they would like to take on more responsibility
- ☞ **Passive Candidates:** An individual who is currently employed, but not actively search for a new career opportunity.



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- ☞ **Diversity with Inclusion:** Kansas State University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. Diversity is not only one of the eight “common elements” that underlie our K-State 2025 vision and goals, but it is also a value we embrace as an institution that is critically important to the future of our students, our faculty and staff, and our university community. It is core to our missions and embedded in our Principles of Community.
  
- ☞ **Behavioral Based Interviews:** A job **interviewing** technique whereby the applicant is asked to describe past **behavior** in order to determine whether he/she is suitable for a position. For example, an interviewer may ask "Tell me about a time when you dealt with a disruptive customer".
  
- ☞ **Interview Bias:** A partiality towards a preconceived response based on the structure, phrasing, or tenor of questions asked in the **interviewing** process. Questions laced with **interviewer bias** can influence respondents in such a way that it distorts the outcome of the **interview**.
  
- ☞ **Soft Benefit:** A perks that complement the traditional benefits of health care, retirement plans, life insurance, etc. such as: reduced priced tickets to university athletics events and McCain performances.
  
- ☞ **Onboarding:** This is a really exciting feature in the PageUp applicant tracking system. The onboarding portal personally welcomes new employees with videos, assigns tasks, and gives access to other important information and links that will be beneficial to new employees. This is a great way to help share and gather information from the employee as well as setting up some expectations.