



Glossary for Recruitment System

To better understand the recruitment system, please familiarize yourself with the following terms and their definitions.

Careers Website: The Commonwealth's recruitment website where applicants can access, search, and apply to competitive job vacancies.

Certified Register: The certified register is the official list of potential eligible candidates who may be considered for an appointment, promotion, or reemployment to a position in the classified service. The register or requisition is certified the day after the job advertisement closes, though it is available to view throughout the duration of the job posting.

If a reemployment candidate or candidates applied to this position, and meet minimum requirements, they will be the only one offered an interview.

Classified Position: A position in the executive branch of state government that is not exempt from the classified service under KRS Chapter 16, KRS 18A.115, KRS Chapter 156, or any other provision of law.

Hiring Dashboard: This is where the hiring agency and Personnel Cabinet can review candidates who have applied to a vacancy.

HR Status: HR Statuses are used to identify each candidate's stage in the workflow for each of your requisitions.

Interview Preference (Previously called Veteran's Preference): In accordance with *KRS 18A.150*, prior to making an appointment to a merit job posting, the agency must offer an interview to at least five external candidates with Interview Preference. The statutory obligation to offer an interview only includes those seeking initial appointment to the classified service and who meet minimum requirements.

Merged Account: A merged account is where multiple applicants have shared an account and mixed their contact information and job histories.

Minimum Qualification Review (MQR): The process in which an agency submits up to three candidates for a Minimum Qualification Review (MQR) after interviews have been conducted. Only those at an Approved HR status can be considered for appointment after MQRs are complete. Personnel Cabinet employees are the only ones authorized to conduct a MQR.

MyPURPOSE: The Commonwealth's talent management suite which includes recruitment, learning, performance, onboarding, and more. Specific to recruitment, it is used internally by Commonwealth employees to search for and apply to posted vacancies. Externally, it is rendered through the Personnel Cabinet's Careers website by applicants to search for and apply to posted vacancies. It is also used by the Personnel Cabinet and Agency HR for application review and recruitment.

Requisition Expiration Date: The day a requisition expires, which is ninety (90) calendar days.

Requisition Number: Often referred to as the req number is a system-assigned number when a job is posted.

Ten-Day Posting: A Ten-Day posting is a job vacancy announcement that is posted for a minimum of 10 calendar days; agencies may request that they be posted for a longer period of time. *Competitive* vacancies are posted on the Careers website while *Competitive* and *Promotional* vacancies are posted on MyCAREER through MyPURPOSE.

Unclassified Position: A position that is not part of the classified service under KRS 18A. These include Federally Funded Time Limited (FFTL), Grant Funded Time Limited (GFTL), Interim, and Governor Authority-Appointed positions. The hiring agency does not receive a certified register for unclassified vacancies.

Vacancy Type: Competitive vacancies are open to all candidates. Promotional vacancies are open only to state merit employees. There may also be vacancy types that are unclassified, such as interim, FFTL, and GFTL positions.

Veteran's Preference: See Interview Preference.