

Glossary of Terms

- **Applicant Card** - The applicant card is a complete summary of an applicant in the system, including their personal details and application history.
- **Applicant ID** - A custom unique property in PageUp that links the applicant to the EmplID for integration purposes. ApplicantID is for integration use only and cannot be used to search for applicants within PageUp.
- **Application Status** - A single stage of a recruitment process. Application status identifies where an applicant is in that process.
- **Approval Process** - Requisitions and offers all have approval processes. These processes are specified by each type of action.
- **Dashboard** - This is the screen where the department can access jobs/postings, position descriptions, pending approvals and search committee features.
- **FTE** - Full-time equivalent. It is a measure of how many hours someone works per week expressed as a decimal, with 40 hours/week being full-time (1). For example, if you work 20 hr/wk, your FTE is 0.5.
- **Hiring Manager** - Will receive communications and cannot take action within the system.
- **Hiring Proposal (Offer Card)** - The form that lists the hiring details including the salary, start date, current employee rate (if applicable), supporting documentation for rate, additional comments and list of approvers.
- **HR Representative** - Employment & Compensation Team Partner that will assist with all matters related to the PD and recruitment.
- **Job** - The form that is filled out and managed through the online staff/faculty recruitment system in order to post a position for recruitment and hire staff/faculty employees.
- **Job Posting (card)** - Upon attainment of the appropriate approvals, job details are posted on the careers.nmsu.edu website.
- **Job Number** - Job number is a number assigned by PageUp. The requisition number is generated automatically when you submit a requisition. Example: 492649
- **Job Status** - The current state of a job recruitment process. The job status is displayed as the Recruitment Status on the job requisition. Job status changes can trigger actions, such as starting or ending the Time-to-close timer. Examples of job statuses: Approved, Declined, Filled, Cancelled.
- **Merge field** - Merge fields are specific text strings that pull information directly from the system. You can use merge fields to personalize bulk communications. Example: Dear

{FIRSTNAME} is shown in the communication preview. When the communication is sent, {FIRSTNAME} is replaced by the value of the applicant's first name drawn from the applicant card.

- **New Hire Form** - A form that is used to collect biographic information from the newly hired employee. This form is only triggered by the acceptance of an offer, for individuals who are not currently actively employed on your campus.
- **Offer Letter** –This electronic letter is created at the offer card stage and is sent to the candidate electronically once the offer card is approved by HR Partner or Provost.
- **Offer Status** - The offer status shows the progress of the offer through the offer approval process.
- **Onboarding portal** - A website where a newly hired employee receives orientation materials, forms to complete, and tasks. Applicants log in to the onboarding portal to view the offer and then later when doing onboarding tasks.
- **Onboarding workflow** - A list of onboarding tasks that must be completed by the new hire and sometimes also the hiring manager. Tasks are grouped into times when the tasks must be completed. For example, on the first day, a new hire must complete several new hire forms, while another set of tasks must be completed within the first 31 days.
- **Permission Groups** – Security permissions are organized into hierarchical groups. When you assign a permission group to a user, that user gains access to a set of objects within the system.
- **Permissions** - The individual settings applied to users that allow or prohibit specific actions or viewing specific data items in PageUp. Permissions are organized into permission groups.
- **Position Description (also referred to as “PD”)** – The form used to record the duties, responsibilities, minimum and preferred qualifications, supervisory scope and fiscal impact of staff positions that serves as the basis for determining title, salary and exemption status. A Position Description (also known as a job description) summarizes the specifications and duties of a position. It outlines the essential and marginal functions of a position, and describes the physical, mental and environmental demands of the position.
- **Posting (job)** - Posting is the Higher Education term for Sourcing a job (see Sourcing). Note: the documentation says to go to the Sourcing tab of the job, but the tab name is now Posting
- **Recruitment Processes** - Recruitment processes define the stages that applicants will progress through after they have submitted an application for a job.
- **Requisition** - Job requisition is used to initiate a recruitment process to fill a new position or a recently vacated position. Department supervisors generally start a job

requisition, and a recruiter is usually assigned to manage the recruitment process after the requisition is approved.

- **Requisition information tab** - Located under the Position tab on the New Job Page, this online form collects specific information related to the requisition. Role A role describes a user's responsibilities within the recruiting process. Examples include Recruiter, Hiring Manager, HR Business Partner, Search Committee Chair and Search Committee Member. Roles are often considered in regard to permissions because of the level of access to system data different roles require. However, a role is defined on the job card, whereas the permission group is assigned to the user account. For example, you might be a hiring administrator for one job, but a search committee chair on another job.
- **Search Committee** - The group of reviewers that decides whether or not to hire an applicant. Search Committee chair A user who is able to read other committee members' responses and rating of applicants during the search committee review.
- **Search Committee member** - A user who is assigned to review or rate applicants during a search committee review. Search committee members compare applicants against a set of selection criteria or job competencies, then decide whether the candidate
- **Sourcing** - When a job is posted, it is "sourced" on the NMSU Careers page. Job sourcing refers to the process of posting a job in order to attract applicants. When you create a job, you add sourcing channels. Sourcing is the more general term used for this process by Page Up outside Higher Ed.
- **Sourcing channel** - A place or means through which a job is posted. Examples: the campus careers website, Linked In.
- **Teams (Department)** - A function of Page Up that limits a user's access to only the job and applicant data relevant to their team or Department. A user's primary team is their Campus department. Some users are assigned a secondary team if their role involves recruiting across multiple departments.