<table>
<thead>
<tr>
<th>Glossary Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Action</td>
<td>The state or process requiring attention/action.</td>
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<tr>
<td>Applicant Pool</td>
<td>A group of applicants from one posting.</td>
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<tr>
<td>Applicant Portal</td>
<td>The landing page applicants see when they visit the URL for the Applicant Portal.</td>
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<tr>
<td>Applicant Tracking</td>
<td>Product module used to: Create new postings, view postings, view application materials, export/print application materials, change status of applicants, create hiring proposals, and view pending hiring proposals.</td>
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<tr>
<td>(Hire)</td>
<td></td>
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<tr>
<td>Application</td>
<td>The official form that employers require applicants to complete when applying to a position. The application includes employment history, education, references, qualifications, etc.</td>
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<tr>
<td>Breadcrumb Navigation</td>
<td>Appears horizontally in the grey area under the navigation banner that provides links to each previous section the user navigated through to get to the current page. It provides a trail for the user to follow back.</td>
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<tr>
<td>Hiring Proposal</td>
<td>The approval process for hiring an applicant.</td>
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<tr>
<td>Home Page</td>
<td>The landing screen after you log-in.</td>
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<tr>
<td>Inbox</td>
<td>The area of the user interface for users that require attention, action, or approval.</td>
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</table>
### Navigation Bar
Located at the top of the screen with the tabs to major sections of the site – Home, Postings, Applicants, Hiring Proposals, My Profile, Help.

### Position Allocation Tab
The section to identify the reason for the vacancy and salary.

### Position Type
A category of job that you hire applicants into; Teaching and Research Faculty, Administrative/Professional Faculty, and Staff.

### Posting
The combination of a requisition and an announcement of a position.

### Posting Documents
This allows the hiring manager to attach additional documents to the posting such as organizational chart, and budget adjustment form.

### Profile
The applicant’s details of education level, skills, preferences, availability, etc. for interest in a specific posting.

### Selection Process
The iterative process of reviewing submitted applications to a job posting with the intent of narrowing hired.

### Sidebar Menus
Appears on the left and right side of the main work area. Provides links to sections within the system or helpful resources.

### Supplemental Questions
Additional questions added to the application that provide additional information on which to assess the applicant.
Template
A generic, class, or specific sets of job description information for a job posting.

User
Internal system user (employee) with credentials to log into the User Portal.

User Roles
System based permissions to perform certain actions assigned for specific functions. Also called user groups. Examples of user roles are Dept Chair/HM, Budget Unit Director and, Hiring Manager, Search Committee Chair, etc.

Watch List
Allows users to watch or track the progress of postings.

Workflow
A sequence of steps in the recruitment process.

Workflow State
The status of the posting, applications review, and hiring proposal.

Workflow State Owner
The person responsible for moving the workflow forward.