

# PAPERS User Guide

## GLOSSARY

<b>Action</b>	The state or process requiring attention/action.
<b>Applicant Pool</b>	A group of applicants from one posting.
<b>Applicant Portal Homepage</b>	The landing page applicants see when they visit the URL for the Applicant Portal.
<b>Applicant Tracking (Hire)</b>	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.
<b>Application</b>	The official form that employers require applicants to complete when applying to a position. The application includes employment history, education, references, qualifications, etc.
<b>Breadcrumb Navigation</b>	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.
<b>Hiring Proposal</b>	The approval process for hiring an applicant.
<b>Home Page</b>	The landing screen after you log-in.
<b>Inbox</b>	The area of the user interface for users that require attention, action, or approval.

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<b>Navigation Bar</b>	Located at the top of the screen with the tabs to major sections of the site – Home, Postings, Applicants, Hiring Proposals, My Profile, Help.
<b>Position Allocation Tab</b>	The section to identify the reason for the vacancy and salary.
<b>Position Type</b>	A category of job that you hire applicants into; Teaching and Research Faculty, Administrative/Professional Faculty, and Staff.
<b>Posting</b>	The combination of a requisition and an announcement of a position.
<b>Posting Documents</b>	This allows the hiring manager to attach additional documents to the posting such as organizational chart, and budget adjustment form.
<b>Profile</b>	The applicant’s details of education level, skills, preferences, availability, etc. for interest in a specific posting.
<b>Selection Process</b>	The iterative process of reviewing submitted applications to a job posting with the intent of narrowing hired.
<b>Sidebar Menus</b>	Appears on the left and right side of the main work area. Provides links to sections within the system or helpful resources.
<b>Supplemental Questions</b>	Additional questions added to the application that provide additional information on which to assess the applicant.

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<b>Template</b>	A generic, class, or specific sets of job description information for a job posting.
<b>User</b>	Internal system user (employee) with credentials to log into the User Portal.
<b>User Roles</b>	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.
<b>Watch List</b>	Allows users to watch or track the progress of postings.
<b>Workflow</b>	A sequence of steps in the recruitment process.
<b>Workflow State</b>	The status of the posting, applications review, and hiring proposal.
<b>Workflow State Owner</b>	The person responsible for moving the workflow forward.