



TALENT MANAGEMENT SYSTEM

Glossary of Terms

The following reference list is a glossary of terms used in the applicant tracking system.

Application Status – The current state of an individual’s application in the recruitment process, i.e. New, Search Committee Review, Interview, etc.

Dashboard – Tile-view landing/home page for users in PageUp.

Dispositioning – Assigning an application status for each applicant to capture both the stage and reason for the status.

Employee Portal – Onboarding portal specific to new hires. The portal includes new hire tasks throughout the first six months of employment, information about NMU, and useful tools and resources.

Job Card – The form that stores information about the posting, including position information, posting details and users involved in the hiring process. Also known as the **Requisition**.

Job Number – The number auto-generated by the PageUp system upon the creating of a job requisition. Also known as the **Requisition Number**.

Job Card Status – The current state of a job card/requisition, i.e. Draft, Pending Approval, Approved, etc.

Offer Card – Stores information about the applicant’s offer, including the hiring recommendation, offer letter, and onboarding details.

Position Description (PD) – A Position Description (also known as a job description) summarizes the specifications and duties of a position. Once approved, a job card/requisition can be created from an approved position description.

Position Description Status – The current state of position description, i.e. Draft, Pending Approval, Approved, etc.

Position Number (PD Number) – The number auto-generated by the PageUp system upon the creating of a job description.

Permission Group - Every user in the Talent Management System must be assigned a permission group. A user’s permission group determines their level of access and the actions they can take in the system.

Outcome – System feature that allows the Search Chair and Committee Members to provide feedback about an applicant.

Ranking – System feature that allows the Search Chair to rank the applicants in order of preference based on the ratings/outcomes submitted by search committee members. Ratings/outcomes are viewable by the Search Chair, Department Head, Equal Opportunity, and Human Resources.

Requisition – The form that stores information about the posting, including position information, posting details and users involved in the hiring process. Also known as the **Job Card**.

Requisition Number – The number auto-generated by the PageUp system upon the creating of a job requisition. Also known as the **Job Number**.

Sourced – The designated status when a job requisition is posted.

Team – The group of departments that positions and permissions are associated with for access to information.