



CSU Channel Islands CHRS Recruiting Glossary of Terms and Acronyms

Term	Definition
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. The ApplicantID is mapped to the PeopleSoft EmplID in the EmplID_Applicant ID table at the end of the new hire job load process. 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. Campuses pre-determine their recruitment processes based on the type of recruitment. Application status identifies where an applicant is in that process. Example: First Interview Successful.
Approval Process	Requisitions and offers all have approval processes. These processes are specified by each campus.
Card	The Cards provide information required for job requisitions, position descriptions, and offers. These fields are sometimes integrated with other systems, such as PeopleSoft HCM. The Chancellor's Office maintains one version of each card for the entire CSU system. When you create a job requisition, you are using the same job card as every other campus. The CO determines which fields are mandatory and which fields are hidden from specific permission groups. A card is generated for every applicant, job, and offer in PageUp to organize all data associated with that item.
CHRS	Common Human Resources System - the new system replacing the old PeopleSoft system. CHRS handles all HR across the CSU system, and is a work in progress.
CO	Chancellor's Office
Empl ID	PeopleSoft employee ID. During the data import, the PageUp ApplicantID is mapped to the PeopleSoft EmplID. When PeopleSoft sends the EmplID to Page Up in the User file, PageUp sends the ApplicantID to back to PeopleSoft, linking the ApplicantID and the EmplID in PageUp.
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 Administrator	The person who has the authority to hire applicants for a job. Also known as a hiring manager or hiring authority.
Job	New Job opens the Job Template page, which leads to the Requisition Information form (New Job) at the top. All faculty positions begin with a new job (not PD). See Requisition Information form.
Job Card	The Job card initiates a requisition with specific and relevant details of the job, posting language and requirements, and includes an approval process with notifications and alerts to approvers. With a unique ID to represent each

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	<p>requisition, it facilitates central information collection and tracking. The Job card also associates users to the requisition by their roles in the recruitment process, such as the Hiring Manager, HR/FA Representative (Recruiter), Search Committee Chair and other key team members.</p> <p>A common comprehensive Job card is shared for the CSU system.</p> <p>Job card is sometimes used to refer to the job requisition.</p>
Job Code/Employee Classification	<p>Job code is a classification number imported from PeopleSoft HCM and is found on a job requisition. This field is based on the Position ID. When you enter a job code, the Employee Classification is automatically filled in from data that is imported from PeopleSoft HCM.</p> <p>Example: 1032</p>
Job Number	<p>Job number is a number assigned by PageUp. In CHRS Recruiting, it is referred to as a Requisition Number on the Job card and a job code on the position description. In PageUp, it is the Job Number on My Jobs.</p> <p>The requisition number is generated automatically when you submit a requisition.</p> <p>Example: 492649</p>
Job Status	<p>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.</p> <p>Examples of job statuses: Approved, Declined, Filled, Cancelled.</p>
Merge field	<p>Merge fields are specific text strings that pull information directly from the system. You can use merge fields to personalize bulk communications.</p> <p>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.</p>
New Employee Information Form	<p>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.</p>
New job page	<p>When creating a job, after selecting a job template, the New Job page opens. The New Job page has four tabs: Position Information, Notes, Posting, and Documents. These tabs centrally store information related to one requisition. See Job Card.</p>
Offer Card	<p>A form that is used for creating the official offer to the applicant. The offer card has an optional an approval process.</p>
Offer Status	<p>The offer status shows the progress of the offer through the offer approval process.</p>
Onboarding portal	<p>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.</p>
Onboarding workflow	<p>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 10 days.</p>
Panel	<p>Panel is the term for Search Committee that is used in PageUp documentation.</p>

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PeopleSoft HCM	A software system that handles most CHRS needs. CHRS Recruiting is a separate system that ties into PeopleSoft by importing Position IDs, Users, and other information. Integration between CHRS Recruiting and PeopleSoft is maintained so that records in the two systems are consistent.
Permission Groups	In CHRS Recruiting, 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 (PD)	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.
Position ID (Position number)	A number associated with a position that is generated in PeopleSoft. Position Numbers are attached to positions when they are imported from PeopleSoft into Page Up. Positions Numbers start with a campus two-letter code. Example: CI-00027198.
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.
Production (PRD or PROD)	The live instance of PageUp where campuses are actively recruiting and onboarding new employees.
Recruitment Processes	Recruitment processes define the stages that applicants will progress through after they have submitted an application for a job. Each campus has its own recruitment processes for its job types. Recruitment processes are visible system-wide, so they must adhere to the CSU naming convention. Example: SD - Staff Process
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

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	meets or exceeds the requirements. Committee members can add feedback, but cannot read one another's feedback. Decisions and comments made by committee members are visible only to the search committee chair.
Shared Functionality/Item	Any functionality or item shared by all campuses. Campus Administrators must take precautions to prevent the misuse of these items. Misuse of these items can affect all campuses.
Sourcing (job)	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.
SWHR	System Wide Human Resources. This is the CO Governing body for everything HR-related.
System (Systemwide) Functionality	Any PageUp functionality or item that is integral to the operation of CHRS Recruiting and PageUp. These are items that cannot be changed in PageUp.
Talent Pool	A collection of prospective applicants with tags that you can use in a talent search. Applicants are sorted into different talent pools, depending on their qualifications, interests, or geographic location. You can then search for applicants within these talent pools, based on their qualifications, to identify and invite potential applicants to apply for a recruitment.
Talent Search	A search tool to search for applicants in talent pools. Use talent search to find applicants in talent pools who meet criteria that you can filter on, such as categories, tags, and location.
Teams	A function of Page Up that limits a user's access to only the job and applicant data relevant to their team. A user's primary team is their Campus department. Some users are assigned a secondary team if their role involves recruiting across multiple departments.
User file	Integration file that is generated within PeopleSoft HCM and fed nightly into Page Up. It contains information on specific user, including Empl ID, primary team, permission group and position information.