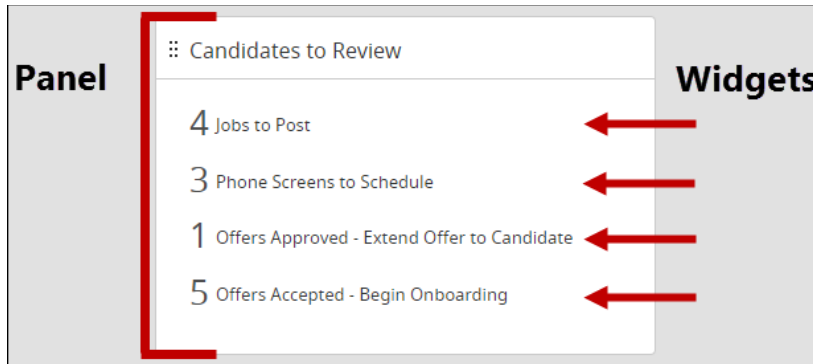# Glossary

Panel: made up of one or more widgets that can display data in various ways, such as via charts, factoids, links to reports, or search result previews

Widget: are items/information related to the *Panel*, such as charts, factoids, links to reports, or search result previews

Profile: Stores information in an organized manner. As a user you will access profile each time you are in the system. (Below is a Requisition Profile)


Profile card: provides quick access to pertinent information about the job and requisition.

People Tab: organizes the candidates who applied to the job.

Bin: major categories/steps within the workflow. Here candidates can be place in a specific bin and provided a status. Each user group will have different access to *Bin* types.

Status: each bin will have their own set of statuses (micro movements). Ex: Bin- TA Review, Status – Pre-Screen Schedule. You will also have the opportunity to update the candidate on their *Status,* via email directly through the system.
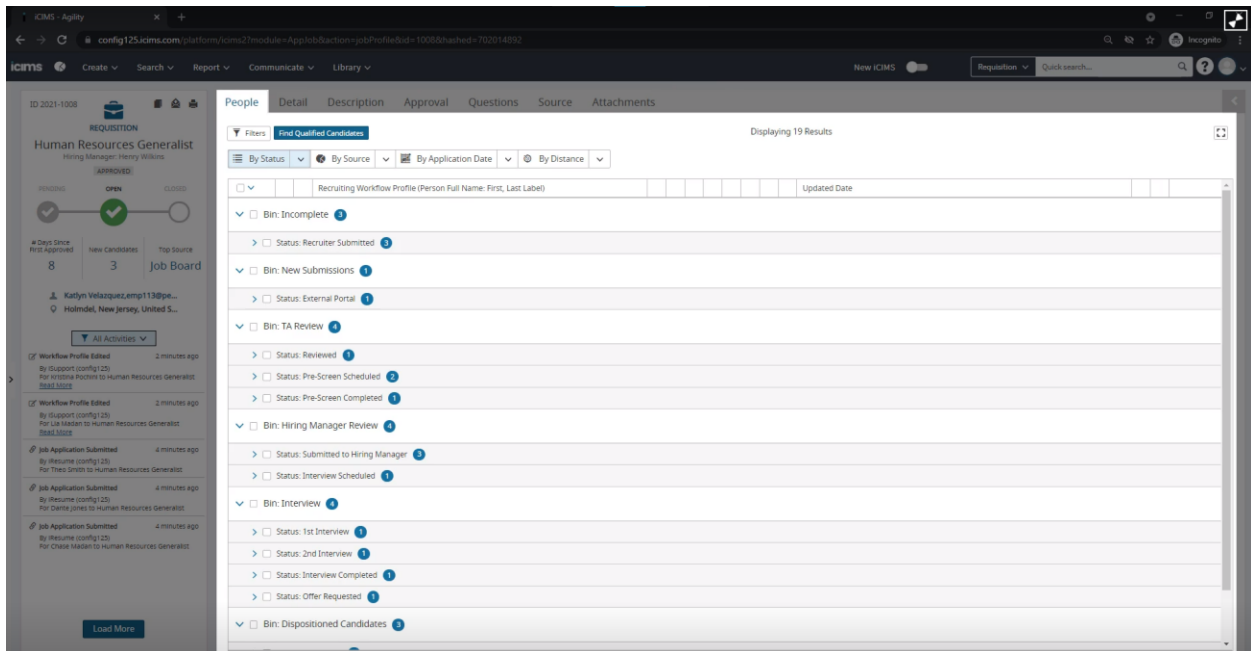

Detail Tab: contains general information. Assignment section. HR Data section and Compensation section. e
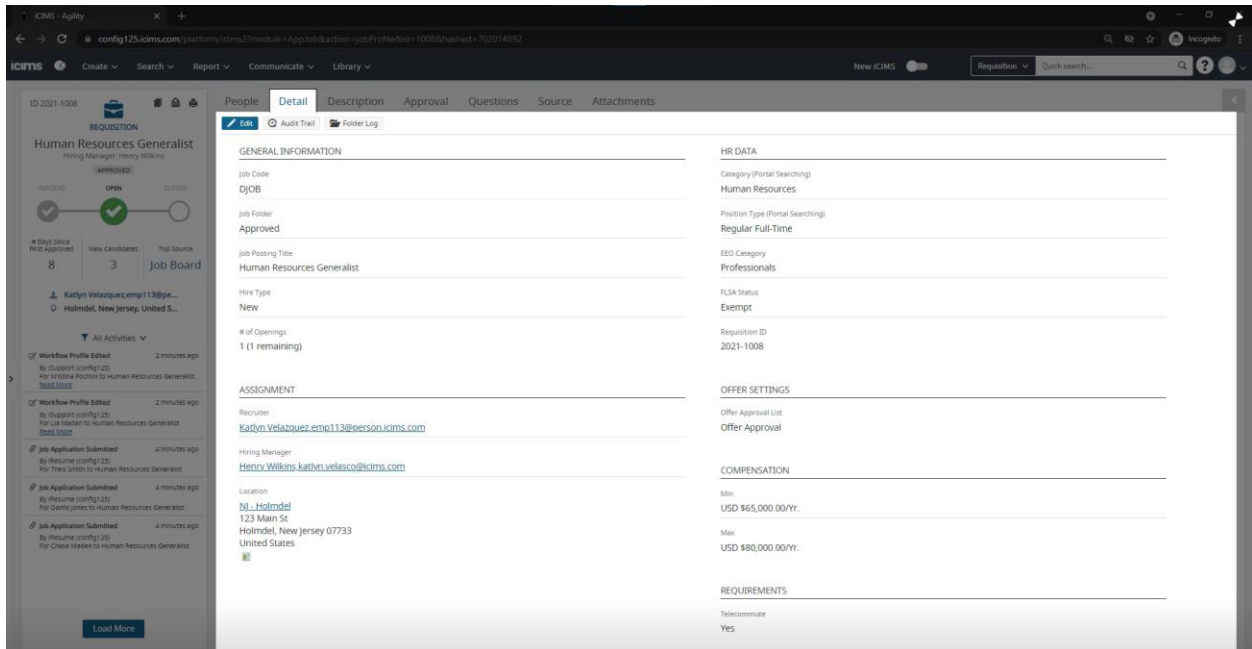
Description Tab: contain the job description candidates will see through career portal.

Personal Profile: Stores information in an organized manner. As a user you will access profile each time you are in the system. There are 4 types of *Person Profiles*: candidate, hiring manger, employee, and contact.

Candidate Profile: will include information about the candidate as well as the workflows they are part of.
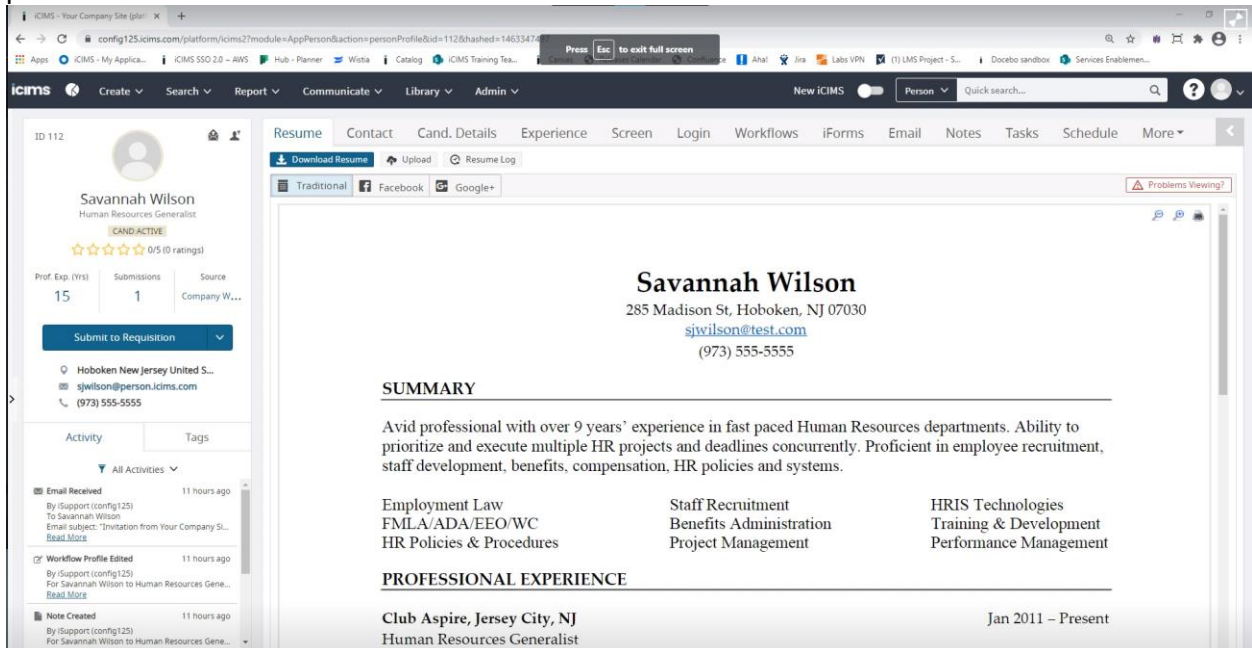
Hiring manager: will include information such as job title, name contact information, and work flows they are connected to.

Employee: will include information such as job title, name contact information, and work flows they are connected to.

Contact: general contact information (email and phone number)
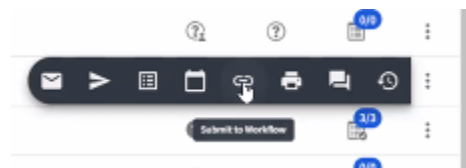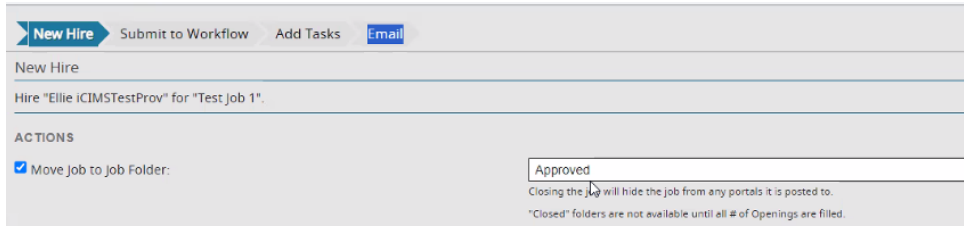

Tab: (A)

Section: (B)

Field: (C)

Field group: (D)

Profiles are organized with information in *tabs*, which are in turn organized by *sections*. Each section can have *fields* (or *field groups*) within it.

Iforms: forms that candidates will fill out during the application process.

Job Folder: sets the status of a Job when onboarding an individual. ("Approved" means there are multiple opening within the requisition; "Close" means the requisition does not have multiple opening and will be closed.)

Profile Audit trail: allows users to view past recruiting activities

Tags: are short terms used to categorize candidates; tags will be placed directly onto the candidate profile. Ex: MA, Silver Medalist

Job ID:

A: Will indicate the year the req was created/opened

B: Will indicate the ID number

Search Box: toggle between searching for candidate profiles or requisitions

Person: here you can search for any candidate's profile by name (Ex: John Smith)

Job: here you can enter in a job number to find a requisition (Ex: 45773)