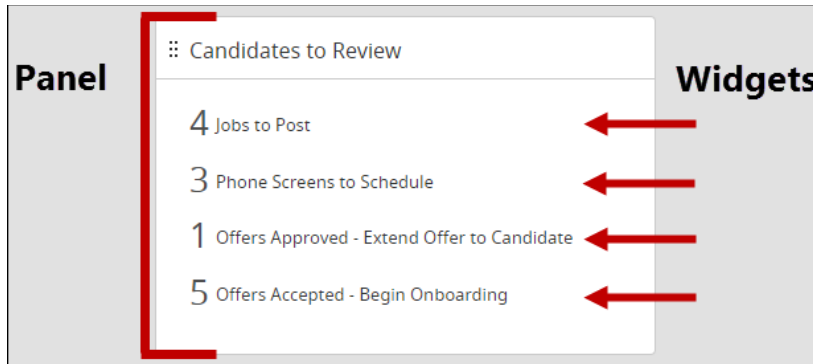


Glossary

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)

The screenshot shows the ICIMS Agilify interface. At the top, there's a navigation bar with "Create", "Search", "Report", "Communicate", and "Library" options. The main content area is titled "REQUISITION Human Resources Generalist" and includes a hiring manager "Henry Wilkins". A progress bar shows the requisition is "APPROVED". Key metrics include "8 Days Since First Approved" and "3 New Candidates". A list of activities is shown on the left, such as "Workflow Profile Edited" and "Job Application Submitted". The main right-hand area displays a list of 19 results, filtered by "Find Qualified Candidates". The list includes various bins like "Incomplete", "New Submissions", "TA Review", "Hiring Manager Review", "Interview", and "Dispositioned Candidates", each with a count of results.

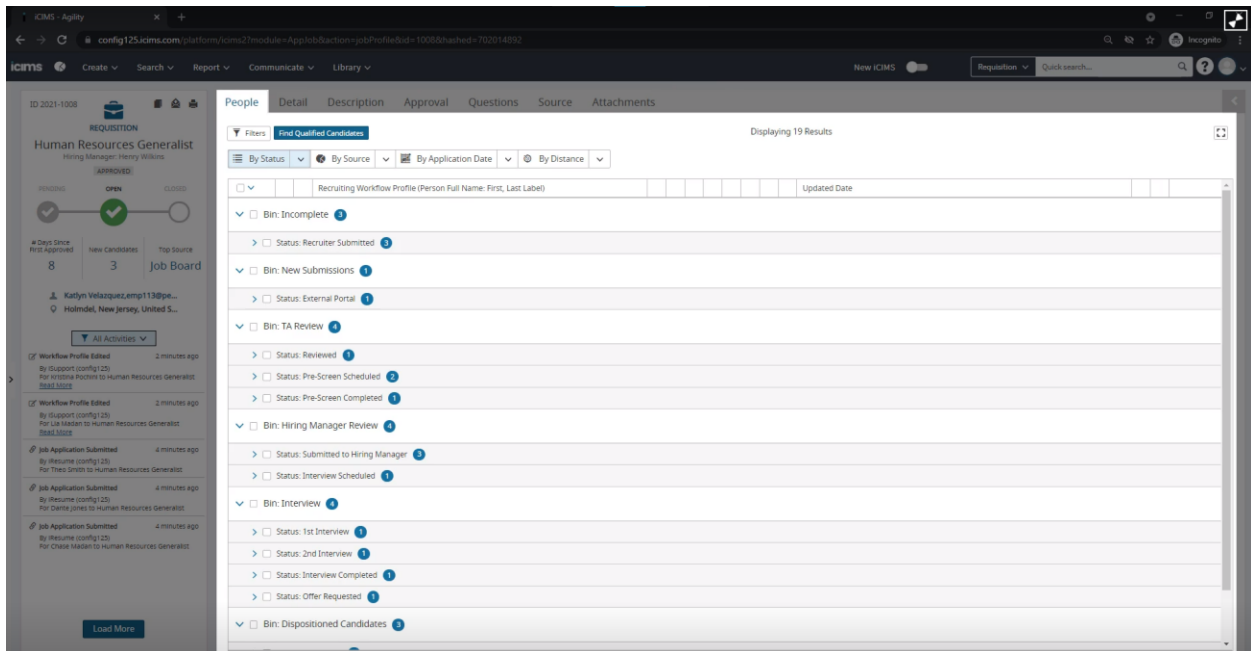
Profile card: provides quick access to pertinent information about the job and requisition.



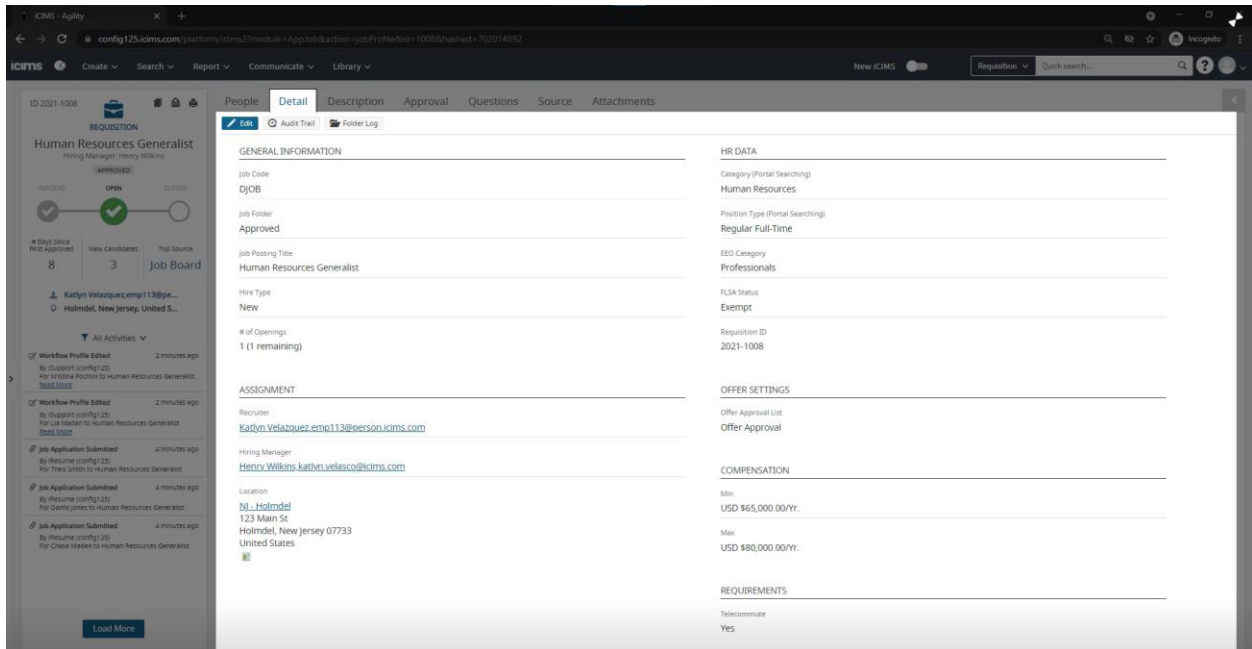
People Tab: organizes the candidates who applied to the job.

Bin: major categories/steps within the workflow. Here candidates can be placed 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.



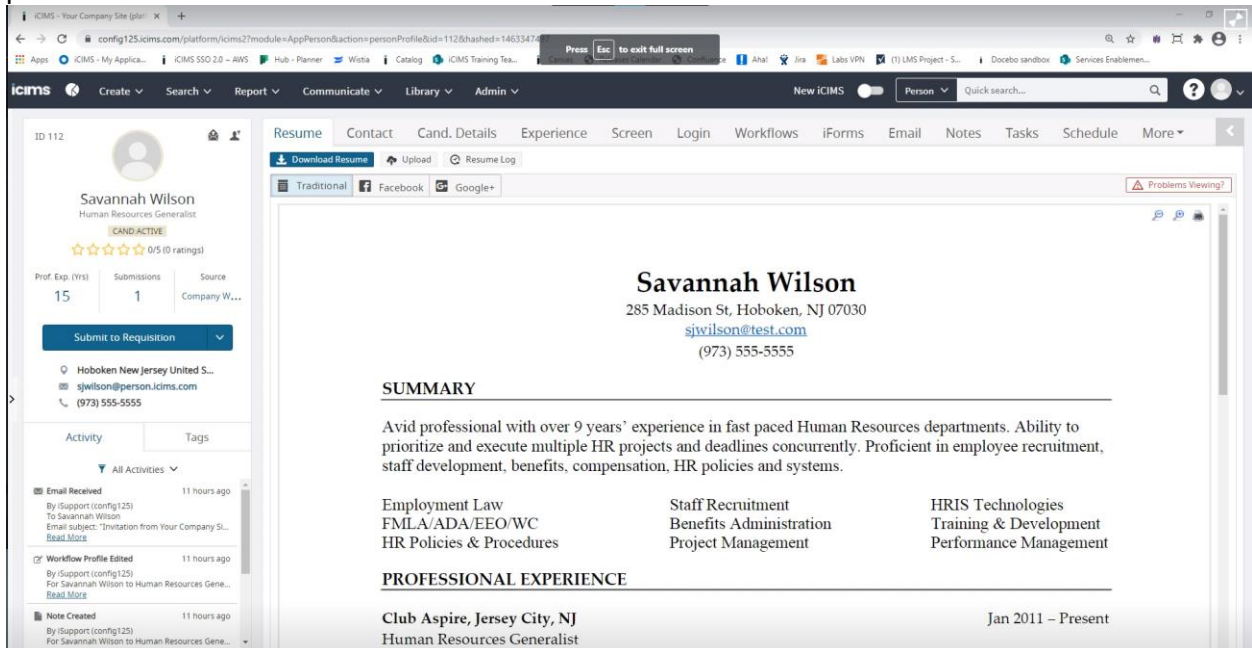
Detail Tab: contains general information. Assignment section. HR Data section and Compensation section. e



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)

The screenshot shows a candidate profile page with the following elements:

- Tab (A):** The 'Cand. Details' tab is selected and highlighted with a red circle 'A'.
- Section (B):** The 'GENERAL INFORMATION' section is highlighted with a red circle 'B'.
- Field (C):** The 'Are you willing to relocate?' field, with the answer 'No', is highlighted with a red circle 'C'.
- Field group (D):** The 'Preferred Job Locations' section, containing two location entries, is highlighted with a red circle 'D'.

The 'Preferred Job Locations' section includes the following details:

- Preferred Job Location 1:** [ICIMS](#), 90 Matawan Road Parkway 120, Fifth Floor, Matawan, New Jersey 07747, United States.
- Preferred Job Location 2:** [Roaster's Roast](#), 1456 Jefferson Drive, Colorado Springs, Colorado 80840, United States.

Tab: (A)

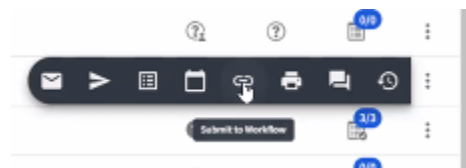
Section: (B)

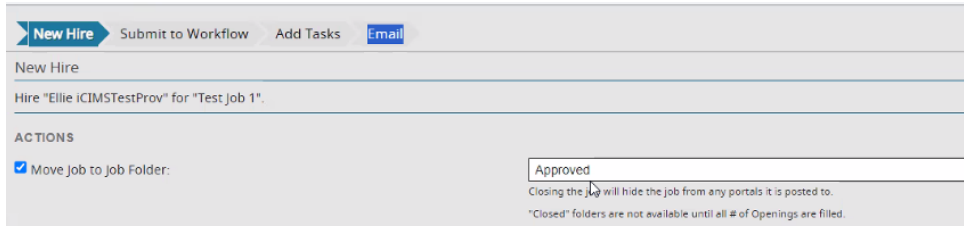
Field: (C)

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

<input type="checkbox"/>	Business Unit Name (Port...	Job ID	Job Posting Title
<input type="checkbox"/>	UCI Campus	2024-45773	CUSTODIAN
<input type="checkbox"/>	UCI Campus	2024-46129	CUSTODIAN
<input type="checkbox"/>	UCI Campus	2024-46325	CUSTODIAN

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)

