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 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.
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 manager, 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)

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**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.

**Ifoms:** 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)