



Glossary of Terms

Hiring Manager*: The hiring manager with a * is the person who will manage the search in PageUp. This position was formally called Recruitment Coordinator.

Administrative Support/Originator: The person who provides administrative support for the request. You can enter anyone in this field who needs access.

Search Committee Chair: This is the person that is in charge of the Search committee and will need access to the applicants.

Search Committee Members: These are members of the search committee that will need access to the applicants. If you choose not to use a Search Committee, but there are folks that need access to the applicants you can also enter their names there.

Requisition: Online request to post for a vacant, or soon to be vacant, position (replaces the Position Recruitment and Search Form)

Approval Process: The sequence of approvers needed to post a vacancy or select a candidate for an offer

Application Status: The different steps an applicant goes through during the recruitment process

Offer Card: PageUp form used to select a candidate for an offer of employment (replaces the Hiring Report form)