PAPERS User Guide
GLOSSARY

Navigation Bar	Located at the top of the screen with the tabs to major sections of the site – Home, Postings, Applicants, Hiring Proposals, My Profile, Help.
Positon Allocation Tab	The section to identify the reason for the vacancy and salary.
Position Type	A category of job that you hire applicants into; Teaching and Research Faculty, Administrative/Professional Faculty, and Staff.
Posting	The combination of a requisition and an announcement of a position.
Posting Documents	This allows the hiring manager to attach additional documents to the posting such as organizational chart, and budget adjustment form.
Profile	The applicant's details of education level, skills, preferences, availability, etc. for interest in a specific posting.
Selection Process	The iterative process of reviewing submitted applications to a job posting with the intent of narrowing hired.
Sidebar Menus	Appears on the left and right side of the main work area. Provides links to sections within the system or helpful resources.
Supplemental Questions	Additional questions added to the application that provide additional information on which to assess the applicant.

Template	A generic, class, or specific sets of job description information for a job posting.
User	Internal system user (employee) with credentials to log into the User Portal.
User Roles	System based permissions to perform certain actions assigned for specific functions. Also called user groups. Examples of user roles are Dept Chair/HM, Budget Unit Director and, Hiring Manager, Search Committee Chair, etc.
Watch List	Allows users to watch or track the progress of postings.
Workflow	A sequence of steps in the recruitment process.
Workflow State	The status of the posting, applications review, and hiring proposal.
Workflow State Owner	The person responsible for moving the workflow forward.