IES Definitions

1.) **Posting** - A posting is the form completed in order to list your job openings for individuals to apply. The workflow for posting a position is different based on the type of position posted. A posting was previously referenced as a requisition.

2.) **Applicant pool** - The collection of candidates from a posted position whom the applicant selection or selections for available positions may be made.

3.) **Job title-** The official classification title listed within SAP for a position.

4.) **Working title -** A customized, descriptive title that provides greater understanding of the individual employee's responsibilities

5.) **Classification -** A system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority level of a position

6.) **Position type -** Exempt, Non-Exempt, Part-time, Full-time, Faculty, Staff, Student, Temporary

7.) **Position Description** - A form that identifies, describes, and defines a job in terms of its duties, responsibilities, working conditions, and specifications

8.) **Supplemental Questions-** Questions that allow you to pre-screen applicants for minimum qualifications (i.e. specific licenses, registrations, or certifications) and other relevant information. These questions can be scored and can also be used to disqualify applicants. They may also be referenced as Posting Specific Questions.

9.) **Qualifying Equivalency -** A combination of two or more supplemental questions that allows the system to automatically qualify or disqualify applicants based on their combination of education and work experience.

10.) **Guest User-** Allows a user to login to review applications for a specific position without having an individual user account to access IES.

11.) **Hiring Proposal** - The form required to get the appropriate approvals in order to offer a position to a candidate. This form will be completed online within IES and replaces the Salary Recommendation Form.

12.) **Watch List -** Allows you to follow the progress of position descriptions, postings and Hiring Proposals that matter to you (even if the items are assigned to someone else)

13.) **Inbox -** Displays items that need your attention (i.e. position description that needs your approval)

14.) **Print Preview -** Allows you to preview a printable view of the complete posting. This includes information that would not be available to applicants

15.) **Print Preview (Applicant View)** - Allows you to preview a printable view of the posting as it will appear on the applicant portal.

16.) **History Tab -** Shows a time-stamped list of events and changes made to the posting since it was created

17.) **User Privileges -** Define what you can do in the HR system. You only have access to the things relevant to your work. What is or is not relevant to your work depends on your role in the organization

18.) **Group Permissions -** Sets of privileges that define user roles (i.e. user types)

19.) **Scope -** How far group permissions extend across the organization, in terms of the organizational tier at which they apply (i.e. personal scope means you can only see what is yours. For example, if you are a supervisor, you can only see the position description of positions that you supervise)

20.) **User Types -**

   a. **Budget Officer -** Gatekeeper of the system. Create/view/edit position descriptions, view/edit position descriptions, view applications, and view/edit hiring proposals.

   b. **Search Coordinator -** Create/View/Edit Postings; View Applicants; Applicant Workflow Ownership; no view Hiring Proposals (Applicant/Blue side of the system)

   c. **Position Coordinator -** Can create/view/edit position descriptions and view/edit hiring proposals

   d. **Supervisor -** Can create/view/edit position descriptions, view positions, and view/edit hiring proposals

   e. **HealthCare Payroll-** Can view position descriptions, view positions, view applicants, and view/edit hiring proposals

f. **Dean/Director-** Can view/edit/approve position descriptions, view applicants, and view/approve hiring proposals

g. **EVP/Provost**- Can view/edit/approve position descriptions, view postings, view applicants, and view/edit hiring proposals

h. **Employee**- Can only view own position description

21.)