

CHRS Recruiting Glossary

Below is a glossary of terms and definitions which will be used in the CHRS Recruiting system.

Term	Definition
Applicant card	The applicant card is a complete summary of an applicant in the system, including their personal details and application history.
Application status	A single stage of a recruitment process. Campuses pre-determine their recruitment processes based on the type of recruitment. Application status identifies where an applicant is in that process. Example: First Interview Successful.
Approval	Position descriptions and requisitions both require approval processes. Offer can also have an approval process, but it is not required. These processes are specified by each campus. If you open a requisition from an approved position description, you must still go through the requisition approval process.
Asterisks	Asterisks are used to denote required fields.
Booking	An assigned or reserved spot in an event. See Events.
Campaign	A campaign is a mechanism for gathering applicants into your talent pool without the need for them to apply for a specific job. Applicants can be pre-screened and invited to apply for suitable jobs as they become available. They can be used for strategies such as expressions of interest.
Campus Reports Administrator	Campus Reports Administrator is a person whose job is specifically to build and distribute reporting and analytics for their campus.
Card	Card refers to forms within the system, which includes Job Card, Applicant Card, Position Description, and Offer.
Category	Categories are tags that associate applicants with skills or personal characteristics. Categories allow you to create visible, searchable system classifications for applicants that you can use when reviewing an individual applicant or during talent searches. Categories can be manually added or deleted.
CHRS Recruiting	Stands for Common Human Resource System Recruiting. It refers to the recruiting module, built in the PageUp system, within the overarching CHRS project. It combines recruitment data from all 23 campuses and the Office of the Chancellor in a single production recruiting database instance.

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Competency Library	Data that exists in the CHRS Recruiting system that users can access while performing tasks. Selection criteria and job competencies are defined by campuses, but stored in a competency library that allows for system-wide visibility and access.
Event	An interview that is scheduled in PageUp. It has an owner, applicants, and sometimes other users who must book a time for the event. The event has a specific number of applicant "spaces" which, when they are filled, deny further bookings.
FTE	Full-time equivalent.
Hiring Administrator	The person who has the authority to hire applicants for a job. Also known as a hiring manager or hiring authority.
Job card	<p>1. The job card initiates a requisition with specific and relevant details of the job, posting language and requirements, and includes an approval process with notifications and alerts to approvers. With a unique ID to represent each requisition, it facilitates central information collection and tracking. The job card also associates users to the requisition by their roles in the recruitment process, such as the Hiring Manager, HR/FA Representative (Recruiter), Search Committee Chair and other key team members.</p> <p>A common job card is shared for the CSU system. Job card is sometimes used to refer to the job requisition.</p>
Job No.	Job No. appears when searching for a job in CHRS Recruiting. It is called Requisition Number on the Job Card. It is a number automatically generated when a requisition was submitted. Example: 492649
Job status	The current state of a job recruitment process. The job status is displayed as the Recruitment Status on the job requisition. Job status changes can trigger actions, such as starting or ending the Time-to-close timer. Examples of job statuses: Approved, Declined, Filled, Cancelled.
Job template	<p>A template for pre-populating a Requisition Information form. Job templates add consistency to job creation and reduce the time for completing a Job Requisition Information form.</p> <p>The job template saves time in job creation, as one only needs to provide specific details of the job, in a pre-established format that populates Job Card fields and advertising details. Template also provides a consistent job posting format. Each campus has its own library of job templates. When creating a new job, the Select a job template page opens first.</p>

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Document Library	A collection of documents and folders that exist in the CHRS Recruiting system. The library can contain such documents as interview guides, offer letters, and position descriptions.
Merge field	Merge fields are specific text strings that pull information directly from the system. You can use merge fields to personalize bulk communications. Example: Dear {FIRSTNAME} is shown in the communication preview. When the communication is sent, {FIRSTNAME} is replaced by the value of the applicant's first name drawn from the applicant card.
Offer card	A form that is used for creating the official offer for the finalist. The offer card requires an approval process.
Offer status	The offer status shows the progress of the offer through the offer approval process.
Employee portal	A portal where a newly hired employee logs into receive orientation materials, forms and tasks to complete.
Onboarding workflow	A list of onboarding tasks that must be completed by the new hire and sometimes also the hiring manager. Tasks are grouped into times when the tasks must be completed. For example, on the first day, a new hire must complete several new hire forms, while another set of tasks must be completed within the first 10 days.
Panel	Panel is the term for Search Committee that is used in PageUp documentation.
PeopleSoft	A software system that handles most CHRS needs. For example, CHRS Recruiting is a separate system that integrates to PeopleSoft by importing Position IDs, Users, and other information. Integration between CHRS Recruiting and PeopleSoft is maintained so that records in the two systems are consistent.
Permissions	In CHRS Recruiting, permissions controls what a user can do in the system. Permission Groups in CHRS Recruiting are delivered. Campuses assign permissions via PeopleSoft and those permissions are used in CHRS Recruiting.
Position description	A Position Description (also known as a job description) summarizes the specifications and duties of a position. It outlines the essential and marginal functions of a position, and describes the physical, mental and environmental demands of the position.
Position ID/Number	A number associated with a position that is generated in PeopleSoft. Position Numbers are attached to positions when they are imported from PeopleSoft into PageUp. In PageUp, Position Numbers start with a

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	campus 2-letter initials. Example: HM-00027198.
Posting	Posting is the Higher Education term for Sourcing a job (see Sourcing).
Provisioning	A CHRS Recruiting feature that you use to order equipment, access, hardware, and software needed for a new hire via an email to responsible parties on campus. For physical items, you can provide an address for where the items are to be delivered.
Recruitment Processes	Recruitment processes define the stages that applicants will progress through after they have submitted an application for a job. Each campus has its own recruitment processes for its job types. Recruitment processes are visible system-wide, so they must adhere to the CSU naming convention. Example: HM - Staff Recruitment Process
Report template	A Microsoft Excel spreadsheet that is attached to a PageUp report to manipulate the raw data into an easily viewed format. Report templates are stored in the document library.
Requisition – See Job Card	Job requisition is used to initiate a recruitment process to fill a new position or a recently vacated position. Department supervisors generally starts a job requisition and a recruiter is usually assigned to manage the recruitment process once the requisition is approved.
Requisition number	See Job No.
Search Committee chair	A user who is able to read other committee members' responses and rank applicants during the search committee review.
Search Committee member	A user who is assigned to review or rate applicants during a search committee review. Search committee members compare applicants against a set of selection criteria or job competencies, then decide whether the candidate meets or exceeds the requirements. Committee members can add comments. Decisions and comments made by committee members are visible only to the search committee chair.
Selection criteria	Criteria that are used to assess applicants during the selection process. Search committees use these during the selection process to assess applicants. <i>Example of a search criterion: Building strong-identity teams that apply their diverse skills and perspectives to achieve common goals.</i> <i>Selection criteria belong to a job competency group and can either be selected from a list or written in.</i>
Sourcing (job)-See Posting	Job sourcing refers to the process of advertising a job in order to attract applicants. When you create a job, you add sourcing channels. Sourcing is

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	the more general term used for this process by PageUp outside Higher Ed.
Sourcing channel	A place or means through which a job is posted. Examples: the campus careers website, LinkedIn.
Tag	A short descriptor that can be applied to applicants. Tags can be used to identify applicants' skills, qualifications, or other characteristics. You can then search for applicants by the applied tags. Tags can be applied manually or automatically, with application form rules.
Talent pool	A collection of prospective applicants with tags that you can use in a talent search. You can enter individuals into a Talent pool without them being an applicant.
Talent search	A search tool to search for applicants in talent pools. Use talent search to find applicants in talent pools who meet criteria that you can filter on, such as categories, tags, and location.