

PeopleAdmin Terms

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| Applicant Portal | Applicants create an account, log-in, and apply for jobs. https://une.peopleadmin.com/ |
| Applicant Reviewer | (Permission Group) Decision maker within an assigned job posting. Reviews applications and, when applicable, can see Search Committee feedback. Can view compensation for a position. Submits hiring proposals. |
| Applicant Tracking | (Module) The section of People Admin that users post jobs, review applicants, and submit hiring proposals. |
| Department Head | Approver for department(s). This role will approve all department's hiring requisitions and hiring proposals*. May also act as the Initiator. |
| Hiring Proposal | Electronic form completed by the Applicant Reviewer and submitted to Human Resources to hire a new employee. |
| Initiator | Key user who begins the hiring process for department(s). Reviews and edits position descriptions and submits electronic hiring requisitions. |
| My Profile | (Tab) Section of PeopleAdmin that a user sets system email preferences, views permission group assignments, may request a new permission group assignment, and can set preferred permission group and area at login. |
| Position Approval | A position description that has been approved by Human Resources and may be used to create a job posting. |
| Position Management | (Module) The "Position Library" section of PeopleAdmin that houses Position Approvals and Position Requests. |
| Position Request | A new position submitted by a department, if approved it becomes a Position Approval. |
| Role ("Current Group" / "Permission Group") | PeopleAdmin manages what users can see and do by grouping permissions into roles; users are assigned/unassigned to roles by Human Resources. You may need to switch roles to complete tasks. |
| Search Committee Member | Access to review applications within an assigned job posting. Cannot view compensation. All employees are assigned to this role. |
| Senior Administrator/Dean | Senior approver for a College/Division. This role will approve all College/Division's hiring requisitions and hiring proposals*. |
| Staff | The term "staff" in PeopleAdmin encompasses all positions outside of faculty (salaried administrative professionals and non-exempt, hourly staff). |
| Watch List | A list of items that a user has chosen to "watch" as they move through approval stages. |