

## PageUp Transition Terminology Guide

### Position Management

PageUp Terminology	Description
Approval Process	Routing process selected per employee classification and school/division requirement
Department Permission Group	Has the authority to manage position descriptions (updating or creating new) at department level(s) ( <i>PeopleAdmin</i> user role <i>Initiator</i> and <i>Department Approver</i> )
Department Point of Contact	User managing the position description in Page Up, will receive email communications
Position Description	Defines role, duties, and requirements
Primary Team	A user's home department
School/Division Permission Group	Has the authority to manage position descriptions (update or create new) at school/division level(s) ( <i>PeopleAdmin</i> user role <i>Initiator</i> and <i>Department Approver</i> )
Team	Grants access to departmental position descriptions. Users who have access to multiple teams will see a drop-down menu to select the department.

### Recruitment

PageUp Terminology	Description
Additional Hiring Point of Contact	Additional user(s) who will need access to change candidate status (optional but highly recommended)
Approval Process	Routing process selected per employee classification and school/division requirement
Candidate/Applicant	Individual who applied for a job
Candidate Status	Optional field for managing what step an applicant is at in the recruitment process
Department Permission Group	Has the authority to request job requisitions at department level(s) ( <i>PeopleAdmin</i> user role <i>Initiator</i> and <i>Department Approver</i> )
Department Point of Contact	User managing the job, who will need access to change candidate status and receive email communication about the job
Job	A fully approved job card (requisition) request
Job Advertisement	External-facing job announcement that candidates will see
Job Card (Requisition)	Request to recruit and fill a role, which includes all the information necessary to advertise the position (In <i>PeopleAdmin</i> this was a <i>position request</i> )
Recruitment Step	Stage in recruitment process
School/Division Permission Group	Has the authority to request job requisitions at school/division level(s) ( <i>PeopleAdmin</i> user role <i>Initiator</i> and <i>Department Approver</i> )
Screening Questions	Job-specific qualifying questions, created
Search Committee	Users who can be granted access to view the applications for a certain job
Search Committee Chair (optional)	Recommended to be the reports to manager, or user who will be making the final selection. The Chair will be able to see search committee member comments.
Search committee member(s) (optional)	Additional applicant reviewers; search committee members can add a comment on the applications but cannot change application status.

### Offers

PageUp	Description
Approval Process	Routing process selected per employee classification and school/division requirement
Department Permission Group	Has the authority to request offers at department level(s)
Department Onboarding Delegate	User managing the onboarding process for the selected candidate. They will receive email notifications and be able to monitor the candidate's progress.
HR Onboarding Delegate	HRM team member who can monitor progress
Merge	Merges the offer card fields to one of the offer letter templates
Offer Signer Full Name	The name of the person whose signature appears on the offer letter
Offer Signer Email	The LSUHSC email of the Offer Signer that will appear on the offer letter
Offer Signer Title	The job title of the Offer Signer that will appear on the offer letter
Offer Card	Form that contains all the offer details that are routed for approvals. (In <i>PeopleAdmin</i> this was a hiring proposal)
School/Division Permission Group	Has the authority to at a school/division level (which includes any department within the school/division), <i>including adding in the approved final offer amount</i>

### Onboarding

PageUp	Description
Department Onboarding Delegate	User managing the onboarding process for the selected candidate. They will receive email notifications and be able to monitor the candidate's progress.
HR Onboarding Delegate	HRM team member who can monitor candidates' onboarding progress