APPLICANT TRACKING SYSTEM TIPS

Glossary of Terms

The following reference list is a glossary of terms used in the applicant tracking system.

Permission Group - Every user in the Applicant Tracking System must be assigned a permission group. A user's permission group determines their level of access and the actions they can take in the system. There are three permission groups available to units: Dean/VP, Staffing Coordinator and Search Committee.

Job Card – Stores information about the posting, including position information, posting text and users involved in the hiring process.

Job Card Role – A Job Card Role allows a user to act on a posting in a specific capacity. In order to serve in a role, the user must be listed in that role on the Job Card. Job Card Roles available to units include: Primary Staffing Coordinator, Staffing Coordinator Backup 1, Staffing Coordinator Backup 2, Search Chair, Search Committee Member and Additional Viewer.

Compliance panel facilitator – A Job Card Role used exclusively by the Office for Inclusion and Intercultural Initiatives (I3) for Faculty, Academic Staff and Executive Management positions.

Additional Viewer – A Job Card Role. Any user listed as an Additional Viewer will have access to view the applicants and applicant materials for the posting through the 'Shortlisted applicants' link. This role best suits a Chairperson, Department Head, Director or Faculty Excellence Advocate.

Shortlisting – Allows a user who has been added as an Additional Viewer on the Job Card to view the applicants and associated application materials for that posting.

Applicant Card – The Applicant Card contains information about an applicant and their application for a posting. It is comprised of the applicant profile, application materials, application status history, referee contact information, notes, and more.

Offer Card– Also referred to as the Hiring Recommendation. Stores information about the applicant's offer, including the hiring recommendation, offer letter and onboarding details.

Rating/Outcome – New, optional system feature that allows the Search Chair and Committee Members to provide feedback about an applicant using a 4-point scale. Ratings/outcomes are viewable by the Search Chair, Primary Staffing Coordinator, HR Analyst, and Compliance Panel Facilitator.

Ranking – New, optional system feature that allows the Search Chair to rank the applicants in order of preference based on the ratings/outcomes submitted by search committee members.

Events/Bookings – New, optional system feature for scheduling applicants and managing timeslots for phone screen and interview events.

Sourcing – Another term for centrally-funded advertising.

Onboarding Delegates – Any user in the applicant tracking system identified on the Hiring Recommendation to oversee a candidate's onboarding plan.

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