

PageUp Job Aid

Glossary of Terms

ACTION TYPES

No updates to position description to post

This action type should be used when you are posting a position with no changes to the description.

New position

This action type should be used when you are posting a vacant position with no changes to the description.

Update position description to post

This action type should be used when you are posting a vacant position with changes to the description.

Reclassification

This action type should be used when you are seeking a reclassification (or reallocation) for an occupied position.

Update position description no posting

This action type should be used when you are seeking to make updates to an occupied position but not seeking a reclassification.

Equity review

This action type should be used when you are seeking an equity review on an occupied position with no updates to the descriptions.

ROLES

Department/Team (HR Only)

The group of departments that your position and permissions are associated with for access to information.

Administrative Support

The person who provides administrative support for the request. You can enter anyone in this field who needs access.

Hiring Manager

The hiring authority of your search. This field will default to the person entering the request and it should be overwritten with the person who will make the hiring decision.

Search committee chair

The Chair of your search.

Chair Communication - HR

Your search record keeper.

