

## **Applicant Tracking System Glossary of Terms**

**Applicant Reviewer:** Hiring Officer, Hiring Officer Delegate; Contact Person; Can be up to 3 for any position as assigned on Contacts tab in Requisition System

**HR Liaison:** Approves Hiring Proposal before it is sent to Compliance Officer

**Central HR:** Compensation Specialist and Recruiter from the Division of Human Resources

**Hiring Proposal:** electronic information sent to the HR Liaison, Compliance Officer & Central HR prior to an official offer being made; replaces the paper hiring packet previously used i.e. Employment Application, resume, references, AA compliance form

**Applicant List Report:** includes name, email, phone, status of Applicants for a posting

**Applicant in Process Report:** includes same information as Applicant List report in a different format

**Quicklink only:** typically used for Waivered positions to allow applicant to apply without posting position on the Jobs@Penn website

**Republished:** posting has been edited and reposted

**Request for Employment Form:** replaces the HR1/2; can be exported into a PDF from the Requisition System

**Watch List:** box on Home Screen that allows you to keep closer tabs on a posting or hiring proposal