

Careers at UF: What Do These Terms Mean?

There are several terms used in Careers at UF. This guide can assist you in becoming familiar with these new items terms as you begin to use Careers at UF.

| Term | Definition |
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| Applicant Card | An applicant's profile in the Careers at UF system. In the applicant card you can view flags, notes added by Hiring Managers, Approvers or Originators. As well as any change in status or any application material submitted by the applicant |
| Application Form | A form filled out by potential candidates to apply for job openings at UF. For example, faculty, TEAMS, OPS, etc. |
| Application Status | Indicates the state of an individual's application. For example, incomplete, new, search committee review successful/unsuccessful, interview, etc. |
| Approver | Department personnel who can originate and approve a job requisition in the Careers at UF system. An approver can also manage applicant pools for posted job requisitions. This role is associated with the security role UF_N_JRQ Department Req Orig |
| Classification Title | Title used in the myUFL system for a position at UF |
| Core HR | Personnel from Recruitment and Staffing department who provide the final approval of a job requisition prior to being posted online (sourced) |
| Dashboard | Landing page for Originators and Approvers when they first log into Careers at UF |
| Documents | System functionality that allows users to upload pertinent documents to a job requisition |
| Hiring Manager | Also known as the Hiring Authority. The individual making the final hiring decisions for the open position |
| Job Card | The requisition form that must be completed to post an open position on the UF job listing page. The job card consists of the Position Info, Notes and Documents tabs |
| Job Number | The number auto-generated by the Careers at UF system upon the creating of a job requisition. Also known as the Requisition number |
| Job Requisition Status | The state of a job requisition. For example, draft, pending approval, approved, sourced, filled, etc. |

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| Notes | System functionality that allows users to enter notes and send emails regarding the job requisition to other users |
| Originator | Department personnel who can originate a job requisition in the Careers at UF system. An Originator can also manage applicant pools for posted job requisitions. This role is associated with the security role UF_N_JRQ Department Req Orig |
| Position | A unique job opening in a department, unit or college |
| Position Number | Unique number associated with a specific TEAMS and/or faculty positions |
| Posting Title | Descriptive title of a position that should be utilized when posting a job requisition online |
| Search Committee | A requirement for Faculty and/or Director and above positions. A group of individuals who assist the Hiring Manager during the screening and interviewing process by making recommendations on the applicants being considered |
| Selection Panel | Individuals who are part of the screening and/or interviewing process for a position that does not require a search committee. Individuals included as selection panel members on a requisition have access to the applicant pool for that particular position |
| Sourced | The designated status when a job requisition is posted on the UF job listing page |
| Team | Teams is the organizational security model based on the first 4 digits of a department ID |
| Terminal Status | <p>Statuses that indicate the final state of an applicant for a particular job requisition</p> <p>Terminal statuses include Hiring Manager Review Unsuccessful, Interview Unsuccessful, and Offer Declined which indicate when an applicant was no longer considered for the open position, as well as Offer Accepted for the applicant that was offered and accepted the position</p> |

Additional Help

Further resources are available in the [Careers at UF toolkit](#).

For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu.