

GLOSSARY

Agency-wide Questions (Statewide questions)	These questions are required to be asked by all State Agencies on a statewide basis. They may include questions related to the following areas: Gender, Ethnicity, Age Group, Conviction record, Nepotism, etc.
Applicant Master Record	<p>The primary and most current record of demographic information for an applicant including name, address, phone, e-mail, gender ethnicity, etc. The applicant master record is updated each time an applicant submits an application. Both e-mail and hard-copy notices use the mailing address or e-mail address that is stored in the applicant master record to ensure that the notice is sent to the most recent address provided by the applicant.</p> <p>HR Users also have the ability to edit the applicant master record without editing an applicant's application.</p>
Approver	A department (Agency) user who can approve or deny requisitions that have been routed to him/her for approval.
Benefit Code	The benefit language that is included on the job posting is based on the benefit code that is assigned to the job classification of the posting. This means that every posting for a particular job classification will have the same benefit language, so the benefit descriptions that are set up for each benefit code need to be written so that they would apply to every job within a classification that the benefit code is assigned to. If you use the same generic benefits language on every job posting, then you only need one code. If you have different language that you use for different jobs, then you would want to have separate benefit codes for each. You can also use HTML tags to insert links to other web pages right in the text of the benefits description, if desired. So, if you want to provide a link to a web page that has more detailed explanation of benefits provided, you can do that.
Class Spec	A description of a grouping of similar jobs that are defined under a single job classification. The Class Spec within Insight includes a class code (class number), class title, the salary, benefit group, bargaining unit, EEO code, FLSA status, etc. In addition, a detailed description of the job classification can be maintained within Insight including a summary of the job classification, detailed listing of job duties, minimum requirements and knowledge, skills, and abilities required for the position.

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Department Users(Hiring Managers/Supervisors)	Hiring managers/supervisors who are authorized to login to the online hiring center to create requisitions, approve requisitions, review applications as a subject matter expert and/or review referred applicants as a hiring manager.
Departments (Agencies)	The major organizational breakdowns within an organization.
Divisions (Divisions within an agency)	The organization breakdown of a department. The set-up of divisions is optional in Insight. In Insight Enterprise, it is used to narrow the list of available hiring managers and approvers in the creation of a Requisition
EEO Category	These are the categories each classification is assigned to for the federal EEO-4 report. The category list is maintained by NEOGOV and includes values such as Professionals, Paraprofessionals, Technicians, Officials & Administrators, etc.
Eligible List	List of applicants who have passed all evaluation steps and are eligible to be referred (certified) to hiring managers for hire.
Exam Plan (Recruitment Plan)	An Exam Plan is the comprehensive plan of all recruitment and selection activities related to a job posting. Contents include: job posting, recruiting (advertising) plan, evaluation steps (minimum qualifications review, training & experience review, exams, etc.), all applications and status of applicants, eligible lists, tasks and notes, and attached files.
Hiring Manager	An agency manager/supervisor (OHC user) who can view referred applicants from an eligible list and take action to interview, offer, hire, or reject an applicant.
HR Users	Users (Recruiters/HR Analysts) who are authorized to login to Insight to access postings, applications and other exam plan-related items.
Insight	Insight is the portion of the Insight Enterprise suite used by HR Users to access postings, applications, and other exam-plan related information. Insight also includes a reporting component.

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Interest Card	A record of an applicant's request to be notified of job postings that become open for jobs within a specific classification or posting category. Applicants access the interest cards through the job classification web page. Interest cards are maintained for twelve months or until the applicant unsubscribes from the interest card list, whichever comes first.
Locations	The work location to be displayed to applicants on a job posting. When creating a job posting, the recruiter must specify exactly one location. Physical job location.
Notices	E-mail or hard copy letters to applicants that an HR user can create for applicants within the evaluation steps or eligible list sections of an exam plan. Notices are created from user-defined notice templates. Notice templates are accessed via Candidate Track Notice Templates.
Online Hiring Center (OHC) – Agency Hiring Manager/Supervisor	The Online Hiring Center (OHC) is the portion of Insight Enterprise where users in hiring departments login to the system as department users to create requisitions approve requisitions, review applications as a subject matter expert and/or review referred applicants as a hiring manager.
Originator	Hiring manager/supervisor (OHC user) who can create requisitions and cannot view any other user's requisitions.
Referred List	List of eligible applicants who have been sent (referred) to a hiring manager. Applicants are referred to a requisition which specifies who the hiring manager is. Applicants on an eligible list can be referred to multiple requisitions.
Requisition	A request to fill a position or positions. Completed by a hiring manager/supervisor in the hiring department. The requisition specifies the hiring manager for the position to be filled which determines who will receive the referred list of eligible candidates. Requisitions can be routed automatically for approval by using Department Approval Groups.