# Table of Contents

1. Key Terms .......................................................................................................................... 3
   1.1 Terms A–M .................................................................................................................. 3
   1.2 Terms N–Z .................................................................................................................. 4
1. KEY TERMS

This guide defines commonly used terms in UACareers.

1.1 TERMS A–M

ABOR: An abbreviation for the Arizona Board of Regents. ABOR is the governing body of Arizona's public university system, providing policy guidance to Arizona State University, Northern Arizona University, the University of Arizona as well as their branch campuses.

ABOR Minimum Qualifications (Min Quals): The Arizona Board of Regents establishes required degrees, experience, and/or certifications for all University Classified Staff positions. Hiring departments may create additional minimum qualifications but may not override or diminish the ABOR minimum qualifications. UACareers automatically rejects applications from any applicants who do not meet ABOR minimums.

Affirmative Action: The federal government requires federal contractors, such as the UA, to evaluate their workforce to identify positions where "protected classes" of people (e.g., women and people of color) are employed at levels lower than their representation in the general population. For those positions, the UA is required to demonstrate good-faith efforts in recruiting applicants from protected classes and encouraging them to apply. Affirmative action never means a quota system or a requirement to hire one candidate over another.

Close a posting: A Workflow State that removes the posting from the applicant portal, preventing any additional applications from being submitted. A posting cannot be closed until it has been active for 5 calendar days (staff) or 10 calendar days (appointed, faculty, and postdoc) with the last day falling on a business day. Applicants will remain accessible to the hiring department.

Note: Closing a posting does not mean that the position has been filled. Please refer to “Fill a Posting” (below) for more information on this step.

Direct Access: A Workflow State used for non-competitive hires. Direct access postings are not visible to the public. In order for the non-competitive hire to access the posting, they must be provided with a direct link. Once Human Resources has approved a Direct Access posting, the hiring department will receive a link to forward to the applicant.

Disposition: A code assigned to each applicant within a posting to reflect the recruitment decisions made about that person and the reasons supporting those decisions (such as “Not Considered—Applied After Review Date”). A critical part of the recruitment record-keeping process, disposition codes enable the University to document its recruitment practice and justify its hiring decisions. A list of disposition codes is available here.
**Fill a posting:** This Workflow State demonstrates that the hiring department has filled one or more vacancies and has completed the recruitment process in UACareers. The hiring department may ask Human Resources to move a posting to "Filled" once all candidates have been dispositioned correctly, finalists have been interviewed, a job offer has been extended and accepted, and the background check has been initiated. The "Filled" state closes the posting completely and documents someone was hired. The new hire transaction(s) should not start until a posting is filled.

**Guest User:** A level of access in UACareers that allows a person who does not have a UA NetID and password to log into the system to view application materials. This level of access is typically used when a hiring department invites an individual from an outside agency to participate on the search committee. The hiring department is able to create a username and password for the guest user.

**KSAs:** An abbreviation for knowledge, skills, and abilities. The knowledge, skills, and abilities section of the job posting template is a place to enter common attributes an applicant should possess to successfully perform the duties of the posted position. Examples might be "Excellent customer service skills" or "Ability to work both independently and collaboratively." KSAs may be acquired through prior education and experience or within the job itself. These are different from the minimum requirements for the job.

**Minimum Qualifications (Min Quals):** The education and/or experience required for a position. Any applicant that does not meet these requirements should not be considered for the position. It is the hiring department’s responsibility to ensure that all applicants considered for the position meet all the requirements specified in the job posting.

1.2 **TERMS N–Z**

**Open Until Filled:** If the posting creator does not specify a close date on a job posting, Human Resources will default the position to "Open Until Filled," meaning that the posting will remain open until a candidate has been identified and the position has been filled. Postings should only remain open for a maximum of 12 months.

**Posted Rate of Pay:** The rate of pay (per hour or annually) that will be advertised to potential applicants. For any position with a predetermined pay range, we encourage departments to advertise an amount or range within the salary grade. Alternatively, hiring departments can select DOE (depends on experience) if the compensation depends on the finalist’s qualifications, such as education, experience, or training. Departments should be prepared to justify their rate of pay decisions. Human Resources approval is required to pay outside the range for the position in question.

**PCN:** Position Control Number. The line number to which the position is assigned in the operating budget for the hiring department. Please do not recycle PCNs from old postings. To obtain a PCN for a posting you have initiated, please consult Workforce Systems at (520) 621-3664.

**Preferred Qualifications:** Posting creators can use the preferred qualifications field of the job posting to hone in on experiences, attributes, and/or qualities that are not required for the position, but help the hiring department narrow down "best-fit" candidates. Preferred qualifications are desired skills or qualities that increase an applicant’s chance of being a good long-term fit for the position. An example could be "Experience working in a higher education setting."
Review Date: A deadline provided to potential applicants. The search committee must review all qualified applications received on or prior to the review date, but is not required to review applications received after that date. If the initial pool does not yield a finalist, the committee may choose to review applications received after the review date, but must be able to justify the method used to determine which additional applications were considered.

Template: A general posting outline with key fields prepopulated, such as salary and EEO diversity statement, among others. We encourage departments to create new postings from the general templates to avoid the risk of inadvertently carrying forward information from a previous posting that is not applicable to the current position.

Watch List: Users may manually add any posting they create or control to their Watch List. Your Watch List provides you with a snapshot of the status of your postings and easy access to the applicant pools. A screenshot of the Watch List appears on the bottom half of the home page. To see all the items on this list, click on the Watch List link.

Workflow State: An indication of where the posting is within the routing process. These states are Draft, Department Contact, Department Approver, College Dean/VP Approver, AHSC-VP, Provost, HR Partner, Human Resources, Approved-Pending, Posted, Approved–Direct Access, Closed, Filled, Republished, Extended Posting, Canceled, Canceled Without Post, and Filled via Search Firm.

Note: Postings may have different routing paths, depending on the hiring department’s process.