



# **Glossary of Terms**

THE UNIVERSITY OF ALABAMA®



# Glossary of Terms:

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**Hiring Manager** – An employee that is responsible for managing position descriptions and requisitions in the online recruitment system.

**Alternate Hiring Manager** – An employee that is also responsible for helping to manage position descriptions and requisitions in the online recruitment system. This individual will also serve as a contact if the primary hiring manager is unavailable.

**HR Business Partner** (also referred to as "HRBP") – A department's assigned contact that provides professional guidance and consultation to University employees, managers, supervisors and administrators on a variety of Human Resources issues that affect the work environment.

**Compensation Analyst** – A department's assigned contact within the Talent Acquisition Office for matters related to position descriptions, classification of jobs, and compensation.

**Talent Acquisition Specialist** – A department's assigned contact within the Talent Acquisition Office for matters related to staff and student employment.

**Search Committee** – A group of individuals selected to review and appoint a qualified candidate through a fair and equitable recruitment process.

**Position Description** (also referred to as "PD") – The form used to record the duties, responsibilities, minimum and preferred qualifications, supervisory scope and fiscal impact of staff positions that serves as the basis for determining title, salary and exemption status.

**Requisition** – The form that is filled out and managed through the online staff recruitment system in order to post a position for recruitment and hire staff employees.

**Job Posting** – Upon attainment of the appropriate approvals, job details are posted on the jobs.ua.edu website.

**Offer Card** – The form that is created after the background check is complete that lists the hiring details including the salary, start date, current employee rate (if applicable), supporting documentation for rate, additional comments and list of approvers.

**EPA Point of Contact** – A department's assigned contact for all ePA related matters. This individual will receive all ePA related communications from the system.

**Offer Letter** – This letter is created once the offer card is approved by your recruiter and is sent to the department for final review before being sent to the applicant via the online recruitment system.

**Dashboard** – This is the screen from which the department can access requisitions, position descriptions, pending approvals and search committee features.



**For more information, please contact  
your Talent Acquisition Specialist or  
HR Business Partner!**