

Glossary of Terms

Overview: Key terms commonly used in the iCIMS system are listed below.



Approver: The ICIMS system requires at least two approvers to open a position requisition. This may include the designated finance department and area business leader. Your actual approval process may have different rules.

Applicant Data Form: This form is auto-generated to the candidate to review and submit data for the application.

Bin: Candidates are grouped by their candidate status. You can review or collapse these groups for your particular viewing.

Candidate Status: iCIMS actions and workflow are driven by the status of the candidate. The ability to move a finalist through to onboarding and PeopleSoft relies on the recruiter and department to update the status of the candidate in order to trigger automated forms.

Card: This term refers to the person/information located on the left side of the individual candidate information.

Confidential Data Form: This form is auto-generated with the iCIMS Offer Letter. **The form must be completed before Prestart can occur.** The form is used to securely gather critical personal data including: Social Security number, birth date and contact information. It can be manually sent earlier in the hiring process if required. (Note: This form is also used by Clinic Physicians and other job titles requiring hospital credentials)

Dashboard: This is your home page that includes specific actionable items for your recruitment and hire workflow. The dashboard has a listing of all requisitions, the finalist in hire and onboarding workflow.

iForms: These are standard forms that display candidate and hire data and may indicate automated communication information to the person/candidate/finalist.

Offer Details Form: When completed this form contains all the PeopleSoft information required to create the finalists Offer Letter and PeopleSoft Job. This form replaces the Kenexa Offer approval and Hire Transfer forms. For School of Medicine Faculty Hires, SOM Faculty appointment and TEC Physician appointment information is completed on a single form.

Requisition Administrator: Can be the same as the Hiring Manager, but is always the person responsible for statusing and dispositioning candidates, sending forms, completing offer letters and closing the requisition.

Requisition ID: Found in the upper left-hand of the requisition, this number is the identifier for the requisition and does not include letters.

Select for Mass Action: Located in the job profile top menu this allows you to select multiple entries to perform a similar action or status.