



GLOSSARY OF TERMS (Last Revised 3-2--2020)

Hiring Manager –An employee that is responsible for managing position descriptions and reviewing and dispositioning applicants in the online recruitment system, PageUp.

Talent Management Associate –The assigned contact on the Human Resources Talent Management Team (for a department, center, and/or college) for all matters related to job postings, recruitment, interview & selection, and job offers.

Position Description (also referred to as “PD”) – The form used to record the duties, responsibilities, minimum and desired qualifications, supervision exercised, and fiscal impact of staff positions that serves as the basis for determining title, salary and exemption status.

Job Posting –Upon attainment of the appropriate approvals, job details are posted on the UAH Careers site at www.uah.edu/hr/careers

Background Check –An assessment of an applicant’s criminal history, public social media presence, past employment, and educational background.

Offer Letter –This letter is created by Human Resources, once the background check is complete and the final candidate is selected, and is sent to the applicant via the online recruitment system, PageUp.

Dashboard –This is the screen from which the hiring manager/department can access position descriptions, pending approvals, and open positions.

For additional information, please contact your assigned Talent Management Associate.

UAH Human Resources, Talent Management, jobs@uah.edu, (256) 824-6545