

ANU Recruit Glossary

Term	Description
ANU Recruit	The University's recruitment system. Refers to the jobs website as well as the interface for hiring managers and administrators.
Job Card	The record containing all information relating to the job vacancy for filling, including: position details, approval workflow, approvers, advertisement text, and selection documentation.
Local Area HR	The HR Team in your local College or Research School. Local area HR contacts
Central HR	Refers to the Recruitment and Appointments section of the Division of Shared Service, People Stream.
Position Number	A unique number identifying a position within ANU. A position number will not change however the employee attached to the position can be changed.
Position Description	<p>The position description clarifies and describes the job; its functions; environment and reporting relationships. Position descriptions must be consistent with the classification descriptors in the current ANU Enterprise Agreement.</p> <p>Selection criteria listed within the position description used to assess and articulate the core capabilities required to successfully fulfil the responsibilities and duties of the position, and assists with determining a candidates' suitability for the role.</p>
Nominee	Could be any person assisting the Hiring Manager to complete the job card. This person may also be Recruitment Selection Support.
Hiring Manager	This is the person responsible for submitting the job for approval. This person may also be the chair of the selection committee.
Recruitment Selection Support	Most commonly a HR Administrator. Have college/division-level access in ANU Recruit
Selection Committee	The people that comprise the selection committee, including the chair. Selection Committee resources .
Offer Card	The record containing information regarding an offer of employment, including: applicant being made the offer, offer contract, remuneration, on-boarding form, approvers, and approval workflow.
Employee Card	The record containing information about a user of the system, including: permissions and access level and teams they belong to.