

Glossary March 2024

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Glossary

%

% of Base Budget

This type of budget is a percentage of the employee’s most recent base salary within the compensation period. This is a Compensation term.

A

Acknowledgement

An acceptance of completion for a learning object. This is a Learning term.

Active Server Pages

Active Server Pages (ASPs) offer access to applications (such as software) and related services via the Internet that would otherwise be located on a desktop computer or in a client/server environment.

Activity Transcript

Displays a complete overview of the volunteer's volunteer activity as well as the volunteer's status with regards to the activity. This is a Volunteer term.

Adjustment Guideline

A guideline that determines an individual's increase for any compensation component as it relates to salary, bonus, or equity compensation. A guideline may be determined by a recommendation matrix, specific amount, or individual targets. A recommendation matrix is based on their performance ratings and a specific compensation metric, i.e. position in salary range, target bonus, or current equity. The most common adjustment guideline is a merit matrix which is based off of the employee's performance rating and position in salary range (compa-ratio). This is a Compensation term.

Advanced Filtering

A tool which allows you to filter your custom reporting data using any combination of Field, Operator and Value criteria.

Advanced Search

Use this search function to refine your search to locate training in any of the following areas: online classes, instructor-led events, quick courses, curricula, and Knowledge Bank postings.

Agency Portal

An internal recruiting agency to which job requisitions can be posted for the purpose of submitting applicants. Agency portals can only be accessed by the users who are configured for the portal in Recruiting Agency Management. From the portal, agency users can browse open requisitions and submit applicants. This is a Recruiting term.

AICC

Aviation Industry Computer-Based Training (CBT) Committee (AICC) is a set of standards for developing courses for learning management systems. When a course is AICC-compliant, it means that the course complies with at least one of the AICC Guidelines and Recommendations (AGRs). A course developer does not have to be in the aviation industry or be developing courses for the aviation industry to use the AICC technical standard. This is a Learning term.

Aligning Goals

To ensure everyone is working towards the same shared purpose, the goals management functionality allows users to align their personal goals with those set by their manager or senior leadership. Aligning your goal with another goal indicates that your goal directly supports and contributes towards the success of that parent goal. Goal alignment ensures that all employees in a team, division, or company are working to achieve similar goals, and allows employees to see how their efforts contribute to the overall success of the company by creating a hierarchy of goals. This is a Performance term.

Allow Reconciliation

Allow Reconciliation determines if the system will compare a record to the incoming data feed and automatically deactivate them if they are not present in the incoming data feed. Normally, you would see this box checked on the User Record, but if you are adding a user manually that you don't want to deactivate if they aren't in the data feed, then you would leave Allow Reconciliation unchecked. The system also looks for the same User ID field, it will update a user record with any new or changed information about the user.

Analytics

Reports that are customized to suit the organization's needs. Custom reports can be created from hundreds of available data points in one comprehensive report. The data that is included in the report can be taken from different areas of the system and filters can be applied to present a precise view of the appropriate information. These reports can be easily shared with other users in the organization and the data contained in the report can be refreshed as needed. The Custom Reports functionality is also known as Analytics.

Applicant

Any person who applies for a job. This is a Recruiting term.

Applicant Cost Tracking

Enables organizations to track the cost in the recruiting process, allowing organizations to can gain visibility into how costs are appropriated across the various cost sources, such as travel, interviewing, and recruiting agencies. Costs that are tracked within the system, such as job board posting fees through Broadbean integration, are automatically tracked and updated. Costs can also be added for requisitions and applicants. This is a Recruiting term.

Applicant Flags

The applicant flags feature enables administrators to create a categorization system that allows recruiters to organize applicants into groups of similar qualities, such as most and least qualified. The flags display for the applicant throughout the Applicant Tracking System to allow recruiters to quickly identify applicants by the flags associated with their application. The flags can also be used to search for and filter applicants. This is a Recruiting term.

Applicant Level

Applicant level refers to the applicant's profile. Changes made to an applicant's profile are referred to as being made at the "applicant level." Access granted to an applicant's profile is referred to as being granted at the "applicant level." This term applies to the Recruiting functionality. This is a Recruiting term.

Applicant Level Cost

Costs that are directly associated with applicants and can increase depending on the number of applicants and hires. Examples of applicant level costs are background checks, referral fees, applicant travel expenses, and signing bonuses. This is a Recruiting term.

Applicant Statuses

The steps that an applicant goes through when being considered for a job. This is a Recruiting term.

Applicant Tracking System

Applicant Tracking System (ATS) refers to the Recruiting Module.

Application Experience

Where applicants complete their application for a job requisition for which they would like to apply. This is a Recruiting term.

Application Workflow

Predefined application steps that agency users will complete to submit an applicant to a requisition. This is a Recruiting term.

Application Workflow Template

Allows you to create predefined application steps that applicants will complete when applying for a job at your organization. This will enable administrators to select from a predefined application workflow when configuring a job requisition template. This is a Recruiting term.

Approved

This status indicates that the training was accepted or approved by the designated approver. This is a Learning term.

Approvees

Users for whom another user is designated as an approver. The users for whom an approver is responsible for making approvals on behalf of are referred to as “approvees.”

Approver

The employee responsible for approving all of your training requests. This is a Learning term.

Archived Transcript

This transcript training category contains training items that have been archived by the end user, their manager, or an administrator. This is a Learning term.

ASP

Active Server Pages (ASPs) offer access to applications (such as software) and related services via the Internet that would otherwise be located on a desktop computer or in a client/server environment.

Asset Importer

Allows the use of images, audio files, and video files in training courses. This is a Learning term.

Assignments

Training that has been designated for a user to complete. This is a Learning term.

Asynchronous Report

Allows administrators to define a standard report and generate the report asynchronously. This means that the system generates the report in the background, while the administrator can move on to other areas of the system. When the report is finished processing, the administrator can return to the report page and view the report. Up to three reports can be generated asynchronously at the same time.

ATS

Applicant Tracking System (ATS) refers to the Recruiting Module.

Attribute Value

Pre-assigned terms that help indicate significance of skills, degrees, and other attributes. For example, an educational degree attribute can be assigned the value of B.A., B.S., MBA, etc. This is a Succession term.

Attributes

Talents such as skills, education, certifications and other qualities an employee possesses. Attributes can be entered into a career profile and searched for when building a prospective team. This is a Succession term.

Availability

Availability is the means by which administrators determine which segments of the active user population will have access to Learning Objects, Tasks, etc.

Aviation Industry CBT Committee

Aviation Industry Computer-Based Training (CBT) Committee (AICC) is a set of standards for developing courses for learning management systems. When a course is AICC-compliant, it means that the course complies with at least one of the AICC Guidelines and Recommendations (AGRs). A course developer does not have to be in the aviation industry or be developing courses for the aviation industry to use the AICC technical standard. This is a Learning term.

B

Badge

A form of employee recognition that can be awarded when a user receives positive feedback or when a user completes training. Badges may have an associated point value. Depending on the portal configuration, users may be able to view their badges via a widget on the Universal Profile - Snapshot page.

Base Compensation

Base compensation typically deals with an employee’s salary which can include adjustments based on market salary information, cost of living, merit increases, and promotions. This is a Compensation term.

Base Compensation Template

This template enables administrators to define which base compensation components are included in a compensation task. Components of base compensation include Merit Increase, Market Adjustment, Cost of Living Adjustment (COLA), Promotion, and Custom Base Types. This is a Compensation term.

Base Component Types

The following Base component types are available: - Merit Increase - See Merit Increase. - Market Adjustment - See Market Adjustment. - Cost of Living Adjustment (COLA) - See Cost of Living Adjustment. - Promotion - See Promotion. - Custom Base Types - See Custom Base Types. This is a Compensation term.

Batch Rating Step

Allows for multiple succession planning metrics to be displayed and rated on a single page. This is a Succession term.

Behaviors

Behaviors are used in Competency Models to rate performance, actions, and conduct in relation to the competency. Behaviors cannot be randomized. This is a Performance term.

Bonus

A Bonus Component Type. A one-time cash award usually awarded due to performance factors, including company performance, division performance, and individual performance for a given period. This is a Compensation term.

Bonus Compensation

Bonus compensation is award payouts in the form of cash given in addition to an employee’s salary if certain conditions are met. For example, bonus compensation may be given for exceeding sales quotas or meeting business objectives for the calendar year. This is a Compensation term.

Bonus Compensation Template

This template enables administrators to define which bonus compensation components are included in a compensation task. Components of bonus compensation include Performance Bonus, Spot Bonus, and Custom Bonus Types. This is a Compensation term.

Bonus Component Types

The following Bonus component types are available: - Bonus - See Bonus. - Custom Bonus Types - See Custom Bonus Types. This is a Compensation term.

Breadcrumbs

The breadcrumbs are the links that appear below the navigation bar and display the breadcrumbs for the current page. For example, for the Display Preferences page, the breadcrumbs display "Preferences > Display Preferences."

Browse for Training

A method of finding training. Users can browse for training by subject, date, training type, and rating. Users can also use additional filters to find the necessary training items. This is a Learning term.

C

Cancelled

This status indicates that the user was registered for an instructor-led training (ILT) session that was cancelled. This is a Learning term.

Candidate

Any applicant who passes the pre-screening questions and has an active applicant status. This is a Recruiting term.

Candidate Based Credit

An award given to an employee for referring a candidate who is hired by the organization. This is a Recruiting term.

Candidate Pool

The set of users the system will search in order to match the criteria selected when creating the candidate search. This is a Recruiting term.

Candidate Search

Uses criteria to identify candidates who may be more suitable for open positions. This is a Recruiting term.

Capability

Capabilities describe what a person can do or what they know. This may include skills, competencies, knowledge, and other types of data.

Capability Model

A defined group of critical capabilities that a particular audience or group should either have or be developing. Capability Models can influence a user's suggested skills if the selected organizational unit audience aligns with the user's profile.

Career Center

Provides employees the tools necessary to take a more active role in their career planning and career development in the organization. The Career Center is the employee's central location for managing their career mobility and development within the organization, which contributes to lower turnover rates. This is a Recruiting and Succession term.

Career Pathing

Allows employees to view career paths by viewing their current position based on their user record as well as related jobs or next possible position for them in the organization. Employees may also indicate interest in the potential path they wish to take and create a development plan based on the recommended activities for the related job of interest. This is a Recruiting and Succession term.

Career Preferences

Includes a set of preferences configured by administrators which employees can answer about their interest in relocation, as well as future plans within in the organization. This is a Recruiting and Succession term.

Career Site

A career site is a Cornerstone-hosted page that applicants are directed to when they start their job search and application experience. Administrators have the ability to create multiple Career Site pages and each can be customized with a unique appearance, list relevant open positions for the organization, and set with individual preferences. This is a Recruiting term.

Cascaded Budget

A cascaded budget is cascaded from the top-level manager down to the lower–level managers. This means that the top-level manager creates their compensation total from the budget and passes the remaining budget to the next lower manager, and so on. This is a Compensation term.

Cascading Goals

Cascading goals is the process of adopting goals at different levels within the agency to ensure alignment between the organization's objectives, and employees' activities and goals. This is a Performance term.

Category

The classification method used to organize items. In some instances, items must be associated with a category. For example, custom fields cannot be created without being associated with a category.

Category (Goals)

Goal categories are used to specify to which aspect of the company your goal relates. Categories can be limited in visibility to certain OUs. Categories cannot be used to filter performance reviews or to filter results in standard reports. Categories can only be reported on in Analytics. Each goal can have multiple categories but you cannot limit the number of categories associated with a goal. This is a Performance term.

Cohort

A cohort LO is a combination of a Connect community and a curriculum, where users can complete training within a curriculum structure and collaborate with other learners who are in the same cohort for an enhanced, social learning experience.

COLA

A Base Component Type. Cost of Living Adjustment (COLA) is an across the board adjustment to salaries to bring pay in line with cost of living increases. This is a Compensation term.

Community Feed

The Community Feed may be enabled to display on the Main tab of a community. The Community Feed may display the latest activity for the specific community. In addition, community members may be able to create discussion postings directly from the Community Feed.

Comp

Compensation (Comp) refers to the Compensation Module.

Compa-ratio

Short for competitive ratio, a compa-ratio helps to assess the competitiveness of an employee's pay level. Depending on how close an employee's pay is to the midrange of their current salary range can help determine if the employee is being paid too high or low. This is a Compensation term.

Compensation

Compensation (Comp) refers to the Compensation Module.

Compensation Custom Fields

Fields that only display on compensation statements and allow the ability to display total rewards information as custom fields. These fields can be either numeric or date field types. This is a Compensation term.

Compensation Modeling Tasks

Allow organizations to test the setup of compensation and plan budgets for an upcoming Compensation Planning task. Modeling tasks do not use or display any budget that may already be set within the templates used in the task, and no compensation statement is generated since modeling tasks do not affect employee compensation data in any way. This is a Compensation term.

Compensation Module

Compensation (Comp) refers to the Compensation Module.

Compensation Plan Template

The compensation plan template enables administrators to determine budgets, budget rules, eligibility rules, and pro-ration rules for base, bonus, and equity compensation. The templates are for use within a compensation task. This is a Compensation term.

Compensation Planning Tasks

Allows organizations to set parameters for how much a compensation manager can allocate to each component in a planning task through adjustment guidelines and budgets. Planning tasks affect employee compensation data when plans are approved. Because of this, a compensation statement is generated. This is a Compensation term.

Compensation Statement

Displays organizational information, any type of compensation that was adjusted, a pie chart summary, and any custom field data. Statements can be made visible to the employee when the administrator chooses as long as it is at least one day after the end of the Compensation period of the task. Compensation statements can be displayed for employees whose compensation was reviewed during a compensation planning task. Administrators can choose to display either standard statements provided by the system or to design a custom statement. This is a Compensation term.

Compensation Tag Management

Enables administrators to manage compensation tag names for fields used in custom compensation formulas and statements. Tag names are initially set to a default value, but administrators can view and manage the compensation tag names if necessary. This is a Compensation term.

Compensation Task

Enables administrators to configure and assign compensation planning and modeling tasks to managers in the organization. Only managers can be assigned a compensation task. This is a Compensation term.

Competency

A characteristic of a particular skill or ability. The system utilizes competency assessments to customize training recommendations. This is a Performance term.

Competency Model

Groupings of individual competencies, or aptitudes and capabilities of primary interest within an organization; each competency comprises a series of behavioral or success factors used to rate an employee’s capability in each competency. By grouping a range of competencies that complement the organizational goals and employee roles, the entire competency model works to assess employees’ ability to perform according to the organizational strategic objectives. Competency models may include just a few or many different competencies that define the desired behaviors, abilities, and performance of the organization's employees. This is a Performance term.

Completed

This status indicates that the learning object is complete and all required evaluations and acknowledgements are complete. This is a Learning term.

Completion Message

A note or message that is displayed on the Training Completion Page that may be presented to users when they complete training. This is intended to inform the user that they have successfully completed the training. This message can also provide the user a directive regarding next steps, such as how to rate the course or print a certificate of completion.

Component

Components are used when creating compensation adjustment guidelines. Administrators can determine how the system will generate a recommended adjustment value for specific types of compensation such as Bonus, Merit Increase, COLA, Market Adjustment, etc. This is a Compensation term.

Confirmation

This email trigger type confirms that an action has taken place, such as a registration or cancellation.

Connect

Connect brings together the best of Enterprise 2.0 Technologies with the latest in social networking to enable effective workplace collaboration, improve employee performance, and drive innovation from customer and partner communities. By encouraging collaboration and making it easy to join communities of practice, Connect fosters social (informal) learning, organizational memory, professional networking, and better communication across the employee base and the extended enterprises.

Constraints

Restricts a user's permissions, which restricts the user's ability to access or perform the corresponding permission's functionality.

Conversion Rate

Determine how monetary values are converted from one currency to another. Administrators may set conversion rates for all currencies supported in their portal. Once a compensation task has been started, the conversion rate for the task is locked for the duration of the task. This is a Compensation term.

Copy Down

A copy down completely copies your database from one environment to another. Traditionally, this is done from a Production environment to a Stage or Portal environment. It can also occur from Pilot to Stage.

Cost Center

A default type of OU. When training requires payment, the cost center is used for billing. If this OU is not appropriate for the client portal, it can be renamed.

Cost of Living Adjustment

A Base Component Type. Cost of Living Adjustment (COLA) is an across the board adjustment to salaries to bring pay in line with cost of living increases. This is a Compensation term.

Course Catalog

Repository of all training objects held within the system including online courses, quick courses, events, libraries, and curricula. This is a Learning term.

Course Code

A course code is an auto-generated, unique code that is assigned to learning objects when they are created. Course codes can be used to quickly search for learning objects in the Course Catalog, Certification Administration, and Manage Events & Sessions, if course code functionality has been activated in your portal.

Course Publisher

Allows administrators to effectively manage content by uploading, validating, and integrating online courses into the system. Allows the use of SCORM and AICC compliant courses. This is a Learning term.

Criteria

The criteria for a group determine which users are added to the group. When a group is created, the group will consist of all users who meet at least one criteria combination. There are three components to criteria: attributes, operators, and values.

Current Talent Pool Step

Used to display the selected employees who will appear during the succession planning task and is used with assessor templates. This is a Succession term.

Curriculum

Curricula are comprised of multiple learning objects which are part of one program and can include tests, external courses, online learning, instructor-led training, postings, tests, evaluations and more to allow for a blended learning experience. Once assigned, curricula appear within a user’s transcript to be managed. This is a Learning term.

Custom Base Types

A Base Component Type. These allow organizations to create additional base components, which function like standard base components. This is a Compensation term.

Custom Bonus Types

A Bonus Component Type. These allow organizations to create additional bonus components which function like standard bonus components. This is a Compensation term.

Custom Compensation Formula

Enable administrators to customize the way amounts are calculated in adjustment guidelines for any compensation component. Custom formulas can contain conditional statements and perform arithmetic operations using user, compensation, performance, and competency fields. The custom formulas then update compensation fields in real-time during execution of the compensation planning task. This is a Compensation term. This is a Compensation term.

Custom Dashboard

A dashboard that has one or more custom widgets.

Custom Fields

Helps provide needed information to end users, managers, and administrators, allowing organizations to create precise reports and gather important data. These fields may refer to organization specific information. Custom fields are created and managed in Custom Field Administration. Such fields are very versatile and are often a key part of the use of the system.

Custom Page Builder

Enables administrators to configure custom pages for Welcome pages, guest user self-registration Welcome pages, and volunteer management home pages.

Custom Reporting Wdiget

A widget within Custom Reporting is a report that has been published. Widgets and reports are always processed simultaneously.

Custom Reports

Reports that are customized to suit the organization's needs. Custom reports can be created from hundreds of available data points in one comprehensive report. The data that is included in the report can be taken from different areas of the system and filters can be applied to present a precise view of the appropriate information. These reports can be easily shared with other users in the organization and the data contained in the report can be refreshed as needed. The Custom Reports functionality is also known as Analytics.

D

Dashboard Widget

A widget is a box that displays on the Welcome Page or custom pages that can contain a variety of information about the system and the user's activities. Their titles can be edited and localized to other available languages. Standard widgets are system defined widgets. Some standard widgets can be configured to show a certain number of items (e.g., the Featured Training widget can be configured to show 3 featured training items). Wdigets are also used in the Dashboards functionality and can be added to dashboards to create quick views of data in your portal. For more information, go to Analytics > Dashboards.

Data Feed

An automatic data feed is generally set up during your implementation and is processed periodically, bringing new users into the system, updating existing user records, and deactivating old users.

Data Load

Refers to information loaded into the system by the Data Load Wizard. Data may also be loaded by an engineering team, or as part of an implementation/integrations project.

Data Load Wizard

Data Load Wizard (DLW) enables organizations to upload a list or table of information into the system, eliminating the need to manually insert individual records. Data can be loaded to any part of the system with a consistent process, allowing you to upload, review, and import data. The Data Load Wizard can import new records or adjustments and export existing data in multiple file formats (.xls, .xlsx .csv, .txt). Editable templates and helpful hints guides are available for each file type for accurate importing.

Data Merge

A tool that enables administrators to merge user training records when multiple accounts exist in the system for the same person. This is a Learning term.

Data Warehouse Replications

Data Warehouse Replications (DWR) refers to the fact that an organization's entire Data Warehouse is replicated to a separate server in the center to allow organizations to make direct SQL connections over a Virtual Private Network (VPN).

Default Status List

A default list of statuses that apply to recruiting applications. This is a Recruiting term.

Deferral Guideline

Distributes the allocations made for any bonus or equity component in a compensation task according to a prescribed schedule of payouts. Administrators can define the availability for the guideline, as well as eligibility conditions. This is a Compensation term.

Delegate (Security Role)

The system security measure that allows users to ascribe their security role to another user in their OU. Users in this role will see a link to Delegate their rights from the Admin Tools page if the user has access to this page.

Denied

This status indicates that the training was denied by the approver. This is a Learning term.

Development Plans

Allow users to create professional improvement plans and manage their growth as an employee. Users can create development objectives, which consist of training items from the Learning Management System (LMS) and free-form, job-related action steps. After creation, users can view and manage those components to track development progress. Customized development plans allow administrators and managers to more accurately capture the user's strengths, weaknesses, objectives, and resources needed.

Direct Reports

Users for whom another user is designated as a manager. The manager’s subordinates are referred to as “direct reports.”

Discretionary Adjustment

The manager has the freedom to decide compensation adjustments for an employee. This is a Compensation term.

Discussion

These are threaded discussion postings that are posted by employees. These messages are posted in the Knowledge Bank or a community and can include file uploads. This is a Connect term.

Disposition

The reasons you decide to pass on an applicant. This is a Recruiting term.

Division

A default type of OU. This is the primarly OU that is used to describe the high level business units within an organization. If this OU is not appropriate for the client portal, it can be renamed.

DLW

Data Load Wizard (DLW) enables organizations to upload a list or table of information into the system, eliminating the need to manually insert individual records. Data can be loaded to any part of the system with a consistent process, allowing you to upload, review, and import data. The Data Load Wizard can import new records or adjustments and export existing data in multiple file formats (.xls, .xlsx .csv, .txt). Editable templates and helpful hints guides are available for each file type for accurate importing.

Donor Account

When merging user accounts using the Data Merge tool, this is the account from which the training records are being transferred. This is a Learning term.

DWR

Data Warehouse Replications (DWR) refers to the fact that an organization's entire Data Warehouse is replicated to a separate server in the center to allow organizations to make direct SQL connections over a Virtual Private Network (VPN).

Dynamically Assign (Security Role)

The system security measure that allows a role to be automatically assigned or removed when a user joins or leaves an organizational unit. A dynamically assigned role is given to a user based on certain actions occuring within a module or based on general system workflows, for example, becoming a manager with direct reports in the system. Once the user has been assigned one of these roles, they will receive the role upon their next login into the system.

E

E-Commerce

Some organizations user the system to handle commercial transactions (e.g., selling training to customers). E-Commerce is the general term for a commercial transaction via a system. Often Credit Cards are used to pay for services.

E-signature

A signature that is provided electronically via the system.

Effective Dating

With Effective Dating, administrators can modify and store user record data at effective dates. This enables administrators to make changes to a user record that are effective immediately, at a date in the past, or at a date in the future. Administrators can also view user records as of specific effective dates.

Email Log

A basic Excel report showing to whom the email was sent for the last thirty days.

Email Tag

A tag is a text code which automatically substitutes specific information, such as the user's name, the name of a training item, a date, etc. into the email when it is sent to users.

Email Tags

Can be included in email templates and automatically substitute specific information such as the user’s name in any new email. Clicking the "Display a list of tags that can be used within the subject and body of the Email" link within the new email template will display the tags that can be used in that specific email.

Email Trigger

An email trigger is the action that triggers an email in the system. For example: A user has requested training. An email is sent to his manager to approve the training. The email trigger is the request for training.

Email Type

Determines if an email is a Confirmation, Notification, or Reminder. Different options may be available depending on the email type.

Employee Performance Management

Employee Performance Management (EPM) refers to the Performance Module. The Performance Module enables managers to benchmark employee performance and align employee activities with organizational strategy while still providing continuous, meaningful feedback.

EPM

Employee Performance Management (EPM) refers to the Performance Module. The Performance Module enables managers to benchmark employee performance and align employee activities with organizational strategy while still providing continuous, meaningful feedback.

Equity Compensation

Equity compensation deals with an award payout in the form of company shares given in addition to an employee’s salary if certain conditions are met (such as exceeding sales quotas or meeting business objectives for the calendar year). There are four types of equity: Incentive Stock Option (ISO), Non-qualified options (NQO), Restricted Stock Awards (RSA), and Long Term Incentive Awards (LTI). This is a Compensation term.

Equity Compensation Template

This template enables administrators to define which equity compensation components are included in a compensation task. Components of equity compensation include RSA, ISO, NQO, and LTI Award. This is a Compensation term.

Equity Component Types

The following Equity component types are available: - RSA - See Restricted Stock Award. - ISO - See Incentive Stock Option. - NQO - See Non-qualified Stock Option. - LTI Award - See LTI Award. This is a Compensation term.

Evaluate

This option appears if the training has an evaluation or acknowledgment form that has not been completed and the course is otherwise complete. This is a Learning term.

Event

Instructor-led training courses. An example of an event could be "Introduction to Public Speaking." Because there are typically many instances of one course held at different times and locations by different instructors, every event can occur at a variety of times and places. In the system, these scheduled instances of an event are referred to as sessions. This is a Learning term.

Events Calendar

A comprehensive session management and integrated facilities management system for instructor-led training (ILT) and other organization events. This is a Learning term.

Evergreen Data

This refers to a user's most recent succession data. This may include data from multiple sources, such as succession tasks and Succession Snapshot.

Exception Requested

This status indicates that the training that was requested by a student who has either not completed the necessary prerequisite or did not have availability for this class. This is a Learning term.

EXE

Extended Enterprise (EXE) refers to the Extended Enterprise Module.

Exemption

If the appropriate permissions are enabled, users may request or be assigned an Exempt status for training. Exemptions can be used to excuse users from training for reasons such as an leave, achieving mastery in a training area, or training is no longer required for a user's position. Administrators can assign exemptions and approve submitted exemption requests. This is a Learning term.

Expired

This status indicates that the training has been inactivated in the Course Catalog. This will appear for online courses and libraries that require licenses after the license for that user has expired. This is a Learning term.

Extended Enterprise

Extended Enterprise (EXE) refers to the Extended Enterprise Module.

External Training

Training taken outside of the system. This is a Learning term.

F

Facility

Physical space used for instructor-led training session. This is a Learning term.

Failed

This status indicates that the test learning object was failed.

File Transfer Protocol

Organizations have a File Transfer Protocol (FTP) location for use within the system. Often accessed to troubleshoot data feed related issues or send/acquire files from a organization.

Fixed Amount Budget

This indicates the budget is a specific monetary amount. This is a Compensation term.

Flattened Application

A PDF version of an application. This is a Recruiting term.

Freeform Step

A read-only step within a succession planning task that is generally used to display instructions, descriptions, or definitions that are important to the task. If is helpful to include a freeform step at the beginning of a succession planning template to include information for the manager or assessor about the succession process and the task they are completing. This is a Succession term.

FTP

Organizations have a File Transfer Protocol (FTP) location for use within the system. Often accessed to troubleshoot data feed related issues or send/acquire files from a organization.

G

Global Administrator

The default system administrator role (Role ID: 10052) for the portal. This role is automatically granted all permissions that are enabled for the portal and cannot be deleted. This role is also continuously updated with new permissions following a product release.

Global Customer Support (GCS)

Formerly named Global Product Support (GPS). Support Central enables named administrators to access Global Customer Support (GCS) knowledge assets, solutions, and self-service support tools online at any time. Support Central can be accessed from your organization's portal. Support Central is powered by a case management system and interface that provides the ability to access knowledge solutions, submit cases, and make enhancement suggestions. Support Central is only available to the named GCS administrators. Named administrators are system administrators that have been named to be able to contact GCS. If you are the primary administrator, contact GCS for assistance. Contact your Account Manager if additional GCS administrators are necessary.

Global Unique Identifier

This is a unique reference used as an identifier in computer software. Within the Cornerstone system, this is a unique identifier that some organizations use to identify users in their system.

Globalization

The ability of the application to be viewed in multiple language and functionality to support multi-language administration.

Goal

Allow users and managers to set action oriented tasks and track results. Users can set personal goals, managers can create goals for their teams, or administrators can populate goals across the entire agency. Goals can be shared or distributed among individuals, groups of users, entire divisions, or an entire agency. Goals Management within the system supports the creation and tracking of specific and time-targeted goals. The functionality enables users to break goals into their constituent tasks and targets for easy tracking and reporting. The tool can be applied to individuals, managers and their subordinates, divisions, and the entire organization. Goals can be included in performance reviews to allow users to be evaluated on both their effectiveness in their positions and their achievement on any strategic initiatives. This is a Performance term.

Goals Library

Allows administrators to create and manage goal templates, which can then be used by employees when creating their goals. Once goal templates are created, users can browse the library of pre-defined goals templates to create a goal for themselves or other employees. When a user selects a goal template from the Goal Library, all of the information in the template is added to the user’s goal, where they can modify or remove any of the information. Goal templates are not limited by OU, but the goals library can turned off at the OU preference level. This is a Performance term.

GPS

Global Product Support. See Global Customer Support (GCS).

Grade

A default type of OU that indicates the level of expertise or seniority within a specific position. If this OU is not appropriate for the client portal, it can be renamed.

Graphical Links

The means by which to direct an end user to another destination through the use of the Image Map Editor's URL field or via the link field in the standard Image widget.

GUID

This is a unique reference used as an identifier in computer software. Within the Cornerstone system, this is a unique identifier that some organizations use to identify users in their system.

H

HDL

Historical Data Load (HDL) refers to loading historical or legacy data into the system. Similarly, Master Data Load (MDL) refers to loading current data into the system.

Hex

Hexadecimal Numbers (Hex) provide users with the codes that correspond with a specific color.

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HRIS

A Human Resource Information System (HRIS) or Human Resource Management System (HRMS) is an intersection of human resources and information technology through Human Resources (HR) software. This allows HR activities and processes to occur electonically. Typically, the data feed comes from the HRIS.

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HTML

Hypertext Markup Language (HTML) is a programming language that enables users to customize the appearance of text. The system allows the use of some HTML in some fields.

Human Resource Information System

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Hypertext Markup Language (HTML) is a programming language that enables users to customize the appearance of text. The system allows the use of some HTML in some fields.

I

ILT

Instructor Lead Training (ILT) is any type of training that is led by an instructor. This type of learning object (LO) is first built in the learning management system (LMS) as an event, and then the specific instances of the event (called sessions) are scheduled and built next. This is a Learning term.

Image Map Editor

A tool to create hotspot links on images.

Import Queue

Displays all data imports, including current and past imports.

Importance

Assigns priority to an attribute when building a team.

In Progress

Training is in progress. If the training is a curriculum or library this appears once any of the included training was registered. ILT Session will have this status after the roster has been submitted if the user has not completed the required pre/post work.

Inbound Data Feed

Automated process for an organization to get all their data related to users or organizational units (OU).

Incentive Stock Option

An Equity Component Type. An incentive stock option (ISO) is only available to company employees and is reportable as income only when the stock is sold. This is a Compensation term.

Incomplete

This may mean either that the course was marked complete and the student did not pass or attend all the required parts, or it may mean that a test was failed but more attempts are allowed.

Incomplete Online Divisional Training Report

Displays training not completed within 30, 60, 90, or 120 days of registration in your division.

Incomplete Online Training Report

Displays training not completed within 30, 60, 90, or 120 days of registration.

Individual Targets

Enables organizations to set bonus and equity targets for individual users. With individual targets, adjustment guidelines that have a bonus or equity type component have the option of setting target values to individual targets. This indicates that the adjustment guideline should retrieve the user's individual target value set for each individual, rather than OU-specific values. This is a Compensation term.

Instructor Lead Training

Instructor Lead Training (ILT) is any type of training that is led by an instructor. This type of learning object (LO) is first built in the learning management system (LMS) as an event, and then the specific instances of the event (called sessions) are scheduled and built next. This is a Learning term.

Interest Tracking

Employees can indicate interest for events. Administrators can forecast interest from employees for events and plan future sessions.

Interview Guides

Define the competencies and rating scale that will be used to assess applicants. The guides provide a more effective way to manage the interview process and ensure that key elements of the skills, ideal qualifications, and minimum position requirements are covered during the interview. This is a Recruiting term.

Interview Manager

The primary page that interviewers use to view and manage their interviews including viewing interview sessions that they are scheduled for, viewing resume and cover letter of applicants for whom the interviewer is scheduled to interview, viewing the interview guide for interviews that they are scheduled for, and submitting recommendations for applicants. This is a Recruiting term.

ISO

An Equity Component Type. An incentive stock option (ISO) is only available to company employees and is reportable as income only when the stock is sold. This is a Compensation term.

Items

Statements in the competency assessment for which an employee is rated on a standard scale defined for that model. The ratings for every item within a competency will be averaged to provide the rating for that competency.

J

JavaScript

A popular programming language that is supported in all Internet browsers and other Web tools. It enables interactive functions to be added to Web pages, which are otherwise static. A support request must be made to allow the use of JavaScript on the Welcome Page.

Job Profile Search

Allows you to select a position and search for candidates that match the position's attributes and competencies. This is a Recruiting term.

Job Searching

Allows employees to search for jobs and see how closely they align to possible future jobs in the organization. This is a Recruiting term.

jQuery

A JavaScript library designed to simplify HTML Document Object Model (DOM) tree traversal and manipulation, as well as event handling, CSS animation, and Ajax.

K

Knowledge Bank

The Knowledge Bank allows employees to view, create, and interact with postings. This is a Connect term.

L

Language Pack

The purchased functionality that enables all static/fixed text to be translated into the corresponding language.

Leaderboard

A user may receive points for completing training. Also, a user may be awarded a badge by completing training or receiving positive feedback from another user. When a user receives a badge, they are also awarded any points that are associated with the badge. The Leaderboard is a page within the Universal Profile - Snapshot that enables users to view their total number of points, their overall points ranking within the organization, and the top 10 users who have the most points.

Learning Management System

Learning Management System (LMS) refers to the Learning Module.

Learning Module

Learning Management System (LMS) refers to the Learning Module.

Learning Object

A learning object (LO) is any training opportunity within the system. This is a Learning term.

Learning Object ID

A learning object ID (LO ID) is a 32 character alphanumeric code that acts as the unique identifier for learning objects within a portal. This is a Learning term.

Learning Record

A learning record is a learning experience that was recorded in the Cornerstone Learning Record Store, and then automatically imported to the user's Completed transcript in the Cornerstone learning management system.

Learning Record Store

A data system that stores xAPI learning records.

Library

A collection of online courses. A curriculum can be used for this purpose as well. This is a Learning term.

LMS

Learning Management System (LMS) refers to the Learning Module.

LO

A learning object (LO) is any training opportunity within the system. This is a Learning term.

LO ID

A learning object ID (LO ID) is a 32 character alphanumeric code that acts as the unique identifier for learning objects within a portal. This is a Learning term.

Localization

The process of culturally adapting content. This is mostly executed in combination with translation when course-ware is converted into a local language.

Localize

The process of culturally adapting content. This is mostly executed in combination with translation when course-ware is converted into a local language.

Location

A default type of OU describes the physical location of an employee or division of an organization. If this OU is not appropriate for the client portal, it can be renamed.

Location Bank

Allows you to define the locations for relocation questions within Career Preferences. You can provide these locations to users instead of the location organizational unit (OU). This is a Recruiting and Succession term.

Locator Number

A unique identifier for training sessions that is system generated.

Long Term Incentive Award

An Equity Component Type. Long Term Incentive (LTI) Award is a type of equity that splits the value of other types of equity when used in an adjustment guideline and equity compensation template. It is an extension of the other types of equity and will only appear as an option when creating guidelines and selecting components for a compensation template. This is a Compensation term.

LRS

A data system that stores xAPI learning records.

LTI Award

An Equity Component Type. Long Term Incentive (LTI) Award is a type of equity that splits the value of other types of equity when used in an adjustment guideline and equity compensation template. It is an extension of the other types of equity and will only appear as an option when creating guidelines and selecting components for a compensation template. This is a Compensation term.

M

Market Adjustment

A Base Component Type. An adjustment to an employee's salary to bring the employee's salary up to market levels. This is a Compensation term.

Master Data Load

Master Data Load (MDL) refers to loading current data into the system. Similarly, Historical Data Load (HDL) refers to loading historical or legacy data into the system.

Material

A material is generally something that a user obtains outside of the system. The system provides an interface for these materials. For example, if a user is required to purchase a training manual or particular publication from an external site (e.g., amazon.com), the item details can be added into the material interface and will behave as a learning object (LO) that can be assigned and/or requested by users. This is a Learning term.

Max Price

The maximum price of any one training item for a specific employee.

MDL

Master Data Load (MDL) refers to loading current data into the system. Similarly, Historical Data Load (HDL) refers to loading historical or legacy data into the system.

Merit Increase

A Base Component Type. An increase to an employee's salary based on a combination of performance metrics and compa-ratio. This is a Compensation term.

Metric Grid Step

Uses a metric grid, and based on earlier feedback, places all employees included in the assessor's task together on one overall grid. This is a Succession term.

MFA

Multi-factor Authentication (MFA) is a verification method in which users must verify their identity in multiple ways, such as user name and password and an authentication code.

Model Employee Search

Allows you to select the user whose resume data most closely matches the criteria of the type of candidate for whom you are searching. You can then search for candidates who most closely match the model employee's resume data. This is a Recruiting term.

Modeling Task

Modeling tasks allow organizations to test the setup of compensation and plan budgets for an upcoming Compensation Planning task. They can be seen as "sample" planning tasks where system administrators can test adjustment guidelines and templates, and see total probable allocations through reporting. Modeling tasks do not use or display any budget that may already be set. Following the modeling task period reports may be run to see what budgets may be needed in the actual Planning Task. Modeling Tasks do not affect employee compensation, and no compensation statements are generated. This is a Compensation term.

Multi-factor Authentication

Multi-factor Authentication (MFA) is a verification method in which users must verify their identity in multiple ways, such as user name and password and an authentication code.

Multi-Module Report

Enables you to create a custom report with data from multiple modules. Multi-module reports cannot be shared. The output may be very large, in which case a text file output (.txt) may be the only output option.

My Account

My Account allows users to modify their preferences including their absent status, manage social accounts, manage devices, manage course reviews, and view order history. The My Account may be accessed in the upper-right corner of any page.

MySuccess

MySuccess was retired on 1 February 2019.

N

Nav Tab

Navigation Tabs are the available links that appear at the top menu bar of a portal. Set in Navigation Tabs and Links Preferences.

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No Show

User did not attend any of the parts for an ILT Session and the roster was submitted.

Non-discretionary Adjustment

The manager has no freedom to decide compensation adjustments for an employee. The adjustment is automatically determined and applied for an employee. This is a Compensation term.

Non-Monetary Type

The Non-Monetary Types page enables administrators to create, edit, and define non-monetary components for compensation. Non-monetary types can be used in custom formulas, custom statements, and custom formula tags. When a non-monetary type is included in a compensation template, compensation managers can select a value for the component.

Non-qualified Stock Option

An Equity Component Type. A non-qualified stock option (NQO) is reportable as income when the option is exercised. This is a Compensation term.

Non-Reusable

Resources which cannot be used again after a training session.

NQO

An Equity Component Type. A non-qualified stock option (NQO) is reportable as income when the option is exercised. This is a Compensation term.

O

Observation Checklists

As part of the Performance module, these are configurable checklists that can be configured to systematically assess and monitor employee skills in real-time.

OFCCP

The Office of Federal Contract Compliance Programs (OFCCP) compliance functionality enables organizations to manage federal compliance requirements. This is a Recruiting term.

Off-Cycle Task

Tasks are created by system administrators but are initiated by any employee’s direct manager from Universal Profile. The due date for completion of an off-cycle task is relative to when the task is started. This is a Compensation and Performance term.

Off-Site

An external training facility.

Offer Letter Management

Offer Letter Management enables administrators and managers with the appropriate permissions to send job offers to candidates. Offers can be developed from templates or created manually. Offer approvals are routed and tracked, and multiple versions of offer letters can be stored and tracked. Through integration with the My Profile functionality, candidates can sign their offer letter with an electronic signature.

Office of Federal Contract Compliance Programs

The Office of Federal Contract Compliance Programs (OFCCP) compliance functionality enables organizations to manage federal compliance requirements. This is a Recruiting term.

Offline Player

Allows users to complete online courses while not connected to the Internet. While using the Offline Player, courses behave as though they are being used online: bookmarks are kept, progress is saved. After reconnecting to the Internet, the results of the training must then be uploaded to the system. This is a Learning term.

On-hold

This status refers to a user or OU within a training plan who does not currently have a training plan contributor.

On-Site

An internal training facility.

On Demand Video Interview

An interview that is conducted by the applicant on their own time through HireVue video integration. This is a Recruiting term.

Onboarding

Module used as part of the Recruiting Cloud.

Onboarding Notifications

The Onboarding Notifications functionality enables emails to be sent to the various groups involved in welcoming a new employee to the company. Email templates are set up by the administrator to indicate the new hire's start date to the appropriate departments so that these departments can initiate the process for onboarding the new employee. The emails are sent by recruiters from the Hired status type panel on the Statuses tab of the Applicant Profile page. Additionally, the emails can be sent to the new hire and can include attachments, if desired. The history of the onboarding notification emails being sent is displayed as a new event on the History tab of the Applicant Profile page. This is a Recruiting term.

Online Class

An electronic learning course that can be completed within the system or offline using the Offline Player. This is a Learning term.

OpenU

Pre-vetted content that comes from the Internet.

Operator

When setting the criteria for a group, operators serve as a way of filtering or qualifying who should be included in the group. The following operators are available: IS, IS OR BELOW, IS NOT, IS NOT OR BELOW, and BELOW.

Organization Chart Step

OUs are distinct information containers that capture, store, and categorize all data loaded to the system. OUs are a way of organizing information and users within the system. Some common OUs include Divisions, Positions, Locations, Cost Centers, Grades, Users, or Groups. Different OU types often have their own unique properties. This is a Succession term.

Organizational Unit

An organizational unit (OU) is a way of organizing information and users within the system. Some common OUs include Divisions, Positions, Locations, Cost Centers, Grades, or Groups.

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P

Past Due

This learning object status indicates that the due date has passed and the training is not completed. This is a Learning term.

Peer

A peer is a user with whom you work and collaborate on a regular basis. Users are able to define which users fall into each available peer group, and managers may be required to approve the selected peers. The selected peers may be used in peer reviews and assessments, such as competency assessments and performance reviews.

Performance Module

Employee Performance Management (EPM) refers to the Performance Module. The Performance Module enables managers to benchmark employee performance and align employee activities with organizational strategy while still providing continuous, meaningful feedback.

Performance Review Task

Used to create and assign a performance review including defining the sequence or steps of the review, who will complete the review, and the due dates of the steps.

Performance Review Task Section

A performance review is built in sections. Before creating a performance review, you must create performance review sections. Each section makes up a different part of the review for the user completing the review.

Permissions

Allows a user to access specific functionality or perform specific actions, depending on the permission. Permissions are generally associated with a security role and users are then added to the security role in order to grant them the permissions.

Perspective (Goals)

Goal perspectives are used to specify to which aspect of the company your goal relates. Each goal is limited to one perspective. Perspectives can be limited in visibility to certain OUs. Perspectives can be used to filter performance reviews, to filter results in standard reports. If perspectives are enabled, the Goals Library is organized by perspective.

Pin

When using the Offline Player, users can register a device such as a mobile phone or laptop with the Offline Player. When registering a device, a pin is set for the device. Once the device is registered, a user can access the Offline Player from the device using only the pin that the user set for the device. This allows the user to easily and quickly access the Offline Player from the registered device. This is a Learning term.

Plan Contributor

Within a training plan, Plan Contributors are responsible for identifying training needs and adding training requests to the training plan for the group for which they are planning.

Plan Manager

Within a training plan, Plan Managers are responsible for reviewing training plans created by plan contributors.

Planning Task

Compensation planning tasks include adjustment guidelines and budgets which can both set parameters for how much a compensation manager can allocate to each component in the task. Planning tasks do affect employee compensation, and upon approval of a plan, a compensation statement is created. This is a Compensation term.

Point

A user may receive points for completing training. Also, a user may be awarded a badge by completing training or receiving positive feedback from another user. When a user receives a badge, they are also awarded any points that are associated with the badge. Depending on the portal configuration, users may be able to view their points and a points leaderboard via a widget on the Universal Profile - Snapshot page.

Position

A default type of OU that describes the different job types within a division or organization. If this OU is not appropriate for the client portal, it can be renamed.

Position Attributes

Qualities or attributes that the administrator defines as related to a particular job position.

Posting

Something that is added to the Knowledge Bank or a community, such as suggestions, files, and discussions. This term can also refer to a job posting. This is a Connect and Recruiting term.

Pre-Screening Questions

Can be created and included in an application in order to identify and eliminate unqualified submissions from the candidate pool without being reviewed by a recruiter. This is a Recruiting term.

Pre-Work

User must complete pre-work before the training, if not, their status will be marked Incomplete when the session is marked complete.

Predictive Search

When entering a search query on the Global Search page or in the Global Search widget, as soon as two characters are entered into the Search field, predictive search will display potential search results below the field.

Profile Step

A comprehensive step in a succession planning task which includes sub-steps for an assessor to complete. The profile step allows you to build a profile of the employee selected for succession planning and provide the assessor with an in-depth look at the employee's current contributions to the organization. This is a Succession term.

Program

A program LO is essentially a template for cohort LOs so that new cohort instances can be quickly created with a consistent structure.

Promotion

A Base Component Type. An increase based on the employee being raised in position or rank. This is a Compensation term.

Proration

Enables an organization to proportionately adjust compensation if the employee hasn't been with the company or in the position for the entire compensation period. This is a Compensation term.

Proxy as a User

This allows administrators to log into the system as another user, enabling administrators to perform actions and test system behavior on behalf of the user.

Proxy Enrollment

Automatically assign, pre-approve, or enroll individuals or groups of users in a learning object. This is a Learning term.

Public

This indicates that the item can be viewed and accessed by others. A talent search that is made public can be viewed and run by other administrators who have access to the Talent Search functionality. This is a Recruiting term.

Publication

Online course created within Course Publisher. This is a Learning term.

Q

Question Bank

An entire question inventory from which an administrator can draw to create an evaluation or test. Questions can be categorized for easier administration. This is a Learning term.

Queue

Refers to events created within the system that must process across a queue to complete successfully. Samples: Tasks, emails, reports, proxy enrollments, data loads, content loads.

Quick Course

An online course that consists of a single SCO (shareable content object). A quick course generally has a course duration of 15 minutes or less. Several third party content provide off the shelf courses of this nature. This functionality needs to be enabled in your portal by your implementation specialist. This is a Learning term.

R

Random Question Distribution

A tool that randomizes the order of the questions in each individual test.

Recipient Account

When merging user accounts using the Data Merge tool, this is the account to which the training records are being transferred. This is a Learning term.

Recommendation Matrix

When creating compensation adjustment guidelines, recommendation matrices enable administrators to determine recommended payouts for the adjustment component based on selected metrics such as a performance review score or percent of goal achievement. The administrator can configure the matrix as necessary. This is a Compensation term.

Reconciliation

A system process in which a user or organizational unit that is not present within the respective data feed file is inactivated in the system.

Record Count

An option when creating a custom report that displays the total number of record for each combination of fields selected.

Record of Order

The Record of Order document is a PDF file that Edge Administrators can download, which provides the details for completed Edge Integration purchases.

Recruiting Module

Applicant Tracking System (ATS) refers to the Recruiting Module.

Recurring Learning Object

A recurring learning object (LO) is a LO that has been set to allow recurrence. The ability to make an LO recurring is an optional feature that must be requested in order for it to be active and visible in the portal. A recurring LO provides the ability for users and managers to request and assign courses multiple times and track progress of each instance of the course on the user's transcript. This can be useful when addressing a performance issue. This is a Learning term.

Recurring LO

A recurring learning object (LO) is a LO that has been set to allow recurrence. The ability to make an LO recurring is an optional feature that must be requested in order for it to be active and visible in the portal. A recurring LO provides the ability for users and managers to request and assign courses multiple times and track progress of each instance of the course on the user's transcript. This can be useful when addressing a performance issue. This is a Learning term.

Referral

Any internal user or external applicant who refers a job. Or, the actual job referral. This is a Recruiting term.

Related Requisition (Apply to Multiple Jobs)

When this type of related requisition is added to a parent requisition, applicants can apply to one or more of the related requisitions in a single application.

Related Requisition (Standard)

When this type of related requisition is added to a parent requisition, applicants can only apply to one of the related requisitions in a single application.

Reminder

This email trigger type serves as a reminder before or after any action. This serves as an extra notice of upcoming events or deadlines.

Report Delivery

Can be used to set up custom reports within the system to be automatically sent to FTP directories or emailed to a user.

Report Widget

A report that is on the Reports Dashboard page.

Required Training Approval

A field in the User Record that will tell the system the number of people from whom a user must get approval before they are able to register for a learning object. This is a Learning term.

Requisition

A requisition is a job that is created in the Recruiting module. Applicants apply to requisitions (jobs) on career sites and in the Career Center.

Requisition Based Credit

Monetary award given to an employee for referring a candidate who fills a particular position. This is a Recruiting term.

Requisition Level

Requisition level refers to the job requisition in Manage Job Requisitions. Changes made to a job requisition are referred to as being made at the "requisition level." Applicant reviewers added to a job requisition after the requisition is created are referred to as being added at the "requisition level." An offer letter template added to a job requisition is referred to as being added at the "requisition level." This term applies to the Recruiting functionality. This is a Recruiting term.

Requisition Level Cost

Costs that are typically associated with candidate sourcing for a requisition and generally do not scale with the number of applicants. Examples of requisition level costs are candidate job board posting fees and other advertising expenses. This is a Recruiting term.

Requisition Template

Enables an organization to predefine many of the information fields and preferences that make up a job requisition form as well as control the experience for an applicant applying for a job. This is a Recruiting term.

Resources

Resources are the tools and items needed for a training session. This is a Learning term.

Restricted Stock Award

An Equity Component Type. A restricted stock award (RSA) is a grant of company stock which is restricted to an employee until the shares vest. This is a Compensation term.

Resume

Enables users to view and edit their resume data including awards, skills, roles/experiences, competencies, and previous and internal positions. This is a Recruiting and Succession term.

Reviewee

In a performance review, the reviewee is the user that is being reviewed.

Reviewer

In a performance review, the reviewer is the user that is conducting the review.

Role (Performance)

The primary purpose of a role is to serve as a container for defining the competence level and training required for an employee to be qualified in a job function. Successful completion of the role's qualification requirements results in the employee being "qualified" for the role. This is a Performance term.

Role (Security)

Standard grouping of permissions that can be constrained. Security roles can be dynamically assigned to an organizational unit or user.

Roster

A list of registered employees. Administrators can track attendance using the roster.

RSA

An Equity Component Type. A restricted stock award (RSA) is a grant of company stock which is restricted to an employee until the shares vest. This is a Compensation term.

S

Salary Structure

The structure of salary ranges based on grade, position, or location within an organization. Each salary range contains a minimum, midpoint, and maximum salary. The midpoint is the middle value of the salary range. Salary ranges can be determined by a combination of factors, such as position and location. This is a Compensation term.

Samesurf

This is a third party vendor that provides the Streams functionality within Connect.

SCORM

SCORM is a collection of standards that define how a course and the host system "talk" to each other. SCORM also defines how the content should be packaged to transfer to the Learning Management System using Course Publisher. This is a Learning term.

Search by Job Profile

Allows you to search for candidates based on information associated with a specific position in order to find employees who match the attributes of a selected position. This is a Recruiting term.

Search by Model Employee

Allows you to search for candidates that meet criteria based on an existing employee’s resume and career preferences. This is a Recruiting term.

Security Role

Standard grouping of permissions that can be constrained. Security roles can be dynamically assigned to an organizational unit or user.

Self Registration

Refers to user accounts that were created by an end user, rather than by an administrator or inbound feed. Often used as part of an organization utilizing the Extended Enterprise functionality. This is a Learning term.

Sessions

A specific scheduled instance of an instructor-led training event. For example, if there is an "Introduction to Public Speaking" event, then there may be a session that occurs once a month if the training event is available on a monthly basis. Sessions can have multiple parts if the session occurs across multiple days, such as a week-long training. This is a Learning term.

Sharable Content Object Reference Model

SCORM is a collection of standards that define how a course and the host system "talk" to each other. SCORM also defines how the content should be packaged to transfer to the Learning Management System using Course Publisher. This is a Learning term.

Share Price

The price of a single share of a stock. This can be configured for ISO, NQO and RSA.

Shared Talent Pool

Allows other administrators with talent pool permissions to view, manage, and provide feedback about users within a talent pool. This is a Recruiting term.

Show Me

A Show Me button may be available on select administrator pages. Select this button to enable a step-by-step walkthrough for the scenario.

Single Sign On

The Single Sign On (SSO) solution allows the Cornerstone Server to authenticate users into the portal upon their request to access the system. This affords users access to the system without having to log in once the user has been authenticated using their company login or local access network (LAN) password.

Smart Referrals

Requisition referrals that are targeted toward a specific organizational unit (OU). This is a Recruiting term.

Smart Tip

A Smart Tip icon (?) may be available next to fields on select administrator pages. Hover the cursor over or select a Smart Tip icon to view tool-tip style access to useful information and best practices in places where additional clarification may help.

SMART Wizard

A five step process that guides users through the process of creating a proper goal. - S is for Specific. “Goals should be straightforward and specific in their description. Specificity has a greater impact and increases the likelihood of the goal being accomplished.” Fields exist for Title and Description. - M is for Measureable. “Establishing concrete, objective criteria for measuring the goal creates benchmarks for achievements. Setting these measurements will help keep the goal on track.” A button allows the user to add individual initiatives to the goal. - A is for Actionable. “In addition to objective measurements, dividing a large goal into smaller subjective measurements will help make the goal more attainable.” A button allows the user to add individual tasks to the goal. - R is for Relevant. “Tying the goal to your success in a specific area, as well as weighting the importance of the goal, will build your commitment to prioritizing and achieving it.” This page will display Perspective, Categories, and Weight for the goal. - T is for Timely. “Specifying a time frame for achievement gives you a target to work towards. Without a completion date, the goal becomes vague and commitment may waiver.” On this step, the user must select a Start Date and a Due Date for the goal. This is a Performance term.

SMP

Succession Management Planning (SMP) refers to the Succession Module.

SMP Templates

Includes all of the steps and configuration options for a particular setup of a succession management task. SMP templates support talent pooling succession plans. This is a Succession term.

Snapshot

Snapshot page is part of the Universal Profile and it enables users to view and manage information for a user.

Social Feedback

Allows users to request and receive informal feedback at any time throughout the year. This is a Performance term.

SSO

The Single Sign On (SSO) solution allows the Cornerstone Server to authenticate users into the portal upon their request to access the system. This affords users access to the system without having to log in once the user has been authenticated using their company login or local access network (LAN) password.

Standard Cycle Tasks

Tasks that are deployed by a system administrator to all assessors (e.g., managers, reviewers) on the same day with the same due date. This is a Compensation and Performance term.

Standard Widget

A widget is a box that displays on the Welcome Page or custom pages that can contain a variety of information about the system and the user's activities. Their titles can be edited and localized to other available languages. Standard widgets are system defined widgets. Some standard widgets can be configured to show a certain number of items (e.g., the Featured Training widget can be configured to show 3 featured training items). Wdigets are also used in the Dashboards functionality and can be added to dashboards to create quick views of data in your portal. For more information, go to Analytics > Dashboards.

Statement (xAPI)

This term relates to Tin Can (xAPI). A statement is a simple construct to track an aspect of a learning experience. A set of several statements may be used to track complete details about a learning experience. A statement consists of the following: <actor (learner)> <verb> <object>, with <result>, in <context>

Static Text

This refers to the areas of the system that are automatically translated when used in conjunction with purchased language packs. Column headers are examples of static text. Anything in the system that is not administrator created is static text.

Static URL

This means that content on the page will be based on the elements selected at the time the link was created.

Stream

A stream is a webinar-like session that is entirely created and maintained by end users to allow experts to easily disseminate their knowledge. Within a stream, users can share their screen or a document. Users can incorporate conference calls, audio chat, text chat, video chat, and webinar chat. Users can pass control of their screen to other users.

Subject

Helps categorize training by topic. This makes it easier to search for and identify training. This is a Learning term.

Subject Area

A broad category of training (for example, “Business Training” or "Technical Training"). Subject areas contain training Subjects. This is a Learning term.

Succession Chart Step

In a succession planning task, this step allows the manager to nominate successors for each subordinate by clicking on one of the subordinates. Successors are ranked by their readiness. This is a Succession term.

Succession Management Plan Templates

Includes all of the steps and configuration options for a particular setup of a succession management task. SMP templates support talent pooling succession plans. This is a Succession term.

Succession Management Planning

Succession Management Planning (SMP) refers to the Succession Module.

Succession Module

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Summarized Report View

Displays the report information for a custom report that contains summarized information. The page provides a functional and flexible view of the custom report, allowing you to select and deselect fields that are displayed, edit the report, and export the report data.

Super Administrator

The default system administrator role (Role ID: 10052) for the portal. This role is automatically granted all permissions that are enabled for the portal and cannot be deleted. This role is also continuously updated with new permissions following a product release.

Support Central

Support Central enables named administrators to access Global Customer Support (GCS) knowledge assets, solutions, and self-service support tools online at any time. Support Central can be accessed from your organization's portal. Support Central is powered by a case management system and interface that provides the ability to access knowledge solutions, submit cases, and make enhancement suggestions. Support Central is only available to the named GCS administrators. Named administrators are system administrators that have been named to be able to contact GCS. If you are the primary administrator, contact GCS for assistance. Contact your Account Manager if additional GCS administrators are necessary.

Survey Step

In a succession planning task, this step is used to ask general questions about the organization as a whole and is not focused on any one individual. This step can be used to ask the assessor or manager questions about their business objectives, staffing needs, or general feedback on their teams. This is a Succession term.

Swimlane

A swimlane refers to the server on which your organization's portal resides. There are swimlanes dedicated for different environments, which are Production, Pilot, and Stage. Thus, each environment has its own swimlane.

T

Tag (Certificate)

Allows you to automatically substitute specific information in a certificate or in an email (e.g., user's name, task name).

Tag (Connect)

A keyword that can be added to Connect postings. These can be used to categorize postings, and users can use them to search for other postings with the same tag.

Talent Pool

A saved set of users based on a talent search, or created on the fly as a new talent pool. Users in a talent pool can be assigned a development plan, groups and sub groups may be created, and users in the talent pool may be nominated to lists in order to track criteria like high potentials, or users who are in the running for a new job promotion. This is a Succession term.

Talent Profile

Provides quick access to a user’s user record, My Team, Connect, and Career Center data, as well as comments made about the user. These employee cards are visible in various areas of both. This is a Succession term.

Talent Search

The ability to search for users in the system who meet specific criteria that are needed for an open position. This is a Succession term.

Target (Goals)

Goal targets are quantifiable benchmarks within your goal that are used to keep the goal on track for completion, and completing these targets contributes to the overall goal completion progress. This is a Performance term.

Task (Goals)

Tasks within a goal are steps or activities that should be done to achieve the goal, and completing these tasks contributes to the overall goal completion progress. This is a Performance term.

Task Review

This is a step that can be added to a succession task that allows the designated task reviewer to review and modify the completed succession task. This step is not available for Talent Conference tasks.

Team Builder

Allows managers to select team members based on specific attributes, skills, and experience data entered in the employee’s Career Profile. This is a Succession term.

Test

A learning object (LO) that serves to measure a user's knowledge and understanding of a particular topic. Within the system, these LOs can be requested and assigned. This is a Learning term.

Time-based One-time Password

Time-based One-time Password (TOTP) is the most widely adopted two-step verification method and uses hardware the user already owns. This second layer of security is linked to a service by scanning a QR code displayed on the website or manually entering a code. Once the app and the web service are synchronized, the login process requires two steps: entry of username and password and confirmation of the one-time passcode generated by the software token.

Tin Can

A eLearning protocol that enables recording of a wide range of learning experiences, including native mobile applications and team-based e-learning.

TOTP

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Training Completion Page

A page that is available for a user when they complete the training. Depending on the configuration of the training and the portal, the Training Completion page may display any points or badges that were awarded, the opportunity to rate and review the training, and the option to view a certificate of completion.

Training Contact

A training contact is the primary contact person associated with an instructor-led event or session. When viewing the training details for an event or session, the training contact's phone numbers, fax numbers, and email addresses are displayed.

Training Demand Forecasting

This enables an organization to forecast training demand by collecting and reviewing training needs and requests. Collection of these needs enables the organization to plan, budget, assess, and implement an effective training program. Also, reporting tools enable the organization to view the needs for a segment of the organization and compare those needs across the broader organization.

Training Inventory

Allows administrators to purchase a training item with the intent to assign that training to other users. This is a Learning term.

Training Plan

A task in which Plan Contributors identify training needs for a particular group of users. The Plan Contributor then adds these needs to the training plan as requests, which are reviewed by the Plan Managers. Plan Managers review and arbitrate the training requests and approve or deny the requests.

Training Provider

Third party course developer. Instructor-led training (ILT) vendors are defined by administrators and may represent different groups or business units responsible for delivering ILT training in addition to third party vendors.

Training Purpose

Tracks the purpose of a user’s training and can be set up with a conditional approval workflow. This is a Learning term.

Training Reasons

A training reason can be provided when training is exempted, removed, withdrawn, or cancelled. This reason explains why the action is being performed. The available reasons are configured by the administrator. This is a Learning term.

Training Removal Tool

Enables administrators to remove a single learning object from multiple users' transcripts at one time. From this page, administrators can also view the list of previously processed training removal jobs and view the details of each training removal job. This is a Learning term.

Training Units

Training Units (TU) are a virtual currency for use by employees and customers in purchasing training. This is a Learning term.

Transcript

Displays and manages all training for a user. This is a Learning term.

Translation

The process of converting from one language to another. The translation of the system is referred to as a Language Translation Pack.

Trigger

A trigger is an action or event which causes an email to fire.

TU

Training Units (TU) are a virtual currency for use by employees and customers in purchasing training. This is a Learning term.

U

UAT

The period before a product release in which new functionality is made available to clients in their Stage portal for testing.

UI

Generally, user interface (UI) refers to areas of the application that are visible on a user's computer screen or can be extracted in reporting.

Uniform Resource Locator

A Uniform Resource Locator (URL), also known as a web address, is a specific character string that constitutes a reference to a resource. Most web browsers display the URL of a web page in the address bar.

Universal Profile

Provides a streamlined and intuitive way of accessing all information about a user in the system.

URL

A Uniform Resource Locator (URL), also known as a web address, is a specific character string that constitutes a reference to a resource. Most web browsers display the URL of a web page in the address bar.

User Acceptance Testing

The period before a product release in which new functionality is made available to clients in their Stage portal for testing.

User Interface

Generally, user interface (UI) refers to areas of the application that are visible on a user's computer screen or can be extracted in reporting.

User Record

All relevant information about a user the system needs.

V

Vendor

Third party course developer. Instructor-led training (ILT) vendors are defined by administrators and may represent different groups or business units responsible for delivering ILT training in addition to third party vendors.

View Data

Interactive visualization tool that combines product modules to compare data. This is a View term.

VM

Volunteer Management (VM) enables organizations to track volunteer service and contribution. This is a Volunteer term.

Volunteer Management

Volunteer Management (VM) enables organizations to track volunteer service and contribution. This is a Volunteer term.

W

Waitlist

An administrator can view a list of users who want to attend a full session. Administrators can then enroll waitlisted users if an opening arises.

Welcome Page

The first area of the system an end user sees when they log in to the portal. It may be configured by Division through the use of standard widget boxes, selection of a color theme, and determining the Welcome Greeting.

What You See Is What You Get

The WYSIWYG (What You See Is What You Get) is an HTML editor that provides configuration tools, such as images, fonts, colors, formatting, and tables. There is also a "Copy from Word" feature, which enables administrators to import from Microsoft Word.

Widget

A widget is a box that displays on the Welcome Page or custom pages that can contain a variety of information about the system and the user's activities. Their titles can be edited and localized to other available languages. Standard widgets are system defined widgets. Some standard widgets can be configured to show a certain number of items (e.g., the Featured Training widget can be configured to show 3 featured training items). Wdigets are also used in the Dashboards functionality and can be added to dashboards to create quick views of data in your portal. For more information, go to Analytics > Dashboards.

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X

xAPI

A eLearning protocol that enables recording of a wide range of learning experiences, including native mobile applications and team-based e-learning.

Z

Z-Score

A measure of how many standard deviations below or above the population mean a raw score is. A z-score is also known as a standard score and it can be placed on a normal distribution curve. When comparing specific data sets, comparing the z-score may provide insight to management on where employees fall in their distribution curve compared to the averages of their cohorts.