GLOSSARY

AFFIRMATIVE ACTION

Affirmative Action is a set of equal opportunity employment measures that Federal contractors and subcontractors are legally required to adopt. These measures are intended to prevent discrimination, both intended and unintended, against employees or applicants for employment on the basis of color, religion, sex, national origin, protected veteran status, or disability. Examples of affirmative action in employment include outreach campaigns and targeted recruitment.

AFFIRMATIVE ACTION PLAN

An affirmative action plan is a set of goal-oriented management policies and procedures to eliminate barriers to employment opportunities for minorities, women, qualified veterans, and disabled persons that are not based on specific job requirements. The plan includes a contractor’s self-examination of its workforce and employment practices and sets forth action-oriented programs to identify and correct deficiencies in the areas of equal employment opportunity.

APPLICANT

An applicant is an individual who: 1) applies for a specific Caltech position, 2) completes the standard Caltech application process, 3) meets the basic qualifications for the position, such as education, scientific discipline, experience, and/or skills.
GLOSSARY

APPLICANT POOL
An applicant pool is a group of people who applied to a particular position who meet the definition of an applicant.

ASI
ASI refers to the Annual Salary Increase program. The ASI program is an opportunity for supervisors to review each staff employee’s pay and recommend a pay increase in line with his or her performance, relevant market data, and department budget in accordance with Institute guidelines.

BASIC QUALIFICATIONS
Basic qualifications are the identified skills, knowledge, and abilities required to be considered for a posted position. Basic qualifications may include education, experience, physical requirements, and other competencies required to perform the job duties. All basic qualifications must be met before a person will be considered an applicant for a job.
GLOSSARY

COMPETENCY
A competency is an identified skill or attribute that determines successful performance related to a particular position.

DEMOTION
A demotion is when a staff employee moves to a different position that requires a lower level of responsibility and competency, either within or outside the current department. Demotions typically involve a change from a higher grade to a lower grade.

EQUITY ADJUSTMENT
An equity adjustment is a pay increase that may be considered when an employee’s pay is low in comparison to other Caltech employees in similar positions.
GLOSSARY

**EXECUTIVE POSITION**

Executive positions are those positions the Institute has identified as officers of the Institute including Vice Presidents and sensitive senior leadership positions.

**INDIVIDUAL JOB REVIEW**

A process by which HR reviews a position for the purpose of determining the appropriate classification and pay level. Individual job reviews may be done to classify a new position or review an existing employee’s position.

**INFORMATIONAL INTERVIEW**

Informational interview is an opportunity for an individual to meet with an Institute employee and gain more knowledge and information about the Institute’s mission, work, and goals.
The job duties section of a job description articulates the key tasks and responsibilities of a position. While the job duties section identifies many key components of a position, it may not include every task or responsibility.
A job summary is a concise description of the overall purpose and conditions of employment for a position. Job summaries may include how the position contributes to the Institute mission, reporting structure, goals, and organizational culture.

A lateral job change is when a staff employee moves from one position to another that requires a similar level of responsibility and competency, either within or outside the current department. Lateral job changes typically involve no change in grade.

A lump sum merit is a one-time payment made in lieu of a merit increase. These payments are typically issued when an employee’s pay is high compared to the market or other Caltech employees in similar positions.
The market refers to the employers with which Caltech competes for employees. The market may be local, regional, or national depending on the position.

The market 25th, 50th, and 75th percentiles are salary figures from a survey of the market. One-fourth of all the reported salaries from a survey are at or below the 25th percentile. One-half of all the reported salaries from a survey are at or below the 50th percentile. This is the “middle” value of the survey data. Three-fourths of all the reported salaries from a survey are at or below the 75th percentile.

A market adjustment is a pay increase that may be considered when an employee’s pay is low in comparison to what other employers are paying for similar positions.
The Office of Federal Contract Compliance Programs (OFCCP) is the Federal agency tasked with the mission of developing and enforcing the regulations related to affirmative action for the U. S. Department of Labor. OFCCP routinely audits Federal contractors such as Caltech to ensure they are following the related laws and regulations. Lack of compliance may result in monetary fines and loss of Federal funding.

Market survey data are the salary figures reported from a survey of the market. Employers, including Caltech, confidentially submit salary data to 3rd party survey administrators. The results of the survey are summarized and reported back to the participating employers for use in determining appropriate pay levels for their positions.

A merit increase is a pay increase based upon individual performance.
An outreach model is a plan developed in concert with Human Resources that helps a hiring manager source for a particular position, create a talent pipeline, or conduct proactive recruiting.

A posting is an open position that is listed on the Caltech employment website. Interested candidates may apply for available positions through Caltech’s applicant tracking system, which may be found at jobs.caltech.edu.

Preferred qualifications are identified additional education, experience, knowledge, skills, and abilities that may help an individual perform the job. Preferred qualifications influence the value an applicant brings to the job and helps identify the best qualified applicant.
The process of finding and hiring the best-qualified applicant for an identified position. The recruitment process includes analyzing the requirements of a position, attracting potential employees to that position, screening and selecting applicants, hiring, and integrating the new employee into the Institute.

A reclassification occurs when an employee's classification changes due to changes in scope, duties, or responsibilities. Examples may include: 1) promotions due to increased responsibilities, 2) lateral changes in discipline, or 3) demotions due to decreased responsibility.

A promotion is when a staff employee moves to a different position that requires a higher level of responsibility and competency, either within or outside the current department. Promotions typically involve a change from a lower grade to a higher grade.

GLOSSARY

- PROMOTION
- RECLASSIFICATION
- RECRUITING PROCESS
GLOSSARY

**REORGANIZATION**
A reorganization is the restructuring of a department’s positions, resources, or operations to meet business, academic, or research needs.

**REPLACEMENT**
Replacements involve filling a position that has been made available due to voluntary or involuntary termination.

**SCREENING**
Screening is any process or tool used to evaluate an applicant's qualifications.
GLOSSARY

SOURCING
Sourcing activities are undertaken to identify potential applicants for specific positions. Some examples of sourcing activities include job fairs, internet database searches, informational interviews, and targeted outreach.

STAFF REQUISITION
A staff requisition is the process through which position information is entered into the applicant tracking system.

TALENT PIPELINE
A talent pipeline is a proactive, strategic, and engaged process by which the Institute identifies qualified individuals for future positions.
A test is a validated employment instrument administered by a third party vendor that demonstrates an applicant's ability to meet the basic qualifications of a job.

Unsolicited resumes are resumes submitted to the Institute without applying for an open position. The Institute does not accept unsolicited resumes.

A work sample is provided by the applicant as an example of their work product and may include items such as, but not limited to portfolios, marketing materials, reels, writing samples, websites, spreadsheets, or presentations.
A workforce planning model is a process Human Resources uses to examine turnover trends within an organization to develop a plan for meeting the organization’s talent needs. Workforce planning includes forecasting, utilizing analytics, and economic trends.