

Role Permissions in the updated Applicant Tracking System

1. Applicant Reviewers are Hiring Officers, Hiring Officer Delegate, &/or Contact Person.

They can:

- View posting summary, history
- Review Applicants
- Move Applicants in workflow
 - Keep working on this job application
 - Applicant will not be selected for an interview (sends email)
 - Application received, still pending (sends email)
 - Applicant will be selected for an interview (sends email)
 - Applicant may be selected for an interview (sends email)
- Initiate Hiring Proposal
- Move Hiring Proposal in workflow by sending to HR Liaison

2. HR Liaisons interface with Central HR. HR Liaisons can do all of the above, plus :

- Can override certain statuses in workflow that Applicant Review cannot do
- Reject Hiring Proposal sent by Applicant Reviewer
- Edit Hiring Proposal initiated by Applicant Reviewer
- Forward Hiring Proposal to Compliance Officer
 - Once Proposal is sent to Compliance Officer, HR Liaison is unable to edit

3. Compliance Officer can:

- View posting summary, history, applicants
- View Hiring Proposal
 - Applicant Information
 - Hiring Information (Position title, proposed start date, cortication of effort by Hiring Officer)
 - Reference Checks
 - Does NOT see proposed salary
- View and download EEO Report
- Approve Hiring Proposal and forward to Central HR
- Reject Hiring Proposal and send to Applicant Reviewer or HR Liaison