

# Roles and Associated Permissions

## Roles:

The roles noted below are defined by the Taleo Recruitment and Applicant Tracking system and noted in order of system permissions from least to highest access.

- Collaborator
- Hiring Manager, Hiring Manager Assistant
- HR Specialist
- HR Generalist

In order for a Creighton employee to interface with the Taleo Recruitment and Applicant Tracking system, the following should happen:

1. The user must have been granted the correct level of authority in Taleo
2. The user must have been assigned to one or more requisitions

## Granting Authority to a User

All faculty and staff employees have automatically been granted the authority as Collaborator in the Taleo System. If a higher level of authority is needed (i.e., Hiring Manager or HR Generalist), the requestor should contact their HR Generalist and changes made in to the access will be reflected in the Taleo within 24 hours.

## Assigning a User to a Requisition

When a requisition is created, the Hiring Manager will have the opportunity to assign owners and collaborators. Only one hiring manager can be assigned to a requisition, but any number of collaborators can be selected.

## Associated Permissions:

User permissions are determined by the role. The following is a summary of the permissions for each user type:

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## **Collaborator (not required)**

Collaborators are able to log into Taleo to review requisitions assigned to them and view candidate files, resumes, cover letters, and other attachments. They have the ability to use the search function to filter the candidate list, and create a task (e.g., a reminder to self). Collaborators do not have the ability to modify the requisition or update a candidate's step and status. Collaborator's role is used for search committees or those who may be involved in the interview & selection process.

## **Hiring Manager (required)**

Hiring Managers have all of the permissions available to Collaborators (above) for any requisition assigned to them. Additionally, they have permissions related to managing the candidate pool.

Hiring Managers are able to do the following:

- Enter and save notes on a candidate
- Manage candidates through the Candidate Selection workflow.
- Reject candidates
- Match Candidates to Requisitions
- Create & Edit offer letters- (Faculty letters)
- Request references
- Create requisitions and send the posting through the review and approval process
- Schedule interviews
- Approve offer details

## **Hiring Manager Assistant (not required)**

Hiring Manager Assistants have all of the permissions available to Collaborators & Hiring Managers (above) for any requisition assigned to them. Typically, if a Hiring Manager needs assistance or has a designated individual assist in the hiring and selection process this access is assigned. A faculty chair may have an administrator assigned in this role.

## **HR Specialist (required for staff requisitions and should be assigned to Toni Parsley)**

HR Specialist have all of the permissions available to Collaborators and Hiring Managers (above) for any requisition assigned to them. The specialist is responsible for taking the requisition to the position review committee for review and approval. The HR Specialist can also assist if the HR Generalist is unavailable.

## **HR Generalist (required)**

HR Generalist can access requisitions not specifically assigned to them. HR Generalist have all of the permissions available to Collaborators and Hiring Managers (above) for any requisition.

## **Roles and Associated Permissions**

Additionally, HR Generalist are able to do the following:

- Create and duplicate requisitions
- Assign a Hiring Manager and Collaborators to a requisition
- Post requisitions
- Launch background checks
- Compose/extend offers and finalize hires
- Cancel a requisition
- “Match” a candidate to another requisition
- Create a candidate and assign them to a specific requisition
- Create and access reports
- Request references