Each of the labels in the far left column of the process flow are PeopleAdmin Roles, which usually coincide with campus roles, although individuals in higher level positions often also serve in the lower level roles. Those with multiple roles will see a drop down box in the upper right corner of their PeopleAdmin screen. All organizational relationships are based on organizational structure of HRS Major Department Codes.

**Hiring Manager** – Has ability to create postings, view postings within the department assigned and to act on those that are in a workflow state owned by the Hiring Manager. More than one person can be hiring manager for the same department. All that have the access will receive email notifications when action is required. Please disregard if the posting is not one you are working on.

**Search Chair** – This is the role used by the Panel Lead, which may be either the Hiring Manager or someone from a different department. Would see only the posting(s) on which he/she is designated as search chair. Does not see other postings within that department. Cannot initiate a posting, may only modify the posting. Cannot view hiring proposals for any search. Has ability to update applicant status by taking them through EEO pool approval and the application review, phone screen & interview process.

**EEO** – Has access to view all postings, applicants, and hiring proposals in PeopleAdmin. Reviews applicant pool prior to closing the posting. If a group is underutilized on our campus and a candidate from that group is not selected for hire, EEO will also review prior to an offer being made.

**Dean Director** – Individuals that report directly to the Chancellor or Provost (list below). These individuals usually also serve as a ‘Hiring Manager for their own department’, but may also have managers or supervisors reporting to them that serve as ‘Hiring Manager.’ In cases where a Director does not report directly to an Executive (Chancellor/Provost), two Dean/Directors may exist within one area.

- Deans of CAS, CAFES, CEPS, and CBE (Deans Assistants also hold the role for back-up purposes)
- Athletic Director (Assistant AD also holds role)
- AVC Enrollment & Student Success (and Admissions Director)
- Director Facilities Management
- Library Director
- Director of Outreach
- Registrar
- AVC Student Affairs (plus Student Affairs Directors if there are others in the department that initiate hiring; i.e. Residence Life)
- Director DoTS
- Special Assistant to the Chancellor-University Communications
- Provost (Assistant also holds role for backup purposes) – Example scenario - Deans Office initiates posting as a ‘Hiring Manager’, Provost would be Dean/Director
- Chancellor (Assistant also holds role for backup purposes) – Example scenario – Athletic Director initiates posting as ‘Hiring Manager’, Chancellor would be Dean/Director

**Budget** - Has access to view all postings, applicants, and hiring proposals in PeopleAdmin, as well as to approve postings/requests to recruit prior to posting the position on the web. This individual also holds roles as a Dean Director and Hiring Manager for the Division of Business & Finance and its administrative department.

**ChancellorProvost** – Has access to view all postings, applicants, and hiring proposals in PeopleAdmin, as well as to approve postings/request to recruit prior to posting the position on the web. These individuals also hold roles as Dean Director and Hiring Manager for their own organizational structure and department.

**Human Resources** - Has full view and edit access to all activity in PeopleAdmin. Also has system administrator capabilities which include approving user requests and modifying most system settings. HR serves as the main contact in working with PeopleAdmin who hosts the software and makes any major configuration changes if needed.

**Applicants** – Applies to posting. Once a Criminal Background Check has been passed, the selected candidate will need to enter a brief application into PeopleAdmin in order for to initiate the Hiring Proposal.

**Search Committee Members** and **Guest Users** – These roles are used for the Panel Members in order to allow others to view the posting and applications. Are able to see postings even if they are in pending status. These users do not have the ability to view Hiring Proposals.