

User Group	Description
Employee	The employee will be able to view their Position Description and their Performance Appraisal.
Hiring Manager	(Previously known as the Requester) Will enter data into the system for advertising and hiring. They have access to all advertisements for their assigned department.
Dept. Chair/Director	(Previously known as the Departmental Authority) These users will be either the Department Chair or Director, Associate Vice President, Manager, Associate Director, or other positions with authority to review and approve advertising and hiring for a department.
Health Science Authority	Has the authority to review and approve Health Science advertising and hiring.
Dean/Administrative Unit	(Previously known as the College Authority) These users will be the Dean, Director, Associate Vice President, or other positions with authority with authority to review and approve advertising and hiring for a large functional area.
Vice President/President	(Previously known as the Division Authority) These users have authority to review and approve advertising and hiring for a division.
Search Committee Member	(This is a new user type.) These users are invited by the Hiring Manager to participate in review of candidates and/or interviews. Search Committee Members are typically also giving Applicant Reviewer access to a posting.
Applicant Reviewer	(This is a new user type.) Applicant Reviewers will have access to the applicant applications and resumes and can move applicants to different work states such as Not Interviewed Not Hired, Recommended for Interview and Request to Hire. If evaluation criteria have been set up for this posting, applicant reviewers can individually evaluate candidates electronically.
Special Budget or University Budget	These groups review and approve advertising and hiring for the University.
Affirmative Action	Has authority to review and approve all advertising, requests for interview and hiring for the University.