

Requisitions (using the approval process)

Function	Recruiting Manager	Recruiter	Hiring Manager	Administrator	Executive Report Viewer
Create/Submit requisitions	Yes, includes all requisitions and users assigned to specific company locations	Yes	Yes	Yes	No
Track Requisitions	Yes, includes all requisitions and users assigned to specific company locations	Yes, if the requisition is assigned to them	Yes, if they created the req.	Yes	No
Clone requisitions	Yes	Yes	Yes	Yes	No
Delete requisitions once created	Yes	Yes	Yes	Yes	No
Edit requisitions	Yes, includes all requisitions and users assigned to specific company locations	Yes, if the requisition is assigned to them	Yes, if the requisition is assigned to them	Yes	No
Bypass approval process	Yes	Yes	Yes	Yes	No
Resend approval process email(s)	Yes	Yes	Yes	Yes	No
Edit approval details (e.g., manually approve status)	Yes	Yes	Yes	Yes	No
Manage approval process	Yes, includes all requisitions and users assigned to specific company locations	Yes, if the requisition is assigned to them	Yes, if the requisition is assigned to them	Yes	No
Post job from requisition	Yes	Yes	No	Yes	No
Show requisitions pending posting only	Yes	Yes	Yes	Yes	No

Job Postings

Function	Recruiting Manager	Recruiter	Hiring Manager	Administrator	Executive Report Viewer
Create job posting	Yes	Yes	Yes, if granted permission	Yes	No
Post jobs to company career site(s)	Yes	Yes, if the job is assigned to them	No	Yes	No
Post jobs to job boards	Yes	Yes, if the job is assigned to them	No	Yes	No
Perform basic job searches	Yes	Yes	No	Yes	No
Set up table layout on the Jobs Page	Yes	Yes	Yes	Yes	Yes
Save their table layout on the Jobs Page	Yes	Yes	Yes	Yes	Yes
Deactivate/Close job postings	Yes	Yes, if the job is assigned to them	No	Yes	No
Clone an existing job posting	Yes	Yes	No	Yes	No
Edit job posting, change assigned HM	Yes	Yes, if the job is assigned to them	No	Yes	No
Edit job posting, change email notifications	Yes	Yes	No	Yes	No
Edit job posting, change CQEs	Yes	Yes	No	Yes	No
View requisition approval details page	Yes	Yes	No	Yes	No
Track job posting status	Yes	Yes, if the job is assigned to them	No	Yes	Yes
Reassign RM and/or Recruiter to open jobs	Yes	No	No	Yes	No
Access Task List	Yes	Yes	Yes	Yes, if they are an offer/req approver or resume reviewer	Yes, if they are an offer/eq approver or resume reviewer

Work with Candidates

Function	Recruiting Manager	Recruiter	Hiring Manager	Administrator	Executive Report Viewer
Upload candidates from local drives	Yes	Yes	No	Yes	No
View EEO/AA info	Yes	Yes	No	No	No
Assign candidates to an existing or new job	Yes, includes all jobs and users assigned to specific company locations.	Yes, if the job is assigned to them.	No	No	No
View candidate profiles	Yes, includes all jobs and users assigned to specific company locations.	Yes, if the job is assigned to them.	Yes if this feature is enabled	No	No
Perform resume reviews	Yes	Yes	Yes, candidates sent for review by Recs/Rec Mgrs only	No	No
Perform quick search of candidates	Yes	Yes	Yes	No	No
Enter Boolean search strings when sourcing	Yes	Yes	Yes	No	No
Correspond with candidates (not email)	Yes	Yes	No	No	No
Add comments to candidate profiles	Yes	Yes	Yes if this feature is enabled	No	No
View evaluation scores inside candidate profiles	Yes	Yes	Yes if this feature is enabled	No	No
Move candidates through hiring stages	Yes	Yes	Yes, if granted permission	No	No
Change disposition of candidates	Yes	Yes	Yes if this feature is enabled	No	No
Assign/Manage tags	Yes	Yes	Yes	No	No

Work with Candidates (continued)

Function	Recruiting Manager	Recruiter	Hiring Manager	Administrator	Executive Report Viewer
Source Passive Candidates	Yes, if granted permission				
View candidate profiles inside shared folders	Yes	Yes	Yes, if granted permission to access folder	No	No
Track interviews	Yes, includes all jobs and users assigned to specific company locations	Yes, if the job is assigned to them	No	No	No
Schedule interviews legacy feature	Yes	Yes	No	No	No
Interview Scheduling new feature	Yes, refer to account exec for more info	Yes, refer to account exec for more info	No	No	No
Populate and Send Offer Letters	Yes	Yes, if the job is assigned to them	No	No	No
View Job Offers page	Yes	Yes, if the job is assigned to them	Yes	No	No
Populate and Send Rejection Letters	Yes	Yes, if the job is assigned to them	No	No	No
Delete candidates (send to Recycle Bin)	Yes	Yes, if feature is enabled	No	No	No
Purge contents of Recycle Bin	Yes, if feature is enabled	Yes, if feature is enabled	No	No	No
View Employee Referrals page	Yes, if feature is enabled	Yes, if feature is enabled	No	No	No

Reporting

Function	Recruiting Manager	Recruiter	Hiring Manager	Administrator	Executive Report Viewer
View <i>My Reports</i> (Analytics Standard Reports replaces this)	Yes, if granted permission to view specified reports				
Analytics Standard Reports	Yes, if granted permission to view specified reports				
View <i>Report Builder</i> reports (Analytics Explore feature replaces this)	Yes	No	No	No	No
Analytics Explore feature	Yes, if assigned reporting tier 2 or 3				
Send/schedule reports (New Analytics reporting feature)	Yes, if assigned reporting tier 3				
View custom reports viewed via <i>My Reports</i> page	Yes, if granted permission to view specified reports				
View EEO reports page	Yes	Yes, if granted permission to view specified reports	Yes, if granted permission to view specified reports	Yes	Yes
View redundant resumes page	Yes, if feature is enabled	Yes, if feature is enabled	Yes, if feature is enabled	No	No
Create custom reports	Yes, if assigned reporting tier 2 or 3				
View OFCCP reports page	Yes, if granted permission to view these reports	No	No	No	No

Administration Tasks

Function	Recruiting Manager	Recruiter	Hiring Manager	Administrator	Executive Report Viewer
Manage = Create, Add, Edit, Deactivate	Important Note: Features and menus shown below can be disabled on a per user basis. Cost may be associated.				
Manage AAP Job Group EEO Categories	Yes	No	No	Yes	No
Manage Business Units	Yes	No	No	Yes	No
Manage Resources	Yes	No	No	Yes	No
Manage Departments	Yes	No	No	Yes	No
Manage Company Locations	Yes	No	No	Yes	No
Manage Job Templates	Yes	No	No	Yes	No
Manage Job Categories	Yes	No	No	Yes	No
Manage Report Access by user role	Yes	No	No	Yes	No
Manage CQE evaluation questions	Yes	No	No	Yes	No
Manage Offer/Rejection Letter Templates	Yes	No	No	Yes	No
Manage CCE email templates	Yes	No	No	Yes	No
Manage User Accounts	Yes	No	No	Yes	No
Manage Fee Agencies	Yes	No	No	Yes	No
Manage Settings (assigned per user basis)	Yes	Yes	Yes	Yes	Yes
Manage email settings	Yes	Yes	Yes	Yes	Yes
Manage Automatic Job Posting Status Change	Yes	Yes	Yes	Yes	Yes
Manage Evergreen Job Postings	Yes	Yes	Yes	Yes	Yes
Manage Remote Job Location	Yes	Yes	Yes	Yes	Yes
Manage Generative AI Job Description	Yes	Yes	Yes	Yes	Yes
Manage Duplicate Candidate Search	Yes	Yes	Yes	Yes	Yes