

SilkRoad Recruiting

User Role Permissions



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 requisition	Yes	No
Clone requisitions	Yes	Yes	Yes	Yes	No
Delete requisitions once created	Yes	Yes	Yes	Yes	No
Edit requisitions	Yes	Yes, if the requisition is assigned to them	Yes, if the requisition is assigned to them	Yes	No
Enable Lock Requisitions (functionality prevents editing to the requisition while the approval process is in flight)	Yes	No	No	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	No	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
Post jobs to additional locations	Yes	Yes	No	Yes	No
Perform basic job searches	Yes	Yes	Yes, only for jobs assigned to them	Yes	No
Change & save table layout on Jobs Page	Yes	Yes	Yes	Yes	Yes

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Deactivate/Close job postings	Yes	Yes, if the job is assigned to them	No	Yes	No
Clone 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, if the job is assigned to them	No	Yes	No
Change 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

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 job 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
Move candidates through hiring stages	Yes	Yes	Yes, if permission is granted	No	No
Send resume review requests	Yes	Yes	No	No	No
Perform quick search of candidates	Yes	Yes	Yes, if this feature is enabled	No	No
Enter Boolean search strings when sourcing	Yes	Yes	Yes, if this feature is enabled	No	No
Correspond with candidates via CCEs (not email)	Yes	Yes	No	No	No

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Add comments to candidate profiles	Yes	Yes	Yes	No	No
View evaluation scores inside candidate profiles	Yes	Yes	Yes	No	No
Change disposition of candidates	Yes	Yes	Yes, if this feature is enabled	No	No
Change disposition of candidates (as part of the review request process)	Yes	Yes	Yes, if this feature is enabled	No	No
View candidate profiles inside shared folders	Yes, if granted permission to access folder	Yes, if granted permission to access folder	Yes, if granted permission to access folder	No	No

Work with Candidates (continued)

Function	Recruiting Manager	Recruiter	Hiring Manager	Administrator	Executive Report Viewer
Track interviews	Yes, includes all jobs and users assigned to specific company locations	Yes, if the job is assigned to them	Yes, if scheduled to attend interview	No	No
SMS Texting <i>new feature</i>	Yes, refer to account exec for more info	Yes, refer to account exec for more info	Yes, refer to account exec for more info	No	No
Schedule Interviews <i>legacy feature</i>	Yes	Yes	No	No	No
Interview Scheduling <i>new feature</i>	Yes, refer to account exec for more info	Yes, refer to account exec for more info	No	No	No
Populate Offer Letters Page	Yes	Yes, if the job is assigned to them	Yes, if granted permission for the Hiring Stage	No	No
Send Offer Letters	Yes	Yes, if the job is assigned to them	No		
View Job Offers page	Yes	Yes, if the job is assigned to them	No	No	No
Populate and Send Rejection Letters	Yes	Yes, if the job is assigned to them	No	No	No
Delete/Send candidates 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 My Reports reports	Yes, if granted permission to view specified reports	Yes, if granted permission to view specified reports	Yes, if granted permission to view specified reports	Yes, if granted permission to view specified reports	Yes, if granted permission to view specified reports
View Report Builder reports	Yes	No	No	No	No
View custom reports viewed via My Reports page	Yes, if granted permission to view specified reports	Yes, if granted permission to view specified reports	Yes, if granted permission to view specified reports	Yes, if granted permission to view specified reports	Yes, if granted permission to view specified reports
View EEO reports	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	No	No	No
Manage Report Access by user role	Yes	No	No	Yes	Yes
Request custom reports to be created by SilkRoad (fee associated)	Yes, client must go through account manager to be scoped				
View OFCCP reports page	Yes, if granted permission to view these reports	Yes, if granted permission to view these reports	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 CQE Evaluation Questions	Yes	No	No	Yes	No
Manage Rejection Letter Templates	Yes	No	No	Yes	No
Manage Offer 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, if permission is assigned		Yes	No
Manage Email Settings	Yes	Yes, if permission is assigned		Yes	No
Manage ATS Settings	Yes	Yes, if permission is assigned		Yes	No
Manage Integrations	Yes	Yes, if permission is assigned		Yes	No