

ATS Security Quick Reference

All benefit eligible faculty and professional staff will have access to the ATS. The user's permission group determines the highest level of access and the actions they can take within the system.

Permission Groups

General

All benefit eligible faculty and professional staff members are defaulted to general security. Users in this permission group will only have access to view requisitions and/or applicants if they are assigned a role in the requisition.

Originator

Originator access provides the ability to create/modify position descriptions, recruit for positions, review applicants, and submit offers. Originators have access to all the position descriptions and job requisitions based on the team (department) assigned. Originator access must be requested/approved, and all originators must attend training prior to receiving access.

Senior Administration

Deans and SVPs will automatically have access at this level to view position descriptions, requisitions, and applicants for all positions in their areas.

Roles

When creating a requisition, the originator can assign users to different roles related to that requisition.

Search Committee

Search Committees must have a chair assigned. The search committee chair and members will have access to the job (read only) to review the applicants that are assigned the "Search Committee" application status for review through the Search Committee tile on the dashboard.

Additional Applicant Viewers

Additional Applicant Viewers will have access to the applicants for the requisitions they are assigned to from the Applications tile on the dashboard. Users in this role can view the advertisement text for the job and review applicants. If "Can Select Outcome" is checked, the user can update the status of the applicant.

Additional Reviewer

Additional Reviewer will have access to the full job and applicant information under the "Jobs" link in the menu. They can change applicant statuses and view the job information in the same capacity of the originator but cannot initiate a requisition or offer. This role would be appropriate for someone who is assisting in the initial review of applicants.

Supervisor

The Supervisor will have access to the job and applicant information under the "Jobs" link in the menu. They can change applicant statuses and view the job information in the same capacity of the originator but cannot initiate a requisition or offer.