Peoplesoft eRecruit Security Roles and Definitions

HR EMP RESUME VIEWER – This role has the ability to review offers, job openings, candidate resumes and disposition candidates for job openings that he/she is given access to as part of the hiring team.

HR EMP JOB OPEN UPDATER - In addition to the resume viewer access, this role creates job requisitions, works with candidate resumes, selects and routes candidates, creates job offers and corresponds with applicants. This role would also have access to all reports that do not contain EEO information.

HR EMP UNIT USER - In addition to HR Job Opening Updater access, the HR Unit User role allows access to applicant self identification information for affirmative action reporting and goal attainment and searches of the broad candidate database. This role is assigned to staff designated as responsible for affirmative action goals attainment for their unit and is also given access to the restricted table and Image Now personnel folders.