

Security Roles

Access to TalentLink is governed by both the user’s role in the system, and the user’s team or teams. The role defines the pages and functionality available to a user. The team defines the set of data to which the user has access

Permission Group	Access	Teams
Super User	Full Access (User Access Set-up)	All Teams
Client Manager/EOAA	Full Access Except Configuration	All Teams
HR Level 4	Create, View and Approve JD, Req and Offer – Change Application and Applicant Status – Open and Close Req	Team Specific
HR Level 3	Create, View and Approve JD, Req and Offer – Change Application and Applicant Status – Open Req	Team Specific
HR Level 2	Create and view JD, Req and Offer – Change Application and Applicant Status	Team Specific
HR Level 1	Create and View JD and Req– Change Application and Applicant Status	Team Specific
Hiring Manager	View Open Postings – View Applications/Resumes – Change Application Status (Default for all Officers)	Team Specific
Basic User	System Access – Ability to See Their JD – Can be Assigned to a Search Committee (Default for all Non-Officers)	Team Specific