|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Requisitions** | **Approvals** | **Posting** | **Candidates** | **Search Candidates** | **Candidate Selection Workflow** | **Tasks** | **Offers** | **Onboarding** | **Reports** |
| **Collaborator**(Automatic for all with a LDAP, including Affiliates/ Contractors, except those that are managers or HR) | * Create and Duplicate
* Update, while in Draft, those they own or collaborate on
* View those they own or collaborate on
 | Approve requisitions only through email | None | * Candidate information for the requisitions they own or collaborate on- External and Internal (cannot see phone numbers or address)
* View History, attachments & correspondence (except offer letter in History) for the requisitions they own or collaborate on
* Share Candidate
 | None | * Up to and including Interview step
* Can Revert to prior step/status (within the New & Interview steps)
* Cannot reject candidates
 | * Create own
* View for requisitions they own or collaborate on
 | None | None | TBD |
| **Hiring Manager**(Automatic for employees assigned to HEERA Status manager or supervisor and Resource Analysts-F25.x) | Same as Collaborator | Approve requisitions & **offers** through email | None | Same as Collaborator | None | Same as Collaborator | Same as Collaborator | View for requisitions they own or collaborate on | None- will receive automated emails only | TBD |
| **Human Resources**(Automatic for all employees in HR- based on role in PSoft) | * Create and Duplicate
* Update all throughout process
* Cancel
* Put on Hold
 | * Request Approval
* Approve for others
* Amend path
* Approve Requisitions & Offers through Taleo online & through email
 | Internal & External Taleo sites | * Profile- All
* Submissions- All
* Attachments- All
* History for all requisitions
* Create & send Correspondence via template & from scratch
* View all Correspondence
 | Advanced Search (OFCCP) and Quick Search on all internal and external candidates | * All steps and statuses
* Can Revert to prior step
 | * Create own
* View all
 | * Create for all
* Update for all
* View all
 | * Kickoff for all
* Update forms for all
* Reassign Tasks/ Processes for all
 | All |