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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |