APPLICANT TRACKING SYSTEM TIPS
Permissions & Roles

Permission Groups
- Every user in the Applicant Tracking System must be assigned a permission group.
- A user's permission group determines their highest level of access and the actions they could take in the system.
- There are three permission groups available to choose from:

Dean/VP
Users assigned to the Dean/VP permission group can view and act on any posting within their MAU at any time. (See Pg. 2 for Job Card Roles.)

Users assigned to the Dean/VP permission group can be listed in any of the Job Card Roles:
- Primary Staffing Coordinator
- Staffing Coordinator Backup 1
- Staffing Coordinator Backup 2
- Search Chair
- Search Committee Member
- Additional Viewer

Staffing Coordinator
To view or act on a posting, the user must be listed on the posting in the appropriate Job Card Role. (See Page 2 for Job Card Roles.)

Users assigned to the Staffing Coordinator permission group can be listed in any of the Job Card Roles:
- Primary Staffing Coordinator
- Staffing Coordinator Backup 1
- Staffing Coordinator Backup 2
- Search Chair
- Search Committee Member
- Additional Viewer

Search Committee
To view or act on a posting, the user must be listed on the posting in the appropriate Job Card Role. (See Page 2 for Job Card Roles.)

Users assigned to the Search Committee permission group can be listed in any of the Job Card Roles:
- Search Chair
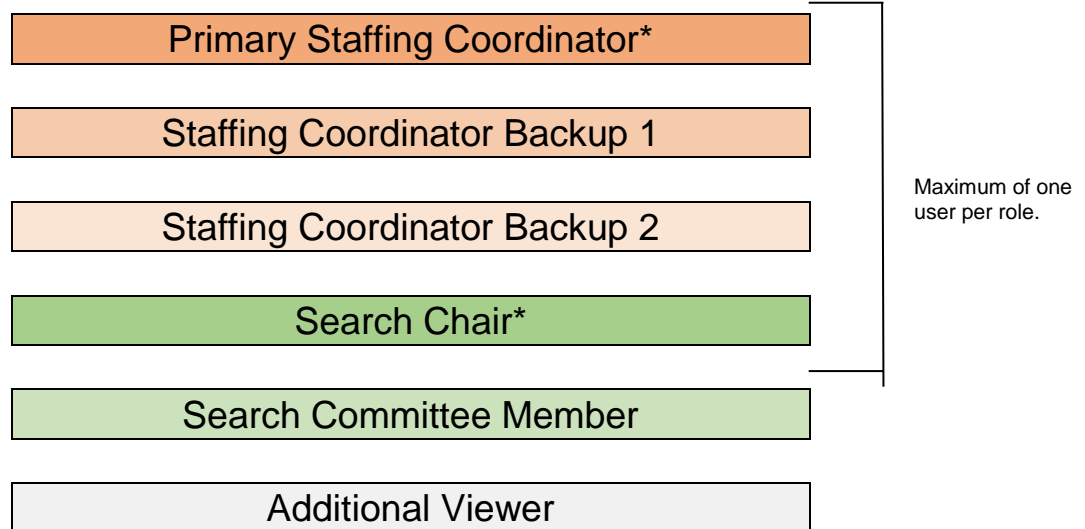- Search Committee Member
- Additional Viewer

Note: Excludes central office permission groups of HR Analyst and Super User.

To see a more detailed list of the applicant tracking system permissions, click here.

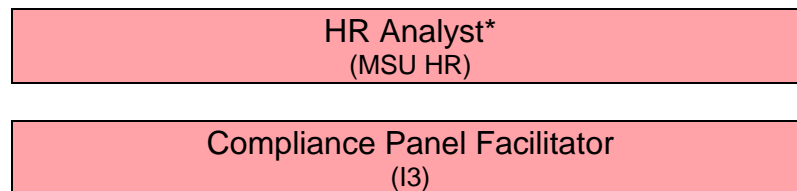Human Resources
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Job Card Roles

- There are 8 roles for each posting. Only 6 are available to units
- These roles allow users to act on a posting in a specific capacity
- To serve in a role for a posting, the user must be listed on the Job Card in that role.
- A user's permission group determines which role(s) a user can occupy on a posting.

Primary Staffing Coordinator*

Staffing Coordinator Backup 1

Staffing Coordinator Backup 2

Maximum of one user per role.

Search Chair*

Search Committee Member

Additional Viewer

Central Office Roles

HR Analyst* (MSU HR)

Compliance Panel Facilitator (I3)

*Required role for all postings.

To see a more detailed list of the applicant tracking system permissions, [click here](#).

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