

Standard User Roles

ADMINISTRATOR

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Local System Administrator

- Manage organisation structure
- Manage local agencies
- Manage users
- Manage job ad templates
- Access and create reports
- Manage sites
- Manage configurable fields
- Manage locations
- Manage sourcing channels

Functional manager

- View organisations
- Use mail gateway
- Access templates
- Access configuration
- Create and manage candidates
- Manage selection process on candidates
- Create and manage documents
- Create and manage expenses on jobs and candidates
- Manage talent pools
- Manage communication templates
- Manage questionnaires
- Manage processes
- Manage condition form assignment
- Manage corporate external sites
- Manage sourcing channels
- Create and edit jobs
- Perform selection steps
- Perform approval steps
- View reports (analytic, my standard, our standard, diversity reports)
- Manage users
- Manage locations