

# Standard User Roles

## RECRUITERS

### Advanced user

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- Merge candidates
- Edit candidate type
- Delete candidate file
- Manage expenses on job opening and candidate
- Manage selection process
- Send general application via mail
- Post general application on external / internal sites
- Edit job status when job is closed
- Create general application

### Standard recruiter

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- Create job
- View job detail
- Create and manage candidates
- Manage selection process on candidates
- Manage costs on jobs and candidates
- Manage and create documents on candidates
- Post jobs
- Approve/reject jobs

### Standard general application recruiter

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- Use mail gateway
- Access job opening list
- View job detail
- View, create, manage candidates
- Manage costs on jobs and candidates
- Manage documents on candidates
- Create jobs
- Post jobs
- Approve jobs
- Manage selection process on candidates
- Hire candidates