

## UGAJobs User Group Definitions

<b>Applicant Manager</b>	This user can view postings and applicants for their department(s). It is recommended this role is assigned to either the initiator, hiring authority and/or person whom the search chair delegates this responsibility. This user will also transition applicants through the workflow.
<b>Approver</b>	Verifies and validates position descriptions before they are sent to the Authorizer, the Chief Financial Officer and/or Chief HR Officer for your unit. Approvers also validate and approve posting and hiring proposal requests for accuracy prior to submitting them to Central HR.
<b>Authorizer*</b>	Usually the Chief Financial Officer and/or the Chief HR Officer for the unit/college. This user will validate and approve all position description requests before routing to the Executive Authority. <b>Authorizers are designated by the Dean/VP of the unit.</b>
<b>Certified HR Practitioner</b>	The <b>Certified HR Practitioner</b> is not part of any workflow. This new role allows specific individuals the ability to clone previously approved Graduate, Student, and Temp positions as well as the option to edit the start date on hiring proposals. New <b>Certified HR Practitioners</b> must complete System Manager Training and an Advanced UGAJobs Training session prior to obtaining access.
<b>Executive Authority*</b>	Validates and approves all position description requests for accuracy before submitting them to Central HR. It is for employees who are designated with the power to approve positions for their division/unit/college; or, for specific departments within it.
<b>Initiator</b>	Is typically the department/unit representative who oversees the administrative components of the position, posting, and hiring process for their department(s). <b>This user will initiate all requests in the system and route to the Approver for next level approval.</b>
<b>Reviewer</b>	This user type is not part of any workflow; however, allows specific individuals the ability to view ALL position requests, postings, and hiring proposals for EVERY position in the assigned department. This role is a good option for users who need the ability to see activity for the department, but not serve as a role in the approval process.
<b>Search Committee Member</b>	The Search Committee Member role can view only the postings and applicant pool for the searches they are assigned. This user can view applicant documents such as resume, cover letter, references, etc., as well as the employment application. The Search Committee Member user type is not part of any workflow; however, allows designated employees the ability to participate in review of candidates and/or interviews.
<b>Senior Administrator*</b>	<b>(Faculty)</b> - Dean or VP, requires Office of Faculty Affairs approval. This role is a third level approver for Faculty positions and hiring proposals.
<b>Sponsored Office</b>	For those workflows that require approval from units outside of a home department; Sponsored Office is used depending on the action and position type being utilized. The Sponsored Office can represent a variety of units outside of a home department (i.e.: Office of Postdoctoral Affairs, Public Service and Outreach).
<b>Unit Head*</b>	<b>(Faculty)</b> - Department Head or Director of unit, requires Office of Faculty Affairs approval. This role provides second level approval for Faculty hiring proposals.
<b>Faculty Affairs Liaison*</b>	<b>(Faculty)</b> – Point of contact for Office of Faculty Affairs (typically one person per school/college/VP office). Approved by Dean/VP and Office of Faculty Affairs.