

## PageUp Teams and Permissions Summary

PageUp limits some areas of visibility and the ability to take actions on positions using a combination of Teams and Permissions.

Teams – Team access determines what Position descriptions, requisitions and applications users can see within the system. At Elon, the teams will be built at the department level and users will be assigned to a primary team based on the department ID associated with their position. **Teams control what a user can see.** (Example: *I can see jobs that have been raised by members in my team, along with any applicants that have applied. I cannot see jobs raised by a different teams, etc.*)

Permissions - Permissions define what pages and fields the user has access to, and which fields they can edit, or only view. **Permissions control what a user can do.** (Example: *I have access to create a job, go to system settings, make an offer, access the talent search page and run searches, etc.*)

<b>Permissions Group</b>	<b><u>Viewing/Actions Available</u></b>
Department Admin	<ul style="list-style-type: none"> <li>• Access to view/modify/create position descriptions of assigned teams</li> <li>• Ability to create job postings and recruit from position descriptions</li> <li>• Can create new employee offers and update applicant statuses</li> <li>• DOES NOT have ability to view salary range information</li> </ul>
Employee	<ul style="list-style-type: none"> <li>• Viewing access only to own position description</li> </ul>
Executive/Reviewing Manager	<ul style="list-style-type: none"> <li>• Primarily a viewing/approval permission level</li> <li>• Will not be able to modify requisitions or change applicant statuses</li> </ul>
Hiring Manager/Department Head	<ul style="list-style-type: none"> <li>• Access to view/modify/create position descriptions of assigned teams</li> <li>• Ability to create job postings and recruit from position descriptions</li> <li>• Can create new employee offers and update applicant statuses</li> <li>• Access to Search Committee feedback report</li> </ul>
Search Committee	<ul style="list-style-type: none"> <li>• View applicant materials</li> <li>• View/leave notes and provide applicant feedback</li> </ul>
Search Committee Chair	<ul style="list-style-type: none"> <li>• View applicant materials</li> <li>• View/leave notes and provide applicant feedback</li> <li>• Provide numeric ranking of applicants</li> <li>• Ability to move to move applicants to limited statuses</li> </ul>

## Notes

- The Employee permission level will be used as the system default.
- Only HR will have the ability to adjust permission levels
- Permissions are cumulative and additive (example: if an employee has the Department Admin permission as well as the Department Head permission, the employee will be able to perform all actions of a Department Head without changing permission groups)
- Teams and permissions are system wide. If granting permissions for faculty searches, the same permissions will apply to staff searches and position actions.