

APPLICANT TRACKING SYSTEM TIPS

Staffing Coordinator Permissions

There are three types of Staffing Coordinator roles in the applicant tracking system – the Primary Staffing Coordinator, Staffing Coordinator Backup 1 and Staffing Coordinator Backup 2. The following information shows what each role can do in the system.

Staffing Coordinator Access- can only see the posting if listed on the Job Card

	Primary Staffing Coordinator	Staffing Coordinator Backup 1	Staffing Coordinator Backup 2
Able to view job through Dashboard?	Yes	No, can access through Manage Jobs	Yes
Able to view job through Manage Jobs?	Yes	Yes	No, can access through Dashboard or searching for Job.
Able to access Job Card (posting information)?	Yes	Yes	Yes
Able to access applicants through the Job Card?	Yes	Yes	Yes
Able to access applicants via Manage Applications?	Yes	Yes	No, can access applicants from the Dashboard or Job Card.
Able to manage applicant statuses?	Yes	Yes	Yes
Able to communicate with applicants?	Yes	Yes	Yes
Able to request reference checks?	Yes	Yes	Yes
Able to create events for the job (events are used for scheduling phone screen, interviews)?	Yes	Yes	No
Able to invite applicants to events (events are used for scheduling interviews, including phone screens)?	Only able to manage events they create for the job. Not able to view or update other team member events.	Only able to manage events they create for the job. Not able to view or update other team member events.	No
Able to manage Offers?	Yes	Yes	Yes
Able to access Advertisements (Sourcing information) from the Dashboard?	No, can access from the Manage Jobs screen by selecting the "i" button.	No, can access from the Manage Jobs screen by selecting the "i" button.	Yes
Able to run reports?	Yes	No	No
Able to post a TOC job?	Yes	Yes	Yes
Able to make an offer on a TOC job posting?	Yes	Yes	Yes
Able to close and cancel a TOC job posting?	Yes	Yes	Yes

