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User Group Permissions 1

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CareerPortal permissions are driven by user groups and are set up in a layered fashion to ensure that each user group encompasses the necessary permissions to efficiently and effectively operate the application according their needs. With this being said, individuals must be linked to the appropriate user groups in order to perform the appropriate tasks. The only exception is the Applicant user group; all user groups automatically inherit the Applicant permissions by creating a CareerPortal account.

Example: If you have an individual who has the responsibility of reviewing and approving job postings in addition to actually posting jobs, then this individual should be linked to the Job Poster and Manager user groups.



IMPORTANT: The Email Confirmation page is used to verify your email address. You will not have full user or administrative rights (permissions) without verifying your email address.

The below table provides the tasks that can be performed by each user group.

Potential Applicant	An end user who does not have a CareerPortal account. **TIP**: Potential Applicants must register for an account to become an Applicant and submit a job application. Potential applicants can access the CareerPortal homepage and perform the following: • Search for a position • Filter position data • View position details • Register for an account
Applicant	An end user who has created a CareerPortal account. From the Login page, an Applicant can login, reset their password and obtain their user name, if forgotten. After an Applicant is logged on to their CareerPortal account, they have access to their personalized Job Dashboard containing a Welcome Message, Messages (between applicant/organization), Job Applications Submitted, Profile Status, Jobs You Maybe Interested In **Applicants** can perform the following tasks: • Update profile settings and questions • Search for jobs, filter job data, save and update job searches • View job details and apply for a job • Ask the organization a question about a job and view message responses

Job Poster	An internal user who has the ability to post new jobs and may also be involved in the hiring process. **TIP**: Users linked to the Job Poster group **must** also be linked to the Manager group. Otherwise, Job Poster permissions will not be fully enabled. After a **Job Poster** is logged on to their CareerPortal account, they are afforded the basic **Applicant** user group permissions, which means they have access to a personalized Job Dashboard containing a Welcome Message, Messages (between applicant/organization), Job Applications Submitted, Profile Status, Jobs You Maybe Interested In In addition, Job Poster/Managers have access to the following menu items: Dashboard, Posted Jobs, Post A Job, Search Applicants, Applicant Watch, and Search Hired. The Dashboard contains tiled links to Current Posted Jobs, Applications, Applicant Watch, and Messages as well as the Posted Job Approval Queue and an Interview Rating Queue sections. **Job Poster/Managers** can perform the following tasks: • Post a job • View, edit, and delete job postings • Approve or disapprove job postings • Ask a question (to Job Poster) about a job posting • Search for applicants • Save applicant search parameters • Interview and rate applicants **IMPORTANT**: This user group only has access to their home co-op (district).
Manager	An internal user who is involved in the hiring process. Postings can be shared with these users, such that they can review applicants that have applied for positions that have been shared with them. **TIP**: Managers can only post jobs if they are linked to the Job Poster user group. After a **Manager** is logged on to their CareerPortal account, they are afforded the basic **Applicant** user group permissions, which means they have access to a personalized Job Dashboard containing a Welcome Message, Messages (between applicant/organization), Job Applications Submitted, Profile Status, Jobs You Maybe Interested In In addition, Managers have access to the following menu items: Dashboard, Posted Jobs, Post A Job, Search Applicants, Applicant Watch, and Search Hired. The Dashboard contains tiled links to Current Posted Jobs, Applications, Applicant Watch, and Messages as well as the Posted Job Approval Queue and an Interview Rating Queue sections. **Managers** can perform the following tasks: • View, edit, and delete shared (by Job Poster) job postings based on the permissions provided by the Job Poster • Approve or disapprove job postings if assigned to the Interview Workflow for a job posting • Ask a question (to Job Poster) about a job posting • Search for applicants • Save applicant search parameters • Interview and rate applicants if assigned to Interview Workflow for a job posting **IMPORTANT**: This user group only has access to their home co-op (district).

Administrator	An internal user who has the same access as a Manager, plus access to some of the Admin Tools. **TIP**: In order for an Administrator to have full access to Manager permissions, they must also be linked to the Manager user group. Otherwise, Manager permissions will not be fully enabled. After an Administrator is logged on to their CareerPortal account, they have access to their personalized Job Dashboard containing a Welcome Message, Messages (between applicant/organization), Job Applications Submitted, Profile Status, Jobs You Maybe Interested In In addition, Administrators have access to the following menu items: Dashboard, Posted Jobs, Post A Job, Search Applicants, Applicant Watch, and Search Hired. The Dashboard contains tiled links to Current Posted Jobs, Applications, Applicant Watch, and Messages as well as the Posted Job Approval Queue and an Interview Rating Queue sections. **Administrators** have access to the Admin Tools menu item; however, can only perform the following tasks: • View user/group links • View, add, edit, and delete job approval workflows • View, add, edit, and delete interview workflows **IMPORTANT**: This user group only has access to their home co-op (district).
Super Admin	An internal user who has access to all functions of CareerPortal. After a **Super Administrator** is logged on to their CareerPortal account, they are afforded the basic **Applicant** user group permissions, which means they have access to a personalized Job Dashboard containing a Welcome Message, Messages (between applicant/organization), Job Applications Submitted, Profile Status, Jobs You Maybe Interested In In addition, Super Administrators have access to the following menu items: Dashboard, Posted Jobs, Post A Job, Search Applicants, Applicant Watch, and Search Hired. The Dashboard contains tiled links to Current Posted Jobs, Applications, Applicant Watch, and Messages as well as the Posted Job Approval Queue and an Interview Rating Queue sections. **Super Administrators** have access to the Admin Tools menu item and can perform **All** admin functions. • Initial Configuration Settings • User Management • User/Group Link • Form & Question Management • Workflow Management • Miscellaneous Settings • Administrative Reports **IMPORTANT**: Super Administrators have access to multiple co-ops, all posted jobs, configurations settings, and co-op settings.
Developers	Highest level of access. Reserved for software Developers only.

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