

Talent Management System (TMS) User Role Definitions, Scope, and Permissions

Human Resources – CSU scope. This role is for use by Human Resources employment, job evaluation/classification, records, and background check staff who require high-level, regular access. Human Resources can manage (create, edit, and view) users, classifications, positions, position.version numbers, postings, applicants, and hiring proposals. The Human Resources role owns the majority of the steps in the position description workflow process. Human Resources initiates, approves, posts, and manages all State Classified (SC) postings. This role also manages movement of SC applicants through the workflow. This role performs background checks for all hiring proposals. For SC hiring proposals, the Human Resources role is notified when the signed offer letter is attached. For creating and modifying Administrative Professional (AP) and Faculty positions, Human Resources performs classification and compensation analysis and assigns a position.version number.

Office of Equal Opportunity (OEO) – CSU scope. This role is for use by OEO employees who require high-level, regular access. OEO can manage (create, view, and edit) users, classifications, positions, postings, applicants, and hiring proposals. OEO approves and manages the postings for AP and Faculty searches. For AP searches, this role approves finalist interviews and recommendations for hire. For Faculty searches, this role approves semifinalist interviews, faculty reviews, finalist interviews, and recommendations for hire. OEO is the final approver for AP and Faculty hiring proposals.

Human Resources View Only – CSU scope. This role is intended for use by HR customer service, to provide information and aid to applicants and CSU users. This role can manage users but only has viewing capabilities for all classifications, positions, postings, applicants, and hiring proposals. This role is not included in any workflows.

Department HR Liaison – Department scope. This role is for employees with a significant HR role overseeing departments in their college or division. They can view classifications and the full library of positions in the college or division. They can view postings and hiring proposals for positions in their college or division. They are not included in any workflows.

Signature Authority – Department scope. Signature authorities are employees designated with the power to approve hires for their college or division (or for specific departments within it). This role is only assigned to Deans and Vice Presidents or their delegates. The signature authority approves creation and modification of all SC, AP, and Faculty positions. This role also review and approves alternative appointment requests, Faculty postings, and hiring proposals. They can view classifications, positions, and applicants and can view and edit postings and hiring proposals for departments assigned to them.

Hiring Authority – Personal scope. In the case of academic departments, the Hiring Authority is the department chair or head. The Hiring Authority reviews, edits and approves the position description creation or modification requests. For SC searches, this role receives the eligible list, interviews candidates, and selects who is recommended for hire and who is no longer under consideration. For AP and Faculty searches, this role can be assigned to either the actual hiring authority who selects the successful candidate, or to their delegate for that role in the TMS. Hiring Authorities can edit and view postings and hiring proposals and view classifications, positions, and applicants for their department(s). For AP and Faculty searches, the hiring authority initiates the hiring proposal and, following the background check, composes and uploads the signed offer letter.

Initiator – Department scope. The Initiator role is intended for use by employees who create and modify position descriptions for one or more departments. They can view classifications and positions as well as create, view and edit postings in departments assigned to them. This role can initiate the creation or modification of any type of position or posting.

Applicant Manager – Personal scope. This role is assigned when the posting is created. The Applicant Manager has the ability to move applicants to different stages of an AP or Faculty search, such as Semifinalist Interview; Check References; or Application Review, Not Selected, to name a few. This role is assigned either to the search chair and/or to a person to whom the search chair delegates this responsibility, such as the support staff for a search. An Applicant Manager can view positions, postings, and applicants for their department(s).

EO Coordinator – Personal scope. The EO Coordinator is assigned when the posting is created and is one of the approvers for AP & Faculty alternative appointment requests and postings to which they are assigned. They can also view and edit postings and view hiring proposals, positions, and applicants for these postings.

Provost – Division/College scope. The Provost role has viewing access to every colleges' classifications, positions, and applicants, and can view and edit Faculty postings and hiring proposals. The Provost has an approval step in the creation and modification of all Faculty positions and an approval step in the Faculty search waiver process.

VP Research – Division/College scope. The VP for Research reviews and approves the creation and modification of Tenure-Track Faculty positions. This role can view classifications, positions, postings, hiring proposals and applicants and can view and edit positions for all the colleges.

Search Committee Member – Personal scope. Search Committee Members can view the postings and applicants for the searches they are assigned. They are not specifically included in any workflows, and as such it is the responsibility of the search chair to ask the committee members to evaluate applicants in TMS.

Employee – Personal scope. All employees at CSU have the employee role within TMS, which allows them to view their own classification, position, and posting (if applicable). This role will be more active when the Performance Management module is implemented. They are not included in any workflows.