

Roles/Security Profiles in Workday

The following roles are used in the Recruiting process in Workday. If you have questions or need to request security, please submit a ticket in Workday.

Recruiter

- **Who holds this role:** CSU Talent Acquisition (HR TA) staff
- **Role overview:** Responsible for reviewing and managing job requisitions and candidate activity across the university.

Recruiting Coordinator

- **Who holds this role:** Department, unit, or division-level campus partners.
- **Role overview:** Oversees searches and enters requisitions within assigned Supervisory Organizations (Sup Orgs).
 - Create job requisitions at the department level.
 - Submit job requisitions to Talent Acquisition for review.
 - Manage searches through the Recruiting Hub.
- **Additional context:** Access is limited to assigned Supervisory Organizations only.

Primary Recruiter

- **Who holds this role:** Recruiting Coordinators or Recruiters (TA) assigned to a specific job requisition.
- **Role overview:** Designates ownership of a specific search.
 - Receives requisition-related notifications
 - Serves as the main point of contact for the search
 - Can move candidates through applicable candidate stages
- **Additional context:** Allows ownership of individual searches without expanding broader system access.

Hiring Manager (aka Manager)

- **Who holds this role:** Manager of the position being filled.

- **Role overview:** Automatically assigned based on the Supervisory Organization where the position resides.
 - Can create job requisitions for their Supervisory Organization.
 - Participates in candidate review and selection.
- **Additional context:** Cannot be manually overridden; corrections must occur through org structure updates.

Search Chair/Assistant/Committee Member

- **Who holds this role:** Individuals assigned to a specific job requisition.
- **Role overview:** Supports candidate evaluation and search activities.
 - Search Chairs and Assistants can move candidates through stages up to 'Offer'.
 - Search Committee Members can view and evaluate candidates only.
- **Additional context:** Access is limited to the specific requisition assigned.

Student Employment Coordinator (SEC)

- **Who holds this role:** Career Center staff
- **Role overview:** Manages student job requisitions across CSU.
 - Reviews and approves student job postings university-wide.
- **Additional context:** Functions similarly to the Recruiter role but for student hiring.

Business Officer

- **Who holds this role:** Department, division, or college Business Officers
- **Role overview:** Reviews job requisitions for financial approval.
- **Additional context:** Approval routing is tied to the Supervisory Organization.

Position Justification Review Committee

- **Who holds this role:** University Position Justification Review Committee members
- **Role overview:** Provides university-level approval to fill positions.
- **Additional context:** Reviews requisitions after Business Officer approval.