

Talent Center Access Form

This form must be completed and submitted to hrforms@pitt.edu to establish, modify, or terminate access to Talent Center. If any fields are left blank, the form will be returned to the department.

☐ New User ☐ Existing User ☐ Terminate Access

User Information

Name of User (Last, First, Middle Initial)

Pitt Email Address

Effective Date

Department Name

Department Number

Authorization

As the requester, I affirm that I have read and understand the University Computing, Information, and Data policies. I will abide by these policies and use the requested data access only as required in the performance of my university duties.

[AO 11 Computer Data Administration \(formerly 10-02-04\)](#)

[AO 10 Computer Access and Use \(formerly 10-02-05\)](#)

[AO 35 University Administrative Computer Data Security and Privacy \(formerly 10-02-06\)](#)

As the supervisor for the requester, I affirm this request is in accordance with the requester's job function. I will be responsible for taking the appropriate change action if the requester has a change in employment status.

User Signature

Date

Supervisor Signature

Date

Authorized RC Name

Phone

Authorized RC Signature

Date

Review the [current list of authorized RC approvers](#)

HR Only Approval

Systems Administrator

Date

User Access Responsibilities

Staff Initiator

☐

Add User

☐

Delete User

Allows the user to take the following staff actions:

- Initiate and submit a staff requisition (posting) for approval, review staff applicant materials, and update applicant statuses
- Initiate and submit staff offers for approval
- Access SkillSurvey to review completed staff reference checks

Student Initiator *(most common)*

☐ Add Initiator ☐ Delete Initiator

Allows the user to take the following student actions:

- Initiate and submit student requisitions (postings), review student applicant materials, and update applicant statuses
- Initiate and submit student offers for approval
- Access SkillSurvey to review completed student reference checks

Student Approver

☐ Add Approver ☐ Delete Approver

Allows the user to take the following student actions:

- Initiate and submit student requisitions (postings), review student applicant materials, and update applicant statuses
- Approve student offers (*this user cannot initiate offers*)
- Designated as Final Approver for student offers

Note: A user can only have either Student Initiator OR Student Approver access, not both. There can only be one Student Approver per area. Users may choose to add either Student Initiator or Student Approver access, not both.

Temporary Initiator

☐ Add Initiator ☐ Delete Initiator

Allows the user to take the following actions:

- Initiate and submit temporary employment requests, review applicant materials, and update applicant statuses

Faculty Initiator

☐ Add Initiator ☐ Delete Initiator

Allows the user to take the following actions:

- Initiate and submit faculty requisitions (job ad) and submit for approval, review faculty applicant materials, and update applicant statuses

Responsibility Center Approver

☐ Add Approver ☐ Delete Approver

Allows the user to take the following staff actions:

- Initiate a new or modify an existing job description (*all positions within the Responsibility Center(s) identified below*) and submit for approval
- Initiate and submit staff offers for approval
- Required stop in Responsibility Center to approve requisitions (postings) and offers
- Access SkillSurvey to review completed staff reference checks

School/Dean Approver – Faculty

☐ Add Approver ☐ Delete Approver

Allows the user to take the following actions:

- Required stop in School/Dean area to approve requisitions (postings)

Senior Officer Approver (*rarest selection*)

☐ Add Approver ☐ Delete Approver

Allows the user to take the following staff actions:

- Initiate a new or modify an existing job description (*all positions within the Responsibility Center(s) identified below*) and submit for approval
- Initiate and approve staff offers
- Required stop in Senior Officer area to approve offers
- Access SkillSurvey to review completed staff reference checks