

Talent Center User Role Access Guide

User Types	Talent Center Responsibility Level	Talent Center Access
Applicant Reviewer	All University of Pittsburgh employees are granted Applicant Reviewer access. Admin or Staff Approvers can grant access to any University employee by adding them as a collaborator on a requisition. <i>*No user access form required.</i>	View requisitions and candidates within a requisition in which they are an owner or collaborator. Can disposition candidates and review applicant materials.
Admin	• Staff • Faculty Initiator • Student Initiator • Temporary Initiator (<i>cannot create offers</i>) <i>* User access form required.</i>	Can create requisitions and disposition candidates in which they are an owner or collaborator. Staff, Faculty, and Student Initiator can create offers for requisitions that they are an owner or collaborator.
	• Student Approver (<i>cannot create offers</i>) <i>*Note: Users can only hold one Student user type.</i> <i>**User access form required.</i>	Can create requisitions and view candidates on requisitions in which they are an owner or collaborator. Ability to approve student offers submitted by Student Initiator.
Approver	• Staff Approver ○ Responsibility Center Approver ○ Senior Officer Approver • Faculty Approver ○ School/Dean Approver <i>* User access form required.</i>	View requisition and candidate in which the admin would like to offer employment. Approvers will have the ability to create offers and will automatically be added into the approval path of offers for their areas.

Owners: Owners of a requisition are those users who are identified as the Department Contact and/or Supervisor. The Department Contact, Additional Department Contact, and/or Supervisor will receive notifications via the system throughout the different phases of the process. The Owners will receive notifications via the system throughout the different phases of the process.

Collaborator Fields: Users who are listed as a collaborator will not receive notifications via the system.

Helpful Links:

[Talent Center Access Form](#)

[Talent Center for Managers](#)