

## **TAM Security Roles**

- **Recruitment User** – All employees who may need to carry out any function in TAM, including being an approver if added to an approval chain. This role allows the Recruiting link to appear in the left hand navigation. This role will automatically be given to all UW employees. Example: all UW System employees with this role will be able to be interviewers if added to the Assignments page of a Job Opening.
- **Hiring Manager** - Hiring Managers have access to applicant materials for Job Openings which they are associated by adding them to the Assignments page. This role can be approvers if added to an approval chain. They can perform most actions on a Job Opening such as creating a Job Opening, creating interview evaluations and changing applicant status. They cannot view sensitive information, such as ethnicity and gender. Examples could be (but are not limited to): Search & Screen Committee Chairs, Deans, Department Chairs, and Directors.
- **TA Affirmative Action** – This role has similar access as the Hiring Manager role plus has full access to applicant data, can view sensitive information such as ethnicity and gender, and can be approvers if added to an approval chain. They have access to any job openings within their Business Unit when added to the Assignments page for the job opening. Examples could be (but are not limited to): AA Officers, Provost.
- **Recruiter** – Recruiters have access to any job openings within their Business Unit. They will act as TAM Campus Administrators and have full access to applicant data, can view sensitive information such as ethnicity and gender, can be approvers if added to an approval chain, and can take actions on applicants such as preparing a job offer and changing applicant statuses. Examples could be (but are not limited to): HR Specialists, HR Managers, HR Assistants. Due to this role acting as a TAM Campus Administrator, provisioning should be limited to a small number of users for each Business Unit.
- **TA Coordinator** – Coordinators have access to applicant materials for Job Openings which they are associated. They cannot view sensitive information such as ethnicity and gender and are not approvers. However, can take actions on an applicant such as Prepare Job Offer and Change Applicant Status. Examples could be (but are not limited to): In consultation with Department Chair, Dean or Director - Academic Department Associates, Dean Assistants, Program Assistants, Search & Screen Committee Chairs.
- **TA Approval Administrator** – This role is currently not available at Go Live for provisioning. This role should be used in conjunction with the Recruiter role to create an on campus TAM Super user. When combined with the Recruiter role, the TA Approval Administrator has access to set up approvals regardless of whether being listed as an approver on the assignments page of a Job Opening. Example: This person could move approvals along in the process when an approver is out of the office.

All the listed roles are similar. However, the differentiating factors are access to sensitive data and approval authority. Below is quick matrix indicating the main differences.

<b>TAM Security Main Differences</b>					
	Add an Applicant directly into TAM	Approve Job Opening	Send Interview Evaluation Reminders	Approve Job Offer	View Sensitive Data
Recruiter	X	X	X	X	X
Hiring Manager		X		X	
TA Coordinator	X		X		
TA Affirmative Action		X		X	X