**Users and their Abilities in the System**

1. Dean/Appointing Officer
	* Initiate & Approve Jobs
	* View Job Details & Job Applicants/Applications
	* Change Applicants’ Statuses
	* Bulk Compile and Send Applicants via Email
	* Approve Interviews
	* Create Events (Interviews) & Invite Applicants
	* Initiate, Approve & Extend Offers
	* Create, Run & View Reports
2. Assistant to Dean/Appointing Officer/Vice President
	* Initiate & Approve Jobs
	* View Job Details & Job Applicants/Applications
	* Change Applicants’ Statuses
	* Bulk Compile and Send Applicants via Email
	* Approve Interviews
	* Create Events (Interviews) & Invite Applicants
	* Initiate, Approve & Extend Offers
	* Create, Run & View Reports
3. Hiring Manager/Search Chair
	* Approve Jobs
	* View Job Details & Job Applicants/Applications
4. Search Chair/Search Chair Assistant
	* View Job Details & Job Applicants/Applications
	* Change Applicants’ Statuses
	* Create, Run & View Reports
5. Search Committee Member
	* View Job Details & Job Applicants/Applications
6. Affirmative Action
	* Approve Jobs
	* View Job Details & Job Applicants/Applications
	* Change Applicants’ Statuses
	* Approve Interviews
	* Approve Offers
	* Create, Run & View Reports
7. Provost Office
	* Approve Jobs
	* View Job Details
8. Budget
	* Approve Jobs
	* View Job Details