**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