ATS Roles

The initial dashboard you see and the items you can complete in the ATS are based on your assigned roles.

<u>Recruiter</u>– Assigned only to individuals in Human Resources who will assist departments in filling their vacancies. The Recruiter is the only role that can post a vacancy and initiate the job offer approval in IRIS.

<u>Recruiter Assistant</u> – Assigned only to individuals in Human Resources. The Recruiter Assistant can do the same as a Recruiter *except* post the vacancy and initiate the job offer approval in IRIS.

<u>Hiring Manager</u> –Assigned to the person who is responsible for the hire.

<u>Hiring Manager Assistant</u> – Assigned to the Hiring Manager's or Search Committee's administrative support person.

<u>Collaborator</u> – Assigned to anyone not in any of the above roles who needs access to the ATS. Examples of Collaborators include UT Search Committee members and affirmative action officers.