



## Agency Recruitment Roles



The Agency HR role in MyPurpose is automatically assigned to KHRIS ZC:HR\_GENERALISTs in KHRIS. This role has the ability to initiate requisitions in KHRIS via the infotype *1007-Vacancy* in transaction *PO13-Maintain Position*. The HRG who initiates the IT1007 will be assigned as the requisition's Primary Owner (Agency Super User).

**The Primary Owner Role** (Agency Super User) – consists of the following functions:

- Ability to create requisition requests through KHRIS
- Ability to access requisitions and applicants for requisitions for which they are an owner
- Ability to assign/remove the following roles- secondary owners, hiring managers, reviewers and interviewers
- Ability to view active applicants and change statuses for any applicant in an assigned requisition
- Ability to review applicant resumes, applications and other documents in an assigned requisition
- Ability to upload documents to applicant's current application (copies of transcripts or certifications). *Copies of transcripts do not replace originals for appointments*
- Ability to send Resumes to other parties using the Resume Review link option
- Ability to view forms that may have been attached to an applicant's profile
- Ability to view applicant flags to include Veterans, Exceptions and REM in an assigned requisition
- Ability to view History including status changes that reflect the status name, employee who changed the status and day and time the change occurred

The Primary Owner (Agency Super User) sets roles after his/her requisition is approved and posted. Please see the options below that will assist you with determining which role or a combination of roles will better serve your agency's needs. Below are the role options that the Primary Owner (Agency Super User) may choose:

### **Secondary Owner Role** (Req Team Member)

This role allows a user to perform important task that will assist the Primary Owner with changing statuses, along with other functions. The Primary Owner may want to designate a Reviewer and/or Hiring Manager as a secondary owner, if needed. Here are the tasks an employee can perform, if given this role only:

- Ability to view active applicants and change statuses for any applicant in an assigned requisition
- Ability to review applicant resumes, applications and other documents in an assigned requisition
- Ability to upload documents to applicant's current application (copies of transcripts or certifications). *Copies of transcripts do not replace originals for appointments*
- Ability to send Resumes to other parties using the Resume Review link option
- Ability to view forms that may have been attached to an applicant's profile
- Ability to view applicant flags to include Veterans, Exceptions and REM in an assigned requisition
- Ability to view History including status changes that reflect the status name, employee who changed the status and day and time the change occurred

### **Hiring Manager Role** (Req Team Member)

The position's *Reports To* in KHRIS, will automatically be assigned as the Hiring Manager on the requisition. The person identified as the hiring manager through KHRIS can be changed by the Primary Owner, if needed. This role by itself is limited. When reviewing active applications, once you select the Yes or No symbol and click on the Submit Feedback button visibility of the applicant disappears. Here are the tasks an employee can perform, if given this role only:

- Ability to view active applicants only at the In\_Review status in an assigned requisition
- Ability to review applicant resumes, applications and other documents only at the In\_Review status in an assigned requisition
- Ability to upload documents to applicant's current application (copies of transcripts or certifications) as long as the In\_Review status has not been updated. *Copies of transcripts do not replace originals for appointments*
- Ability to view forms that may have been attached to an applicant's profile
- Ability to view applicant flags in an assigned requisition as long as the In\_Review status has not been updated
- Ability to view History including status changes that reflect the status name, employee who changed the status and day and time the change occurred as long as the In\_Review status has not been updated

### **Reviewer Role** (Req Team Member)

This role is typically for HR liaisons who may assist the Primary Owner, and is similar to the hiring manager role. This role by itself also has limited abilities. When reviewing active applications, once you select the Yes or No symbol and click on the Submit Feedback button visibility of the applicant disappears. Here are the tasks an employee can perform, if given this role only:

- Ability to view active applicants only at the In\_Review status in a assigned requisition
- Ability to review applicant resumes, applications and other documents only at the In\_Review status in a assigned requisition
- Ability to upload documents to applicant's current application (copies of transcripts or certifications) as long as the In\_Review status has not been updated. *Copies of transcripts do not replace originals for appointments*
- Ability to view forms that may have been attached to an applicant's profile
- Ability to view applicant flags in a assigned requisition as long as the In\_Review status has not been updated
- Ability to view History including status changes that reflect the status name, employee who changed the status and day and time the change occurred as long as the In\_Review status has not been updated

### **Interviewer Role** (Interview Panel Member) – This role is optional

Important- Interviewers can only view applicants when they are scheduled for an interview and accept in an assigned requisition. Interviewers must be identified on the interview event and on the requisition template to perform these functions. This role gives the ability to have access to the below information, for whom they are an interviewer:

- Ability to view applicants provided they are scheduled for an interview and accepted an interview
- Ability to view the application, resume and cover letter for applicants
- Ability to review applicant resumes, applications and other documents
- Ability to view forms that may have been attached to an applicant's profile

- Ability to view applicant flags in an assigned requisition
- Ability to view History including status changes that reflect the status name, employee who changed the status and day and time the change occurred

**Please note:** You may use the interviewer role feature if it will assist you with your hiring needs.. Additional details regarding this feature will be provided, if future enhancements are made.