

User Roles Overview: Administrator, Managers, Assigned Users, Contacts

A user is a person who has access to, and can work in, isolated Hire. We offer administrator and restricted user types to provide flexibility in functionality and security, based on your organization's needs.

Providing logins to your Hiring Managers speeds up your hiring process and improves the information flow between departments. One of the great things about isolated Hire is that your account comes with unlimited logins at no additional charge.

We have 4 primary user roles or types.

1. **Administrator (NASDA HQ, Farrah Creer)**- This user type has access to all parts of the system including Settings and Reports. Admins also manage (add, update and archive) other users in the system and can send a password update request to them. If you have multiple career sites, these users can be granted access to one or more career sites. We offer some additional Admin Access Features for further flexibility.
2. **Manager** - These restricted users have access to specified business unit(s)/department(s), as assigned by the Admin user. **There are 3 types of managers: Posting Managers, Non-Posting Managers and Viewing Managers.** The manager can only view applicants for which they have access. They can also create and submit job requisitions for approval if this feature is enabled on your account, and permission has been granted. If you have multiple career sites, these users can be granted access to one or more career site, with the same user role and permissions.
 - a. **Posting Manager (NASDA Field & Office Supervisors)** - This user will have access to post positions and manage applicants, including updating statuses and communicating with applicants, within their assigned business unit(s). Posting Managers can create job screening questions and job templates, if permission is granted.
 - b. **Non-Posting Manager (State Coordinators & Budget & Accounting Techs (BATs))** - This user will have access to manage applicants, including updating statuses and communicating with applicants, within their assigned business unit(s). They will not have job posting abilities.
 - c. **Viewing Manager (State Coordinators & Budget & Accounting Techs (BATs))** - This user only has "viewing" privileges and does not have the ability to change statuses or interact/communicate with applicants. Most Viewing Managers are generally given the ability to make notes on applicants since this position is typically for a person who only reviews applications.
3. **Assigned User (NASDA Field & Office Supervisors)** - This type of user has the same applicant access as a Non-Posting Manager. But rather than seeing all applicants by job or by business unit, the assigned user only sees applicants that are specifically assigned to them. If you have multiple career sites, these users can be granted access to one or more career site, with the same user role and permissions.
4. **Contacts (NASDA HQ, Farrah Creer)** - This type of user is designed to handle situations where you might not want to grant regular user access to the system, like a CEO. You might use this type of user to set up group email notifications, to send an application via email to someone outside the system, or to only approve requisitions.