Roles

An overview of the roles, responsibilities, and level of access of different users within AFCS Salesforce

- [Hiring Manager](#)
- [Recruiter](#)
- [Recruitment Manager](#)
- [Administrator](#)
- [Candidate](#)

Hiring Manager

Responsible for approving/rejecting candidates for specific jobs and making the final decision on hiring of a candidate

- View all candidates, employees, jobs, job requisitions, job applications, activities, and events
- Approve candidates for interview and move job applications to Offer/No Offer stage
- Attach & Export files and attachments

Recruiter

Responsible for sourcing candidates to fill open jobs, creating job requisitions, creating events, and managing job applications.

- View all candidates
- Create job requisitions/submit for approval
- Create events
- Review job applications disposing candidates as Not Qualified, Not a Good Fit, or moving them to Hiring Manager Evaluation
- Request Hiring Manager licenses
- Interact with Hiring Managers to provide candidates for their review and approval
- Assign records to any user
- Attach & Export files and attachments
- Create and run reports as needed WITHOUT the ability to share it with others

Recruitment Manager

Responsible for managing recruiters, assigning jobs to a recruiter, updating job content, and approving job requisitions and events as needed.

Administrator

Responsible for assigning user licenses and roles and other Salesforce functionalities.

Candidate

An individual whose information is housed in Salesforce. A candidate can either be a part of the general (searchable) pool or database or under consideration (attached) to a specific job (as a job applicant) or event (as registered or an attendee). Data from a job application or an event will remain tied to the candidate as long as they remain in the database whether they were hired for a specific job or not.