

Manually created user Roles in Recruit

Access to Recruit for a manager is generated automatically soon after a manager's SAP record is created. This access will allow a manager to place an advert for any position they manage (either as the direct or a higher manager).

The 'on behalf of' role in Recruit

There are occasions when a manager or other user may need to recruit to positions they do not either directly or indirectly manage. This process is not accommodated in the standard manager role in Recruit. If there is a requirement for a manager or user to have increased permissions for a period of time the form 'Manual User Account – Recruit' needs to be completed. Line manager approval is required along with additional approval from the appropriate departmental HR team.

When approving access to this role it is important that the line manager is aware that the user will have full manager access to the system at whatever level of the organisational structure they are placed at and, in view of this, the role will normally be allocated on a time limited basis only.

Other manually created roles

There are a number of other manually created roles required by Recruit users, these are;

- Departmental HR,
- Derbyshire Business Centre for processing job packs,
- website editor,
- Headship support.

Access for these manual roles will require line manager approval only.

Setting up and removal of access

Anyone requiring one of the above roles needs to complete the 'Manual User Account – Recruit' form and then obtain the required approval.

Most roles in Recruit are managed by the daily SAP integration which removes access as soon as someone is no longer entitled to it but this will not occur for these manually created roles. Removal of access will need to be requested by the user's line manager when they leave or no longer require the role using the 'Account Deactivation – Recruit' form.

Any queries in relation to any of the above should be made to recruitment@derbyshire.gov.uk or by calling 01629 535118 or extension 35118 option 1.