

## TALEO TALENT MANAGEMENT SYSTEM USER ROLE FORM

To add or change a user, please complete all sections. To delete a user, please complete section 1 and 3. Please e-mail the completed form to [Taleohelp@temple.edu](mailto:Taleohelp@temple.edu).

### **Section 1**

Please ADD / CHANGE / DELETE (circle one) the user below.

Print Name \_\_\_\_\_

Access Username \_\_\_\_\_

TUId \_\_\_\_\_ E-mail \_\_\_\_\_

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### **Section 2 - REQUIRED TO ADD OR CHANGE A USER'S PERMISSIONS:**

Role: circle all that apply. Please see Community Role Definitions for reference.

Recruiter      Hiring Manager      Requisition Approver      Search Committee      Offer Approver

Populations: circle all that apply

Staff              Adjuncts              Student Workers              Post-Docs              Graduate Assistants

Coverage Area(s) – Please list all 3 or 5 digit orgs this user requires

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Please be reminded that the role of Recruiter has the ability to extend offers and hire adjuncts and student workers. Therefore, any employee in this role must have the appropriate signature authority.

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### **Section 3**

Print Name of Requestor \_\_\_\_\_

Signature of Requestor \_\_\_\_\_

TUId of Requestor \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Budget Unit Head \_\_\_\_\_

Signature of Budget Unit Head \_\_\_\_\_