



Webrecruit ATS Feature Sheet

Permission Profile Groups

Managing the permissions of a large number of users can be difficult and time consuming. To help make your lives easier, Webrecruit ATS is introducing Permission Profile Groups - allowing you to control the permissions of groups of users in one go, including the permissions a new user inherits when first set up.

The screenshot shows a list of Permission Profile Groups. Each group has a name, a description, and a 'Create New' button. The 'Hiring Manager' group is expanded to show two sub-groups: 'Hiring Manager - Interviewers' (Assigned to 2 Users) and 'Hiring Manager - Not Interviewers' (Assigned to 3 Users). Each sub-group has 'Edit' and 'Delete' buttons and a 'New User Default' radio button.

| Group Name | Description | Assigned to | Actions |
|-----------------------------------|---|---------------------|--------------------------------|
| Employee | | | Create New |
| Hiring Manager | | | Create New |
| Hiring Manager - Interviewers | Hiring Managers who book their own interviews | Assigned to 2 Users | Edit, Delete, New User Default |
| Hiring Manager - Not Interviewers | Shortlisting panel members - no interview booking | Assigned to 3 Users | Edit, Delete, New User Default |
| HR User | | | Create New |
| Super User | | | Create New |

Whilst users can still have their own unique set of permissions when required, setting a default for each user archetype will allow you to quickly add new users to Webrecruit ATS, preconfigured with your preferred set of permissions.

The screenshot shows the 'Access Settings' interface. It has tabs for 'Employee', 'Hiring Manager', 'HR User', and 'Super User'. The 'Hiring Manager' tab is selected. Below the tabs, there is a 'Permission Settings' section with a dropdown menu for 'Set Permission Profile Group' set to 'Hiring Manager - Interviewers'. The settings are organized into three columns of toggle switches for various features.

| Feature | Status |
|----------------------------------|--------|
| Job Aggregator Posting | OFF |
| Report Scheduling | OFF |
| Talent Pool | OFF |
| Interview Scheduler | ON |
| All Score Visibility | OFF |
| Reporting and Analytics | OFF |
| Agency Portal | OFF |
| Onboarding | OFF |
| Candidate Profile | ON |
| Job Creation | OFF |
| Report Sharing | OFF |
| Webrecruit Account Manager Alert | OFF |
| View Prospects | ON |
| Submit Referrals | ON |

For existing users who are a member of a Permission Profile Group, permission updates can be applied to all by simply updating the permissions of the group. For example, if you are rolling out our popular Job Requisition module, you'll now be able to enable it for all members of a group with a single update.

Full user guides are available in the Support menu within Webrecruit ATS.