

Recruit and Onboard Security Access Request Form

Employee Information

New User
 Update Existing User
 Delete Access

Employee Name	State of Ohio User ID
User Group(s)/Department(s)	
(Note: This request overrides the user's current access or creates access for a new user that does not currently have access. Therefore, check all that apply.)	

HR Central User Types (DAS/HRD only)	
User Type	
System Administrator	
OTM Content Administrator	

Agency User Types

Core Roles <i>(select no more than one)</i>	
User Type	Description
Recruiter	This is a standard recruiter role. Users have access to the Recruiting and Scheduling Centers to create requisitions, screen and contact candidates at all stages in the selection process, and initiate pre-hire/onboarding processes.
Recruiter (Confidential)	This is a recruiter role with access to view some confidential data (i.e., SSN, date of birth & gender). Users have access to the Recruiting and Scheduling Centers to create requisitions, screen and contact candidates at all stages in the selection process, and initiate pre-hire/onboarding processes.
Recruiter View	This is a view-only role that gives users full access to view requisitions and candidates.
Hiring Manager	This role gives manager &/or SME users access to create requisitions and view personally identifiable information.
Hiring Manager (No PII)	This role gives manager &/or SME users access to create requisitions, but without the ability to view candidates' personally identifiable information (including candidate names).
EEO Reporter	This role grants view-only access to the Recruiting Center, but also allows the user to access the EEO reporting folder in Oracle Business Intelligence to run candidate-specific EEO reports.

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Supplemental Roles <i>[Available to Recruiter & Recruiter (Confidential) users]</i>	
User Type	Description
Content Owner	This role gives users the ability to create SME Review questionnaires from the Recruit and Onboard evaluation questionnaire library. It is important to note, access to any Recruiting Center library is Global -- meaning users can view all agencies' library content, specifically, SME questionnaires.
Scheduling Manager	This role should be granted in addition to the core role of Recruiter to a user that will be responsible for creating and sharing self-schedule calendars with other users in their department.
EEO Recruiter	This role allows Recruiter or Recruiter (Confidential) users access the EEO reporting folder in Oracle Business Intelligence to run candidate-specific EEO reports.
Test Record Management (TRM)	
Access to TRM SharePoint	This will provide access to the Test Record Management SharePoint site and any exam scores that have been uploaded to the site for the Agency.

Security and User Access - read before signing

1. Security provides the means for data in the OHMS system to be viewed and/or modified. Security is controlled by your identified user type(s), user group(s), username and password. Your password is extremely confidential and should not be shared.

2. Check the appropriate boxes on this form to assign the functions needed to perform the duties of the position. The signatures below provide the authority to grant the access requested.

3. All security forms and a record of changes, including dates, are kept on file by the Department of Administrative Services, Human Resources Division. Send signed security forms to RecruitOnboard@das.ohio.gov.

4. A user's security access will be automatically stripped if their department ID in HCM changes or they terminate employment with the State of Ohio. If a user's department ID change should not result in the removal of their security access, the agency appointing authority, or designee, must email RecruitOnboard@das.ohio.gov to request a hold on the user's access and provide the employee's new department ID and effective date of the change.

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5. If a manual removal of access is required (i.e., access should be removed even though the employee is not terminating employment or changing department IDs), it is the responsibility of the agency appointing authority, or designee, to submit an updated form to request removal. Send this form, with the "Delete Access" box marked, to RecruitOnboard@das.ohio.gov.

Signature - State of Ohio Employee

Date

Signature - Agency Appointing Authority or Designee

Date

Send this form to RecruitOnboard@das.ohio.gov