Greenhouse User Permissions

The User Permissions Grid provides a summary of what each user level (Basic, Interviewer, Job Admin: Standard, Job Admin: Private, and Site Admin) can do in Greenhouse.

TASK	BASIC	INTERVIEWER	JOB ADMIN: STANDARD	JOB ADMIN: PRIVATE	JOB ADMIN: CUSTOM	SITE ADMIN
Submit candidate referrals for open jobs	✓	✓	✓	✓	✓	✓
Post open jobs to social media and schedule recurring social posts on their personal social pages	✓	✓	✓	✓	✓	✓
View candidates, access interview kits, and submit scorecards for jobs they are active on		✓	✓	✓	✓	✓
View Job Setup, including the Scorecard, Interview Plan, Interview Kits, and Job Info, for jobs they're active on		✓	✓	✓	✓	✓
View job dashboards and work with Pipeline Tasks for jobs they're active on			✓	✓	✓	✓
View Private tab and Offers tab on candidate profile, and see all private Job Info fields for jobs they're active on				CONFIGURABLE	CONFIGURABLE	USER-SPECIFIC PERMISSION
Advance, reject, and email candidates and prospects			✓	CONFIGURABLE	CONFIGURABLE	✓

TASK	BASIC	INTERVIEWER	JOB ADMIN: STANDARD	JOB ADMIN: PRIVATE	JOB ADMIN: CUSTOM	SITE ADMIN
Manually merge duplicate candidates			CONFIGURABLE	CONFIGURABLE	CONFIGURABLE	✓
Edit Job Setup, including Scorecards, Interview Plans, and Job Posts for jobs they're active on			CONFIGURABLE	CONFIGURABLE	CONFIGURABLE	✓
Create and view profiles of Private candidates and prospects			CONFIGURABLE	CONFIGURABLE	CONFIGURABLE	USER-SPECIFIC PERMISSION
Add new users to jobs they're active on			ACCOUNT-WIDE PERMISSION	ACCOUNT-WIDE PERMISSION	ACCOUNT-WIDE PERMISSION	✓
• Can create new jobs and request job approvals • Create confidential jobs • Manage custom fields • Manage company metadata • Manage company email and social templates			USER-SPECIFIC PERMISSION	USER-SPECIFIC PERMISSION	USER-SPECIFIC PERMISSION	✓
View and edit permission policies page						✓
• Edit other users' advanced permissions • Create and override default approval flows • See EEOC reports • Create and view Private candidates • Bulk edit jobs						USER-SPECIFIC PERMISSION
Manage prospects on no jobs			USER-SPECIFIC PERMISSION	USER-SPECIFIC PERMISSION	USER-SPECIFIC PERMISSION	USER-SPECIFIC PERMISSION

Key

Default Permissions: (highlighted in green) these are the default permissions for all Job Admin users. These permissions cannot be changed, except for the permission to *"View Private tab and Offers tab on candidate profile, and see all private Job Info fields for jobs they're active on"* for Job Admin: Private, as you can edit this level of access.

Account-wide: (highlighted in gray) if enabled, account-wide permissions will apply to all users at that level, and are set on the main Permissions Polices page in the Configure tab. Below the Key we've provided an overview of the account-wide permissions that can be enabled on that page.

Configurable: these are various permissions that can be mixed and matched to create different levels of Job Admin access. Once a Job Admin type is created, you can assign it to users, and even give individual users different types of Job Admin access on different jobs. These permissions are on configured on the Permissions Policies page, but are assigned when users are added on the Users page.

User-Specific: these are advanced permissions that can be given to an individual user. A user assigned any of these advanced permissions will have them on all jobs they have access to. They are assigned on the Users page when the user's account is created. You can always edit these, or a user's permission levels, by returning to their profile on the Users page.

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