

# Authorization for Access to Human Resource Recruitment Administration

## PART A

USER NAME	USER UWO EMAIL (ends in @uwo.ca)
UWO ID NUMBER	HOME DEPARTMENT (Name & Code)
JOB TITLE	TELEPHONE

## PART B

### Definition of user's role accountabilities as they relate to HR data...

✓ **Recruitment Administrator...** View job postings, make comments for changes to job postings, identify applicants who have applied to job postings (note: applicants apply to job postings in confidence), view applications, select applicants to be interviewed (note: applications contain personal data including name, address, telephone numbers, employment history).

## PART C - Faculty/Department Authorization

_____	_____	_____
Authorizer's Name (Print)	Authorizer's Signature	Date

## PART D - Users obligation to protect personal information

By signing this request for access to central data, the USER understands and accepts the responsibilities outlined in the University of Western Ontario Policies and Procedures " 1.13 Code of Behaviour for Use of Computing Resources and Corporate Data" which can be found on the link <http://www.uwo.ca/univsec/mapp/section1/mapp113.pdf> and 1.23 UWO Guidelines on Access to Information and Protection of Privacy which can be found under <http://www.uwo.ca/univsec/mapp/section1/mapp123.pdf>.

It is important that all staff with access to HR systems acknowledge and understand that he/she will have access to and be entrusted with confidential information about employees of The University of Western Ontario. All staff with access must use confidential information about employees only in the course of his/her job responsibilities and to take all reasonable steps to maintain the confidentiality of such information and not to disclose any information to anyone except as may be specifically authorized as part of his/her job responsibilities or otherwise in accordance with the University's policies. Disclosure and misuse of confidential University information may be grounds for dismissal.

### User Authorization

The undersigned accepts his/her job responsibilities to take all reasonable steps to maintain the confidentiality of personal information for faculty and staff in accordance with the University's policies and to prevent improper access to HR systems and data.

_____	_____	_____
User's Name (Print)	User's Signature	Date

Send the original, completed and signed request to Human Resources at Room 5100, Support Services Building