

UB Jobs Access Request

I _____ (Employee's Name) am requesting access to the UB Jobs recruitment system. (Print Name) I understand that by requesting and receiving approval for this access from the VP/Dean's areas and Human Resources, I agree to abide by the following confidentiality statements:

To ensure the privacy and security of data, I will:

- 1.) Access, distribute and share data only as needed to conduct campus business as required
- 2.) Respect the confidentiality and privacy of individuals whose data I access.
- 3.) Observe any ethical restrictions that apply to data to which I have access.
- 4.) Protect confidential information displayed on my workstation monitor.
- 5.) Immediately report to my supervisor any and all security breaches.

I will not:

- 1.) Discuss verbally or distribute in electronic or printed formats, confidential data, except to authorized personnel who have a need to know for specific job-related purposes, or as may be required by law, court order, or order of a government agency.
- 2.) Falsely identify myself.
- 3.) Gain or attempt to gain unauthorized access to data or campus computing systems.
- 4.) Share my user ID(s) and password(s) with anyone nor use anyone else's user ID(s) or password(s) or leave my workstation unattended or unsecured while logged in to campus computing systems.
- 5.) Copy or reproduce any records containing information or divulge such records to others.
- 6.) Make unauthorized copies of employee data.
- 7.) Engage in any activity that could compromise the security or confidentiality of employee data.

A breach of this agreement by a University employee may result in disciplinary action as determined by University policies.

☐ By signing and submitting this form, you agree to abide by the requirements listed above.

Digital Signatures accepted. Once signed by all, please submit by email to ub-jobs@buffalo.edu.

_____/_____
Employee's Signature Date

Approvers:

_____/_____
Department Chair/Approver Signature Date

_____/_____
VP/Dean's Signature Date

First Name: _____ Last Name: _____

UBIT Name: _____ Email Address: _____

Person Number: _____ Phone Number: _____ Ext. _____

Official Job Title: _____

Departments needing access to within UB Jobs (including entity numbers):

Department	Entity #

If needed, add additional entities to Page 3 of this form.

User Access Needed:

	User Type	Position Description Capabilities	Posting Capabilities
<input type="checkbox"/>	Hiring Manager	<ul style="list-style-type: none"> • Create new • Edit existing when assigned 	<ul style="list-style-type: none"> • View • Update applicant statuses • Submit hiring proposals
<input type="checkbox"/>	Department Chair/ Approver	<ul style="list-style-type: none"> • View all positions in department • Submit to next level approver 	<ul style="list-style-type: none"> • View all postings in department • Submit hiring proposals to the next level approver
<input type="checkbox"/>	VP/Dean	<ul style="list-style-type: none"> • View all positions in decanal area • Submit to next level approver 	<ul style="list-style-type: none"> • View all postings in decanal area • Submit hiring proposals to the next level approver
<input type="checkbox"/>	Office of the Provost	<ul style="list-style-type: none"> • View all positions under the Office of the Provost • Submit to next level approver 	<ul style="list-style-type: none"> • View all postings under the Office of the Provost • Submit hiring proposals to the next level approver

Complete this page only if additional entities are needed beyond what you included on Page 2 of this form.

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