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| **DEL User Information** | | | | | | | | | | | | | | | |
| **Type of Request** | | | Choose an item. | | | | | **User EMPLID:** | |  | | | |  | |
| **User’s Name:** | **Last:** | | | |  | | | | **First:** |  | | | | **Middle Initial:** |  |
| **Department/Division:** | |  | | | | | | | **Work Address:** | |  | | | | |
| **Level of Access Requested:** | | | |  | | Choose an item. |  | | | **User Phone:** | | |  | | |
| **User Email Address:** | | | | |  | | | | | | | | | | |
| **DEL Access Start:** | | | |  | | | | | **DEL Access End:** | | |  | | | |

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| --- | --- | --- | --- |
| **Business Need/Justification (Must be completed by Requesting Agency HR Manager)** | | | |
|  | | | |
| **Frequency of Use: Daily Weekly Monthly Semi-Annually Annually** | | | |
| **Authorization and Approval** | | | |
| **DEL Confidentiality/Acceptable Use Agreement**    I acknowledge that upon being ***provided*** security access to DEL, I will have access to confidential information pertaining to applicants. **I agree that I will use the system only for the purpose of carrying out my job duties and not for personal use**. I agree that I will not disclose or ***permit*** disclosure of any confidential information to any other individual except for either the purpose of carrying out the duties of my position ***or as otherwise permitted or authorized by law.*** Further, I will take all necessary precautions to prevent the unauthorized use, disclosure or modification of DEL data and will bring to the **immediate** attention of my supervisor any situation which ***does, or might, result in the unauthorized use, disclosure or modification*** of DEL data. I agree that I will not share my DEL account or User ID and Password with anyone else, whether or not they are an approved DEL user. I understand that any breach of such confidentiality or wrongful ***or unauthorized use, disclosure or modification of DEL data*** may result in disciplinary action ***against me including, but not limited to,***termination of employment.  I further understand, if authorized, it is my responsibility to enter only true and accurate information into the DEL Recruiting System. Willful entry of inaccurate or wrongful information into the system constitutes fraud. If I am found to have engaged in fraudulent activity, I understand that I am subject ***to having disciplinary action taken against me by the State of Delaware including, but not limited to, dismissal and/or criminal prosecution.*** | | | |
| User Signature: | | | Date: |
| HR Manager Signature: | | | Date: |
| DHR DEL Administrator Signature: | | | Date: |
| DHR Comments: | | | |
| **DEL Security Use Only** | | | |
| **Access Approved by:** | **Level of Access Approved:** | **Date Approved:** | |

**DEL LEVELS OF ACCESS GLOSSARY**

**Agency HR** This is set up to give Agency HR staff access to create requisitions, recruitment planners, and referral lists and review and disposition applications.

**Agency HR\_TE/CBC Agency** This is set up to give Agency HR staff access to create requisitions, recruitment planners, and referral lists and review and disposition applications. It also includes a view only access for Class Specs. CBC gives access to ask Criminal Background question and access to report.

**CBC DOC Agency HR** This is the same as Agency HR\_TE except it gives DOC access to the profile button in the Aps tab so they can enter manual scores when applicable and it gives access to ask Criminal Background question and access to report.

**DNRECHRTEST** This is the same as Agency HR except it gives DNREC access to the profile button in the Aps tab so they can enter manual scores when applicable.

**EEO Rep** This gives EEO Reps access to reports needed for Affirmative Action Reports. (Dashboard and Reporting Tab only)

**EEO2** This gives the statewide EEO Office access to statewide reports needed for Affirmative Action Reports. (Dashboard and Reporting Tab only)

**DHRAdmin** This is the DEL Administrator access. It gives the administrator full access to the system with rights to grant/ change access, change passwords and edit/add system codes (locations, posting language, specialties, etc).

**DHRAdminreview** This is access for DHR Leadership team without having the full Admin access.

**DHRClassification** This is view only access for DHR Classification Analysts. They can view Class Specs, Aps, Referrals, Jobs and reporting.

**DHRClassificationExec** This is access for DHR Classification Analysts that need to enter new class spec data into DEL. They can edit Class Specs, and view Aps, Referrals, Jobs and reporting.

**DHREmpServ** This is access for DHR Employment Service Reps They can view Class Specs, and create requisitions, recruitment planners, and referral lists and review and disposition applications along with reporting. They do have access to the Exam plans and proctoring.

**DHREmpServExec** This is access for DHR Employment Service Analysts. They can edit Postings, Job Requirements, and T & E’s; create requisitions, recruitment planners, and referral lists and review and disposition applications along with reporting. They do have access to the Exam plans.

**DHREmpServScan** This is access for DHR Employment Service Reps They can view Class Specs, and create requisitions, recruitment planners, and referral lists and review and disposition applications along with reporting. They do have access to the Exam plans, proctoring and scanning of tests.

**DHRExamAdmin** This is access for DHR Employment Service Analyst that also is responsible for written exams and test analysis. They can edit Class Specs; create requisitions, recruitment planners, and referral lists and review and disposition applications along with reporting. They do have access to the Exam Plans and Written’s button.

**Hiring Manager**: This access is for hiring managers to create requests to fill, obtain approvals for hire, and view and manage referral lists.

**RTWCoord** This is access for the Return to Work Coordinator so they can view RWD applications.