HR831

SAP SuccessFactors Recruiting: Recruiter Experience Administration

COURSE OUTLINE

Course Version: 2311
Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

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Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

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UNIT 1 Introducing the Course

Lesson 1: Introducing the Course

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the general information about the course

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UNIT 2 Exploring Recruiting

Lesson 1: Recruiting Module

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the features and the value of the SAP SuccessFactors Recruiting module

Lesson 2: Navigating SAP SuccessFactors Home Page

Lesson Objectives

After completing this lesson, you will be able to:

- Identify Recruiting-specific tiles available on the SAP SuccessFactors Home Page

Lesson 3: Recruiting Process

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the Job Requisition
- Describe the process of posting the job requisition
- Explain the process of applying for the job requisition
- Describe the hiring process
- Explain offer management

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UNIT 3 Setting Up the System

Lesson 1: Identifying Recruiting Roles

Lesson Objectives
After completing this lesson, you will be able to:

- Identify recruiting roles used in the recruiting process

Lesson 2: Assigning Role-Based Permissions

Lesson Objectives
After completing this lesson, you will be able to:

- Identify recruiting relevant role-based permissions

Lesson 3: Creating Route Maps

Lesson Objectives
After completing this lesson, you will be able to:

- Create and update a route map

Lesson 4: Setting Up Form Template

Lesson Objectives
After completing this lesson, you will be able to:

- Select template settings and connect the route map and Grant permission to create the requisition

Lesson 5: Recruiting Administrative Settings

Lesson Objectives
After completing this lesson, you will be able to:

- Access and navigate the Manage Recruiting Settings section of the Admin Center

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UNIT 4 Exploring Master Data in Recruiting

Lesson 1: Integrating MDF and Master Data (FO/GOs)

Lesson Objectives

After completing this lesson, you will be able to:

- Describe FO/GO fields in Recruiting

Lesson 2: Enabling the Unified Job Requisition Data Model for Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Summarize the functionality of the Unified Data Model for SAP SuccessFactors Recruiting
- Convert to Unified Data Model Generic Objects
- Configure job location fields in a job requisition template
- Rebuild the job requisition search index

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UNIT 5 Managing Job Requisitions

Lesson 1: Creating Job Requisition Header and Footer

Lesson Objectives

After completing this lesson, you will be able to:

- Configure job posting headers and footers

Lesson 2: Creating Picklists

Lesson Objectives

After completing this lesson, you will be able to:

- Edit values in Picklist Center

Lesson 3: Creating Question Library

Lesson Objectives

After completing this lesson, you will be able to:

- Upload the question library
- Review pre-screening questions on the candidate application

Lesson 4: Adding Competencies

Lesson Objectives

After completing this lesson, you will be able to:

- Edit competencies within the competency library

Lesson 5: Managing Recruiting Groups

Lesson Objectives

After completing this lesson, you will be able to:

- Create recruiting groups
- Define recruiting group permissions

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Lesson 6: Recruiting Teams

Lesson Objectives

After completing this lesson, you will be able to:

- Create recruiting teams
- Define team members' permissions

Lesson 7: Deleting and Restoring Job Requisitions

Lesson Objectives

After completing this lesson, you will be able to:

- Delete job requisitions
- Restore job requisitions

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UNIT 6 Exploring Candidate Profile and Application

Lesson 1: Creating Candidate Profile

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the features of the Candidate Profile
- Understand how data stored within the Candidate Profile can be used for candidate search
- Understand how data within the Candidate Profile can sync with the Employee Profile
- Understand how data within the Candidate Profile can sync with the Candidate Application
- Explain the Profile Before Application feature

Lesson 2: Creating Candidate Application

Lesson Objectives

After completing this lesson, you will be able to:

- Understand the data stored within the Candidate Application
- Explain how to display different information to specific groups of applicants
- Understand how to use pre-screening questions
- Understand Candidate Application field permissions

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UNIT 7 Managing the Recruiting Process

Lesson 1: Building and Managing the Candidate Pipeline

Lesson Objectives

After completing this lesson, you will be able to:

- Configure candidate statuses
- Configure the Talent Pipeline

Lesson 2: Managing Candidate Assessment

Lesson Objectives

After completing this lesson, you will be able to:

- Schedule an interview
- Configure interview scheduling functionality
- Rate a candidate in Interview Central

Lesson 3: Managing the Offer Process

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the offer approval and offer letter

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UNIT 8 Managing the Recruiting Admin Center

Lesson 1: Creating Data Privacy Consent Statement (DPCS)

Lesson Objectives

After completing this lesson, you will be able to:

- Configure data privacy statements

Lesson 2: Configuring System Privacy

Lesson Objectives

After completing this lesson, you will be able to:

- Explain system privacy

Lesson 3: Purging Data

Lesson Objectives

After completing this lesson, you will be able to:

- Manage the data purge

Lesson 4: Customizing Help Text

Lesson Objectives

After completing this lesson, you will be able to:

- Create custom help text

Lesson 5: Duplicating Candidates

Lesson Objectives

After completing this lesson, you will be able to:

- Manage duplicate candidates

Lesson 6: Managing Employee Referral

Lesson Objectives

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After completing this lesson, you will be able to:

- Enable Employee Referrals
- Work with Employee Referrals

Lesson 7: Setting Up Internal and External Career Search

Lesson Objectives

After completing this lesson, you will be able to:

- Enable search settings for internal career site
- Enable search settings for external career site

Lesson 8: Administering Recruiting Business Rules

Lesson Objectives

After completing this lesson, you will be able to:

- Understand the Recruiting Business Rules
- Configure the Recruiting Business Rules and setting required Administrator Permissions

Lesson 9: Automating Tasks for SAP SucessFactors Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Identify automation tools used in Recruiting

Lesson 10: Applying Check Tool

Lesson Objectives

After completing this lesson, you will be able to:

- Configure email notification templates

Lesson 11: Creating General Display Name

Lesson Objectives

After completing this lesson, you will be able to:

- Explain General User Name functionality

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UNIT 9

Applying Recruiting Email Templates

Lesson 1: Creating Email Notification Templates

Lesson Objectives

After completing this lesson, you will be able to:

- Configure email notification templates

Lesson 2: Recruiting Email Templates

Lesson Objectives

After completing this lesson, you will be able to:

- Create recruiting email templates

Lesson 3: Connecting an Email Template with Application Status

Lesson Objectives

After completing this lesson, you will be able to:

- Connect an email template with a candidate's status

Lesson 4: Writing Ad Hoc Emails and the Message Center

Lesson Objectives

After completing this lesson, you will be able to:

- Manage ad hoc emails
- Describe the improvements in the Message Center

Lesson 5: Recruiting Email Triggers

Lesson Objectives

After completing this lesson, you will be able to:

- Set up recruiting email triggers

Lesson 6: Writing Offer Letter Templates

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Lesson Objectives

After completing this lesson, you will be able to:

- Create offer letter templates

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UNIT 10 Managing Recruiting Posting

Lesson 1: Recruiting Posting Enablement

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Recruiting Posting
- List Recruiting Posting enablement steps

Lesson 2: Managing Recruiting Posting Settings in Admin Center

Lesson Objectives

After completing this lesson, you will be able to:

- Create and manage Posting Profiles and Groups
- Associate a Posting Profile with a Recruiting user
- Describe the Job Board Market Place
- Add a Job Board to a Job Board list
- Manage My School Job Boards
- Describe the mapping between a job requisition and a job posting

Lesson 3: Posting a Job to a Job Board

Lesson Objectives

After completing this lesson, you will be able to:

- List the steps to post a job using Recruiting Posting

Lesson 4: Managing Jobs

Lesson Objectives

After completing this lesson, you will be able to:

- Manage posted jobs
- Check Job Board efficiency

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Lesson 5: Describing Credits Management

Lesson Objectives

After completing this lesson, you will be able to:

- Explain Job Board credits

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UNIT 11 Managing Recruiting Agencies

Lesson 1: Setting Up Agency Access

Lesson Objectives

After completing this lesson, you will be able to:

- Set up the agency

Lesson 2: Posting Open Job Requisitions to the Agency Portal

Lesson Objectives

After completing this lesson, you will be able to:

- Post the job to the agency portal

Lesson 3: Submitting a Candidate to the Requisition from Agency Portal

Lesson Objectives

After completing this lesson, you will be able to:

- Submit a candidate to the requisition from agency portal

Lesson 4: Settings Options in Agency Portal

Lesson Objectives

After completing this lesson, you will be able to:

- Adjust the settings in agency portal

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UNIT 12 Managing Recruiting Templates

Lesson 1: Managing Recruiting Template Tool

Lesson Objectives

After completing this lesson, you will be able to:

- Understand Manage Recruiting Template Tool

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UNIT 13

Increasing Recruiting Efficiency with Generative AI

Lesson 1: Using Generative AI to Increase Efficiency in Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Create Job Descriptions with AI
- Prepare interview questions with AI

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UNIT 14 Exploring Reporting

Lesson 1: Reporting on Requisitions

Lesson Objectives

After completing this lesson, you will be able to:

- Access and describe requisition reports

Lesson 2: Reporting on Ad Hoc Parameters

Lesson Objectives

After completing this lesson, you will be able to:

- Describe ad hoc reports

Lesson 3: Recruiting STEM Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Explain Recruiting STEM reports

Lesson 4: Creating Special Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Explain special reports

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UNIT 15

Integrating with Other Systems using ODATA and APIs

Lesson 1: Describing OData and APIs in Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Describe OData and APIs in Recruiting

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UNIT 16

Applying intelligent Service within Recruiting

Lesson 1: Applying Intelligent Services and Events

Lesson Objectives

After completing this lesson, you will be able to:

- Understand Intelligent Services and Events within Recruiting

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