HR832

SAP SuccessFactors Recruiting: Candidate 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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Contents

vii	Course Overview	
1	Unit 1:	Introducing the Course
1		Lesson: Introducing the Course
3	Unit 2:	Exploring the Candidate Experience
3		Lesson: Describing SAP SuccessFactors Recruiting
5	Unit 3:	Formatting Job Data and Job Distribution
5		Lesson: Applying Job Data Leading Practices
5		Lesson: Mapping Recruiting Job Data
5		Lesson: Posting Jobs
5		Lesson: Applying Source Tracking
7	Unit 4:	Exploring Career Site Builder
7		Lesson: Discovering Career Site Design Leading Practices
7		Lesson: Describing Career Site Builder
7		Lesson: Describing Career Site Page Types
7		Lesson: Describing CSB Page Components
8		Lesson: Describing Internal Career Site

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9	**Unit 5:**	**Managing Career Site Builder**
9		Lesson: Working in Career Site Builder
9		Lesson: Setting Up Roles and Permissions in Career Site Builder
9		Lesson: Renewing the SSL Certificate for your CSB site
9		Lesson: Updating Global Settings
10		Lesson: Configuring the Search Experience
10		Lesson: Viewing and Updating Site Configuration Information
10		Lesson: Updating Global Styles
10		Lesson: Working with Brands
10		Lesson: Updating the Home Pages
10		Lesson: Creating and Updating the Content Pages
11		Lesson: Creating and Updating Landing Pages
11		Lesson: Creating and Updating Category Pages
11		Lesson: Creating Headers and Footers
11		Lesson: Updating Job Layouts
11		Lesson: Entering Translations (System text)
11		Lesson: Creating Job Alert Email Template
11		Lesson: Importing and Exporting
12		Lesson: Localizing the Career Site Builder
12		Lesson: Working with Data Protection and Privacy Settings
12		Lesson: Deleting Unnecessary Functions
13	**Unit 6:**	**Managing Candidate Relationships**
13		Lesson: Describing Candidate Relationship Management
13		Lesson: Creating Data Capture Forms
13		Lesson: Creating Talent Pools
14		Lesson: Creating Email Campaigns
14		Lesson: Reporting on Talent Pools and Email Campaigns
14		Lesson: Working with Activity Tracking & Dashboard
15	**Unit 7:**	**Introducing to Advanced Analytics**
15		Lesson: Generating Reports in Advanced Analytics
15		Lesson: Implementing Advanced Analytics
15		Lesson: Describing Source Reports

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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 the Candidate Experience

Lesson 1: Describing SAP SuccessFactors Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Provide an overview of SAP SuccessFactors Recruiting
- Describe the elements that are included in the “Candidate Experience” part of the Recruiting solution
- List the elements that are included in the Standard Base Scope of the Statement of Work
- Describe the integration points across SAP SuccessFactors Recruiting
- Define terms related to SAP SuccessFactors Recruiting

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UNIT 3 Formatting Job Data and Job Distribution

Lesson 1: Applying Job Data Leading Practices

Lesson Objectives

After completing this lesson, you will be able to:

- Identify leading practices for job data
- Describe the uses of the Metadata Framework in SAP SuccessFactors
- Format job location and other job field information
- Describe some factors to be taken into consideration when configuring remote hiring
- Follow leading practices to ensure data consistency

Lesson 2: Mapping Recruiting Job Data

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Real Time Job Sync and other job collection methods
- Follow leading practices for job data mapping for Real Time Job Sync

Lesson 3: Posting Jobs

Lesson Objectives

After completing this lesson, you will be able to:

- Work with your functional consultant on your job distribution options, such as Recruiting Posting and XML Feeds

Lesson 4: Applying Source Tracking

Lesson Objectives

After completing this lesson, you will be able to:

- Explain why it is important to add source tracking before manually posting jobs
- Populate the Site Source Editor
- Create Custom Campaign URLs

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UNIT 4 Exploring Career Site Builder

Lesson 1: Discovering Career Site Design Leading Practices

Lesson Objectives

After completing this lesson, you will be able to:

- Describe global website accessibility guidelines
- Use accessibility tools to test specific aspects of the career site
- Follow leading practices to populate metadata and alt text, create informative headings and links, and to ensure adequate contrast on your career site
- Describe factors that influence the user experience (usability)
- Ensure that the text on your CSB career site is legible, concise and easy to understand
- Choose images that support and enhance your career site
- Describe the leading practices used by SAP SuccessFactors to accomplish SEO

Lesson 2: Describing Career Site Builder

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the features available with Career Site Builder
- Demonstrate how candidates use Mobile Apply on responsive CSB career sites
- Describe the advantages to candidates when Candidate Account Simplification is enabled
- Explain the difference between hosted vs. integrated career sites

Lesson 3: Describing Career Site Page Types

Lesson Objectives

After completing this lesson, you will be able to:

- List the standard inclusions for an CSB career site
- Describe what is typically included on each page type of an CSB career site

Lesson 4: Describing CSB Page Components

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

- Describe the available page components for CSB Career Sites

Lesson 5: Describing Internal Career Site

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

- List the prerequisites for configuring the Internal Career Site
- Describe how internals can access the Internal Career Site, search for jobs and view content

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UNIT 5 Managing Career Site Builder

Lesson 1: Working in Career Site Builder

Lesson Objectives

After completing this lesson, you will be able to:

- Follow leading practices for updating a CSB Career Site
- Use versions and drafts when making updates in CSB

Lesson 2: Setting Up Roles and Permissions in Career Site Builder

Lesson Objectives

After completing this lesson, you will be able to:

- Add new users to Recruiter Single Sign On
- Set up role based permissions in CSB for users who will maintain the Career Site
- Enable SSL Security Renewal Reminders

Lesson 3: Renewing the SSL Certificate for your CSB site

Lesson Objectives

After completing this lesson, you will be able to:

- Complete the steps to obtain and install your SSL certificate
- Enable certificate renewal reminders

Lesson 4: Updating Global Settings

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the use of a Site Kit in CSB, and why it should not be changed after the site has been developed
- Change site-wide settings such as fonts, picklist search fields, and social links in the footer
- Configure the cookie banner and cookie consent manager

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Lesson 5: Configuring the Search Experience

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

- Configure the Search Experience

Lesson 6: Viewing and Updating Site Configuration Information

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

- View information about your site instance
- Update the customer's IDs for Google Tag Manager, Google Analytics, Google and Bing webmaster IDs
- Submit an updated Site Map, enter global site metadata, and enable Candidate Relationship Management
- Refine SEO settings

Lesson 7: Updating Global Styles

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

- Update the colors and background images used on CSB Sites

Lesson 8: Working with Brands

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

- Describe how brands are enabled

Lesson 9: Updating the Home Pages

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

- Update home pages for each active locale and brand

Lesson 10: Creating and Updating the Content Pages

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

- Add and update Content pages

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Lesson 11: Creating and Updating Landing Pages

Lesson Objectives

After completing this lesson, you will be able to:

- Create and update Landing pages

Lesson 12: Creating and Updating Category Pages

Lesson Objectives

After completing this lesson, you will be able to:

- Create and update Category pages

Lesson 13: Creating Headers and Footers

Lesson Objectives

After completing this lesson, you will be able to:

- Create Headers and Footers

Lesson 14: Updating Job Layouts

Lesson Objectives

After completing this lesson, you will be able to:

- Configure and update Job Layouts in CSB

Lesson 15: Entering Translations (System text)

Lesson Objectives

After completing this lesson, you will be able to:

- Change system text for any enabled language

Lesson 16: Creating Job Alert Email Template

Lesson Objectives

After completing this lesson, you will be able to:

- Enable job alerts
- Configure the Job Alert Email Template

Lesson 17: Importing and Exporting

Lesson Objectives

After completing this lesson, you will be able to:

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- Export CSB configurations from Stage and Import into Production

Lesson 18: Localizing the Career Site Builder

Lesson Objectives

After completing this lesson, you will be able to:

- Describe locales and locale configuration
- Enable locales in Recruiting
- Enter translations for enabled locales in Career Site Builder

Lesson 19: Working with Data Protection and Privacy Settings

Lesson Objectives

After completing this lesson, you will be able to:

- Enable the Content Security Policy
- Set conditions for the dynamic removal of users after a specified period of inactivity
- Generate Information Reports and Change Reports

Lesson 20: Deleting Unnecessary Functions

Lesson Objectives

After completing this lesson, you will be able to:

- Access the Functions Viewer and delete unnecessary functions

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UNIT 6 Managing Candidate Relationships

Lesson 1: Describing Candidate Relationship Management

Lesson Objectives

After completing this lesson, you will be able to:

- Describe several uses for Candidate Relationship Management
- List the prerequisites for enabling Candidate Relationship Management
- Enable Candidate Relationship Management and set user permissions
- Get started with Candidate Relationship Management by deciding how to organize candidates using talent pools

Lesson 2: Creating Data Capture Forms

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how Data Capture Forms may be used and where the information is saved
- Create a Data Capture Form
- Create additional fields using the Candidate Profile Extension
- Enable the Country field and data privacy options on a Data Capture Form
- Associate a specific job alert to a Data Capture Form
- Add a Data Capture Form to a Landing Page
- Complete and Submit a Data Capture Form
- Enable existing candidates to complete a Data Capture Form

Lesson 3: Creating Talent Pools

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose of Talent Pools
- Create a Talent Pool Status Set
- Create a Talent Pool

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- Share a Talent Pool
- Add Additional Attributes to a Talent Pool
- Add Candidates to a Talent Pool
- Manage Candidates in a Talent Pool

Lesson 4: Creating Email Campaigns

Lesson Objectives

After completing this lesson, you will be able to:

- Create an Email Layout
- Create an Email Campaign Content Template
- Create an Email Campaign and Add Recipients
- Create an Initial Consent Opt-in Email Campaign
- Send Email Campaigns and view results

Lesson 5: Reporting on Talent Pools and Email Campaigns

Lesson Objectives

After completing this lesson, you will be able to:

- Run Reports on Talent Pools and Email Campaigns

Lesson 6: Working with Activity Tracking & Dashboard

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how staffing teams can use the Activity Feed
- Set permissions for admins and recruiting users
- Follow and unfollow candidates
- View candidate activity and set email notifications, if desired

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UNIT 7 Introducing to Advanced Analytics

Lesson 1: Generating Reports in Advanced Analytics

Lesson Objectives

After completing this lesson, you will be able to:

- Use Advanced Analytics to evaluate trends in source performance
- Generate full line-of-sight reports, and drill into details
- Apply use cases to analyze your own recruiting data
- Enable the desired columns for your reports, and describe what each measures
- Generate the other available report types
- Show trends using graphics, enable Advanced Options, and export the data to a spreadsheet

Lesson 2: Implementing Advanced Analytics

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how Advanced Analytics is implemented, including mapping and updating candidate statuses
- Decide which fields you would like to report on
- Set user permissions for Advanced Analytics

Lesson 3: Describing Source Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Use the Source Report to view Visitors, Subscribers, and Apply Starts

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