

Explore SAP SuccessFactors Solutions

COURSE OUTLINE

Course Version: 2311 Course Duration:

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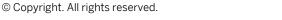
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Typographic Conventions

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	1 2 3
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:

- Executive
- Application Consultant
- Business Process Owner/Team Lead/Power User



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UNIT1 Articulating the Components of SAP SuccessFactors Platform

Lesson 1: Understanding SAP SuccessFactors Platform

Lesson Objectives

After completing this lesson, you will be able to:

Articulate the foundational components of SAP SuccessFactors Platform

Lesson 2: Administrating SAP SuccessFactors Platform

Lesson Objectives

After completing this lesson, you will be able to:

• Set up and administrate key functions and processes of SAP SuccessFactors Platform

Lesson 3: Describing Permissions and Security Model in the SAP SuccessFactors Suite

Lesson Objectives

After completing this lesson, you will be able to:

• Describe the permissions and Security Model used in SAP SuccessFactors Suite



UNIT 2 Understanding SAP SuccessFactors Employee Central

Lesson 1: Managing Employee Data

Lesson Objectives

After completing this lesson, you will be able to:

• Manage employee data with People Profile

Lesson 2: Integrating SAP SuccessFactors Employee Central with other SAP SuccessFactors Solutions

Lesson Objectives

After completing this lesson, you will be able to:

• Input employee data into Employee Central to populate other SAP SuccessFactors solutions



UNIT 3 Hiring Using SAP SuccessFactors Recruiting

Lesson 1: Explaining the Main Pillars of SAP SuccessFactors Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

• Identify the components of SAP SuccessFactors Recruiting

Lesson 2: Reviewing the Recruiter Experience in SAP SuccessFactors Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

• Initiate and complete the hiring process with SAP SuccessFactors Recruiting

Lesson 3: Reviewing the Candidate Experience in SAP SuccessFactors Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Create engaging career sites with Career Site Builder
- Improve candidate engagement with Candidate Relationship Management
- Utilize sourcing spend with Recruiting Advanced Analytics





UNIT 4

Using SAP SuccessFactors Onboarding

Lesson 1: Onboarding a New Hire

Lesson Objectives

After completing this lesson, you will be able to:

• Onboard new employees using the Onboarding dashboard

Lesson 2: Offboarding an Exiting Employee

Lesson Objectives

After completing this lesson, you will be able to:

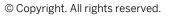
• Outline the offboarding process for exiting employees

Lesson 3: Integrating with other SAP SuccessFactors Solutions

Lesson Objectives

After completing this lesson, you will be able to:

• Explain how SAP SuccessFactors Onboarding integrates with other SAP SuccessFactors solutions





UNIT 5 Using SAP SuccessFactors Performance and Goals

Lesson 1: Describing SAP SuccessFactors Performance and Goals

Lesson Objectives

After completing this lesson, you will be able to:

• Identify the key features and functionality of SAP SuccessFactors Goal Management and Performance Management.

Lesson 2: Understanding SAP SuccessFactors Continuous Performance Management

Lesson Objectives

After completing this lesson, you will be able to:

Use SAP SuccessFactors Continuous Performance Management to support employee growth and development

Lesson 3: Performing Calibration with SAP SuccessFactors Performance Management

Lesson Objectives

After completing this lesson, you will be able to:

• Describe the different calibration views

Lesson 4: Outlining the 360 Review Process

Lesson Objectives

After completing this lesson, you will be able to:

• Receive Feedback using the 360 Review Process



UNIT 6

Managing Careers with SAP SuccessFactors Career Development Planning

Lesson 1: Understanding SAP SuccessFactors Career Development Planning

Lesson Objectives

After completing this lesson, you will be able to:

• Identify the features and functionality of SAP SuccessFactors Career Development Planning



UNIT 7 Managing Employee Learning with SAP SuccessFactors Learning

Lesson 1: Using SAP SuccessFactors Learning

Lesson Objectives

After completing this lesson, you will be able to:

- Define terminology used in SAP SuccessFactors Learning
- Demonstrate how to navigate within SAP SuccessFactors Learning as a User and Admin
- Review the security model in SAP SuccessFactors Learning
- Describe migration and maintenance of data in SAP SuccessFactors Learning



UNIT 8 Planning Succession with SAP SuccessFactors Succession Management

Lesson 1: Managing Succession with SAP SuccessFactors Succession Management

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the benefits of using SAP SuccessFactors Succession Management
- Define nomination methods and identify succession tools
- Discuss Presentations



UNIT 9 Using SAP SuccessFactors Compensation

Lesson 1: Describing SAP SuccessFactors Compensation

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the compensation process (salary and bonus)
- Explain how the Reward and Recognition (Spot Awards) program works



UNIT 10 Reporting with SAP SuccessFactors People Analytics

Lesson 1: Understanding SAP SuccessFactors People Analytics

Lesson Objectives

After completing this lesson, you will be able to:

• Describe Canvas, Dashboard and Tiles, Table, and Story reports

Lesson 2: Working with Table Reports

Lesson Objectives

After completing this lesson, you will be able to:

Create and Run Table reports

Lesson 3: Working with Story Reports

Lesson Objectives

After completing this lesson, you will be able to:

Create Story reports



UNIT 11 Appendix

Lesson 1: Exploring related SAP SuccessFactors Learning Journeys

Lesson Objectives

After completing this lesson, you will be able to:

Access related SAP SuccessFactors Learning Journeys and resources

