

# THR83

## SAP SuccessFactors Recruiting: Recruiter Experience Academy

### COURSE OUTLINE

Course Version: 2305

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	<i>Example text</i>
Window title	<i>Example text</i>

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# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant





## **Lesson 1: Summarizing the Benefits and Functionality of SAP SuccessFactors Recruiting**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Summarize the benefits and functionality of SAP SuccessFactors Recruiting

## **Lesson 2: Using Additional Resources for Implementation**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Access the configuration workbook for SAP SuccessFactors Recruiting

## **Lesson 3: Preparing an Instance for an SAP SuccessFactors Recruiting Configuration**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Prepare Provisioning
- Create the route map for the standard job requisition



## Lesson 1: Enabling the Standard Job Requisition

### Lesson Objectives

After completing this lesson, you will be able to:

- Upload the job requisition template
- Select template settings and connect the route map
- Assign permissions to create the job requisition

## Lesson 2: Configuring the Standard Job Requisition

### Lesson Objectives

After completing this lesson, you will be able to:

- Set the job requisition template data
- Configure listing layout fields
- Configure mobile fields
- Configure job offer fields for the offer details template
- Connect the assessment scale for interview assessments
- Connect the application to the job requisition template
- Connect the applicant status set for the job requisition template
- Set the default requisition status

## Lesson 3: Adding JRDM Field Types

### Lesson Objectives

After completing this lesson, you will be able to:

- Add standard and custom fields
- Configure the country derived field for the application
- Use foundation object (FO) and generic object (GO) fields in a job requisition template

## Lesson 4: Configuring Job Search Fields

## **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure job search filter fields

## **Lesson 5: Configuring Additional Field Types and Custom Tokens**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure custom fields
- Enable tokens for custom fields in Provisioning

## **Lesson 6: Configuring Job Requisition Field Permissions**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure field permissions on the job requisition

## **Lesson 7: Configuring Permissions**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure button permissions
- Configure feature permissions

## **Lesson 8: Configuring Requisition Headers and Footers**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure headers and footers in Admin Center, Provisioning, and XML templates

## **Lesson 9: Formatting Job Requisition Data**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Format job requisition data

## **Lesson 10: Configuring the Evergreen Requisition**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- 
- Create a new job requisition template for the Evergreen requisition
  - Configure the job requisition type field on the job requisition
  - Configure the Evergreen job requisition fields
  - Configure the child requisition button on the job requisition
  - Create the Evergreen applicant status set
  - Connect the Evergreen applicant status set to the job requisition template
  - Create the Evergreen application template
  - Configure the Forward as Applicant button in the application template
  - Import the Evergreen application template in Provisioning
  - Connect the Evergreen application to the job requisition template

## **Lesson 11: Creating the Standard Job Requisition**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create a job requisition

## **Lesson 12: Using the Standard Job Requisition**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Post job requisitions



## Lesson 1: Configuring the Application Template

### Lesson Objectives

After completing this lesson, you will be able to:

- Update the job application template
- Configure fields in the application template
- Configure field permissions in the application template
- Configure field overrides in the application template
- Configure button permissions
- Configure candidate display options in the application template

## Lesson 2: Reviewing Candidate Applications

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure filters and display on the Candidate Workbench
- Perform candidate mass dispositioning

## Lesson 3: Configuring the Multistage Application

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable the multistage application
- Configure the application template for multistage applications
- Configure the job requisition template for multistage applications

## Lesson 4: Configuring the Quick Apply Application

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure a Quick Apply application





## Lesson 1: Configuring the Candidate Profile Template (CPT)

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable the candidate profile
- Configure the candidate profile fields
- Configure field permissions in the candidate profile template
- Configure background elements
- Synchronize background elements with the People Profile
- Enable candidate summary display options in the candidate profile
- Search and manage candidate profiles in the candidate database

## Lesson 2: Using the Candidate Profile Template (CPT)

### Lesson Objectives

After completing this lesson, you will be able to:

- Import and export the CPT
- Define the zones of the CPT
- Test the CPT



## Lesson 1: Creating the External Career Portal

### Lesson Objectives

After completing this lesson, you will be able to:

- Create the career portal
- Customize the career portal
- Create a microsite
- Enable search filter fields for the career site

## Lesson 2: Enabling Agencies in SAP SuccessFactors Recruiting

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable agency functionality in Provisioning
- Configure agencies fields in the JRDM template
- Grant permissions to manage agency settings in Admin Center
- Set up agencies in SAP SuccessFactors Recruiting
- Configure email templates and recruiting email triggers
- Update application status settings

## Lesson 3: Using the Agency Portal in SAP SuccessFactors Recruiting

### Lesson Objectives

After completing this lesson, you will be able to:

- Post to agencies
- Use the agency portal

## Lesson 4: Enabling the Employee Referral Process

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure the employee referral field in the job requisition
- Enable employee referral program settings
- Create employee referral email notifications and triggers

## **Lesson 5: Using the Employee Referral Process**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Use the employee referral program

## **Lesson 6: Configuring SAP SuccessFactors Recruiting Posting Settings**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create and manage posting profiles and groups
- Associate a posting profile with a user
- Add a job board to a job board list
- Associate a job board to posting profiles
- Manage packs for job boards
- Manage job board availability settings for job boards
- Add school job boards
- Associate school job boards to posting profiles
- Map job requisition fields to job board fields
- Configure job board posting rules

## **Lesson 7: Managing Jobs**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Post a job
- Manage posted jobs
- Check job board efficiency

## Lesson 1: Creating Applicant Statuses

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a base set of applicant statuses
- Create a status set from the base set
- Configure individual status settings
- Create a status group
- Troubleshooting the applicant status set

## Lesson 2: Setting Up Pre-screening Question Functionality

### Lesson Objectives

After completing this lesson, you will be able to:

- Add pre-screening questions
- Create question libraries
- Configure question fields
- Import a question library
- Import cascading questions
- Evaluate candidate screening questions

## Lesson 3: Adding Competencies

### Lesson Objectives

After completing this lesson, you will be able to:

- Add competencies to a requisition

## Lesson 4: Configuring Interviews

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable interview fields in the job requisition
- Set up interviewers from the candidate workbench
- Set up interviewers with interview scheduling
- Enable interview assessment permission in the job requisition
- Configure the required interview scheduling settings in Admin Center
- Enable Interview Central
- Enable and create required interview scheduling emails
- Post interview ratings and comments in Interview Central
- Review ratings and comments in Interview Central

## Lesson 1: Creating the Offer Detail Template

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure the offer fields in the offer details template
- Create the job offer approval workflow
- Enable mobile fields in the offer details template
- Upload the offer details template

## Lesson 2: Creating Offer Letter Templates

### Lesson Objectives

After completing this lesson, you will be able to:

- Create offer letter templates

## Lesson 3: Managing Offer Processes

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage pending offers
- Generate mass offers
- Send job offer letters
- Enable online offers
- Generate online offers
- Generate online offers with DocuSign





## Lesson 1: Configuring Email Notifications

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable standard recruiting email triggers
- Create recruiting email templates
- Associate an email template to the standard recruiting email trigger
- Associate an email template to a candidate applicant status trigger
- Enable email correspondence and the Message Center

## Lesson 2: Using Standard Email Notifications

### Lesson Objectives

After completing this lesson, you will be able to:

- Use notifications

## Lesson 3: Configuring SMS Notifications

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable SMS notifications



## Lesson 1: Creating Recruiting Operators

### Lesson Objectives

After completing this lesson, you will be able to:

- Create an administrator role
- Re-label operators
- Configure operator fields
- Configure recruiting groups

## Lesson 2: Creating Recruiting Groups

### Lesson Objectives

After completing this lesson, you will be able to:

- Create the recruiting group for the recruiting team

## Lesson 3: Configuring Team Recruiting

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable team recruiting settings in Provisioning
- Configure Job Requisition Data Model (JRDM) for team recruiting
- Enable team recruiting settings in Admin Center

## Lesson 4: Enabling Data Privacy

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure data privacy statements
- Configure data retention management functionality

## Lesson 5: Customizing Help Text

## **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure custom help text

## **Lesson 6: Automating Tasks with SAP SuccessFactors Recruiting**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Enable business rules for SAP SuccessFactors Recruiting
- Configure the components of a business rule
- Configure business rules
- Manage rules in SAP SuccessFactors Recruiting

## **Lesson 7: Managing Templates**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Enable and permission the Manage Templates tool
- Update an existing job requisition template