

SAP SuccessFactors Recruiting: Recruiter Experience Academy

**COURSE OUTLINE** 

Course Version: 2311 Course Duration:

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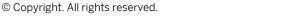
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## **Typographic Conventions**

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	<b></b>
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:

Application Consultant



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## UNIT 1 Planning an SAP SuccessFactors Recruiting Implementation

#### 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:

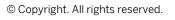
Access the configuration workbook for SAP SuccessFactors Recruiting

#### 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





## UNIT 2 Creating and Modifying Job Requisitions

## 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: 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 7: Creating Recruiting Groups**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Create the recruiting group for the recruiting team

### Lesson 8: 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 9: Configuring Job Requisition Field Permissions

#### Lesson Objectives

After completing this lesson, you will be able to:

• Configure field permissions on the job requisition

## **Lesson 10: Configuring Permissions**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure button permissions
- Configure feature permissions

## Lesson 11: 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 12: Formatting Job Requisition Data

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Format job requisition data

## Lesson 13: 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 14: Creating the Standard Job Requisition

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Create a job requisition



## Lesson 15: Using the Standard Job Requisition

#### **Lesson Objectives**

After completing this lesson, you will be able to:

• Post job requisitions

## Lesson 16: Enabling the Unified Job Requisition Data Model for Recruiting

#### **Lesson Objectives**

- 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

## UNIT 3 Configuring and Modifying Candidate Profiles

## 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**

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



## UNIT 4 Creating and Modifying Candidate Applications

## 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:

- Manage candidate in the legacy Applicant Workbench
- Manage candidate in the latest Applicant Workbench

## 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



## UNIT 5 Advertising Jobs

## 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 Through SAP SuccessFactors Recruiting Postings

#### **Lesson Objectives**

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

## UNIT 6 Managing Candidates Through the Screening Process

## 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 Microsoft Outlook and Teams online meetings for SAP SuccessFactors
- 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

## UNIT 7 Creating Job Offers

## 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



## UNIT 8 Creating and Maintaining Emails and Notifications

## 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





## UNIT 9 Maintaining the SAP SuccessFactors Recruiting System

## Lesson 1: Enabling Data Privacy

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure data privacy statements
- Configure data retention management functionality

## Lesson 2: Customizing Help Text

#### **Lesson Objectives**

After completing this lesson, you will be able to:

Configure custom help text

### Lesson 3: Automating Tasks for SAP SuccessFactors Recruiting

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- · Identify automation tools used in Recruiting
- Enable business rules for SAP SuccessFactors Recruiting
- Configure the components of a business rule
- Configure business rules
- Manage rules in SAP SuccessFactors Recruiting

### Lesson 4: Increasing Recruiting Efficiency with Generative AI

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create job descriptions with AI
- Prepare interview questions with AI

## Lesson 5: Managing Templates



#### **Lesson Objectives**

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