THR83

SAP SuccessFactors Recruiting: Recruiter Experience Academy

COURSE OUTLINE

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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:

- 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

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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

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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

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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

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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

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 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

After completing this lesson, you will be able to:

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

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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

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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:

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- 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

After completing this lesson, you will be able to:

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

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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:

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- 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

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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

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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

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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

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Lesson Objectives

After completing this lesson, you will be able to:

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

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