

SAP® SuccessFactors Recruiting and Onboarding

The SAP® Certification exam is offered in three levels *Associate*, *Associate Advanced*, and *Professional* — passing these boosts confidence, establishes expertise, and earns client trust.

Introduction to Talent Acquisition

- Recruiting at a Glance
- Employee Onboarding at a Glance
- Recruiting and Onboarding within SAP SuccessFactors

PART I SAP SuccessFactors Recruiting

Recruiting Overview

- Initiating and Advertising the Opening
- Finding and Dispositioning Candidates
- Optimizing the Recruiting Experience
- Candidate Features
- Recruiter Features
- Administrator Features

Initiating and Advertising an Opening

- Requisition Template, Statuses, and Field-Level Permissions
- Requisition Workflow and Operators
- Populating Data onto the Requisition
- Creating a Requisition from an Open Position
- Prescreening Questions
- Advertising the Opening

Candidate Experience

- Internal Candidate Experience
- Talent Communities
- Candidate Business Card and Profile
- Responsive Design and Mobile Apply
- Job Search Options
- Language Translations

Finding and Dispositioning Candidates

- Candidate Profile
- Application
- Using the Candidate Workbench
- Evaluating Candidates through the Talent Pipeline
- Scheduling Interviews
- Documenting Interview Feedback
- Approving an Offer and Managing Offer Letters

- Conducting a Candidate Search

Additional Recruitment Management Features

- Employee Referral
- Data Privacy and Data Retention Management
- Working with Agencies via the Agency Portal
- Using Job Profile Builder with Recruiting
- Competency Management in Recruiting

Reporting on Recruiting Data

- Ad Hoc Reporting
- Reporting in Online Report Designer
- Tile-Based Dashboards
- Business Intelligence and Reporting Tool
- Standard Reporting for OFCCP and VETS-100

Recruiter Experience

- Recruiting User Feature Review
- Recruiting Marketing Dashboard

Recruiting Management Admin Features

- Manage Recruiting Settings
- Email Templates
- Offer Letter Templates
- Edit Applicant Status Configuration
- Question Libraries
- Managing Duplicate Candidates
- Reassigning Job Requisitions
- Agency Portal
- Employee Referral Program
- Managing Recruiting Groups
- Job Posting Headers and Footers
- Manage Custom Help Text
- Manage Documents
- Miscellaneous Administrative Features

System Notifications and Email Options

- System Email Notifications
- Recruiting Email Templates
- Implementing Email Triggers

- Communicating to Recruiting Operators and Candidates via the Candidate Pipeline
- Offer Letters

Implementing Recruiting Management

- Laying the Foundation: Project Planning
- Roles and Responsibilities
- Implementation Methodology and Timeline
- Recruiting Configuration Workbooks

Implementing Recruiting Marketing

- Customized Recruiting Marketing Site Implementation Using SAP Technical Services
- Career Site Builder Implementation

Recruiting Data Migration

- Data Migration Considerations
- Migrating Recruiting Entities
- Setting Up the Jobs in Provisioning
- Data Migration Considerations and Best Practices

Language Translations

- Language Packs and Recruiting Languages
- Language Translations in Recruiting
- How Recruiting Elements are Translated
- Other Considerations

Integrating Recruiting with Employee Central and SAP ERP HCM

- Employee Central Position Management and Recruiting Integration
- SAP ERP HCM and Recruiting Integration

Integrating Recruiting with Third-Party Vendors

- LinkedIn for Candidate Profile/Application Completion
- eQuest Integration
- Background Check with First Advantage
- Assessment Integration: PeopleAnswers and SHL
- DocuSign for Electronic Signature

PART II SuccessFactors Onboarding

Onboarding Overview

- SAP SuccessFactors Approach to Onboarding
- New Hire Experience and Team Collaboration
- Hiring Manager Experience
- Delivered Forms vs. Custom Panels

- Administrative Functionality

Onboarding Processes

- Onboarding
- Offboarding
- Crossboarding
- Default Process Steps

Onboarding Administrative Features

- SAP SuccessFactors Admin Center
- Onboarding Super Admin
- Onboarding Dashboard
- Work Queue Refresh
- Employee Portal
- User Login Access

Implementing Onboarding

- Onboarding Process Definition
- Implementation Roles and Responsibilities
- Corporate Structure
- Working with Panels and Forms
- Key Project Milestones and Timelines
- Testing Onboarding

Integrating Recruiting with Onboarding

- Setting Up the Integration in Provisioning and Configuration
- Mapping between Recruiting and Onboarding

Onboarding Integration with Employee Central and SAP ERP HCM

- Integrating Onboarding with Employee Central
- Onboarding Integration with SAP ERP HCM