

# SAP SuccessFactors Recruiting Management

## Technical and Functional Specifications

This specifications document describes key features and functionalities of SAP SuccessFactors Recruiting Management, as of the Q2 2017 release.

### Key Features and Functionalities:

- Requisition Management
- Candidate Management
- Candidate/Resume Search
- Mobile Recruiting
- Recruiting Reporting/Analytics
- Third Party Integration

### Requisition Management

Key Features	Description
Create & Copy Requisitions	Allows users to create a new requisition by selecting a job code or role from a job template library (which will prepopulate some fields), or copy an existing requisition to create a new one.
Custom Fields	Requisitions support the use of customer-defined fields.
Confidential URL	Allows users to create a URL that can be used for a candidate to apply directly to a position without it being posted on a careers site or elsewhere.
Competency Library	Includes a standard competency library, or a library can be created or imported from a third party such as DDI®. These competencies can be used to populate requisitions when they are assigned to roles.
Requisition Approval Workflow	Configurable workflow for requisition approval supports iterative, collaborative and consecutive workflows, where routing options can be mixed and matched, and where ad hoc approvers may be added to the route map.

Key Features	Description
User Permissions	Controls who can view requisitions and what fields they can view and edit.

## Candidate Management

Key Features	Description
Career Sites	Allows users to create an external careers page that can be linked to a corporate careers website that hosts the list of open jobs (posted requisitions), and allows candidates to fill out an application to show their interest in a particular job. Topic-sensitive microsites available.
Job Alerts	Candidates can save job searches and schedule regular email notifications to inform them of all or newly matched jobs.
Configurable Workflows	Ability to set up stages in the application workflow, and define features such as automatic email notifications, candidate-facing labels, and visibility into applicant data for each stage.
Bulk Actions	Ability to take the same action on multiple applications, such as emailing candidates, or moving candidates from one stage to another.
Correspondence Templates/Offer letters	Allows users to create customized email templates for communicating with candidates and internal participants in the recruiting process. These templates can be set up to automatically be sent out at configured stages of the selection process, or sent manually.
Selection Permissions	Ability to set permissions to limit who can view and change the status of candidates in each stage of the selection process.
Assessment	Allows to create online prescreening questions as part of the application process, and optionally set up weightings to rank the candidates based on total prescreen score. Includes support for automatic disqualification of candidates based on their answers.

Key Features	Description
Competency-Based Candidate Ratings	Allows users to base candidate interview ratings on competencies, as defined by the job requisition. Allows for an overall candidate rating and interviewer comments.
Social Collaboration	Allows users to create a 'chat' or discussion group to track collaboration on interviewing and selecting candidates for a particular job. The group can be created from within the requisition function, and is automatically associated with a particular requisition. The group is automatically private – only available to those invited by the recruiter - and includes the applications (resumes) of the candidates associated with that requisition.

## Candidate/Resume Search

Key Features	Description
Boolean Search	Enables search for candidates using advanced Boolean criteria.
Wizard-style Search Builder	Allows users to create, save and share (with other users with proper permissions) candidate searches using a wizard-style interface.
Tags	Ability to tag candidates with customized attributes and search for candidates with those tags.
OFCCP Compliance	Ability to create, save and report on candidate searches in a way that helps support OFCCP compliance*.

\*OFCCP- Office of Federal Contract Compliance Programs, which are used by companies doing business with the US government.

## Mobile Recruiting

Key Features	Description
Requisition Approvals	Users with mobile access and proper permissions (as defined by the system administrator) can view and approve requisitions on a mobile device.
Interview Feedback	Interviewers can rate candidates based on competencies associated with the job. Allows for a thumbs-up or thumbs-down rating as well as free form comments using a mobile device, which are then pushed back into the recruiting system where they can be viewed by those with the correct permissions.
Offer Approvals	Users with mobile access and proper permissions (as defined by the system administrator), can view and approve candidate offers on a mobile device.
Support for Multiple Mobile Platforms with Native Mobile Applications	Mobile Recruiting features are supported on iPhone®, iPad®, and Android® platforms after accepting the standard applicable mobile terms and conditions provided before download of the application.

## Recruiting Reporting/Analysis

Key Features	Description
Standard Reports	Provides nine out-of-the-box, standard recruiting reports including information that helps support OFCCP.
Ad Hoc Reports	Standard and custom fields are available in an ad hoc report tool, where users with appropriate permissions may construct reports by selecting various available columns and filters.
Custom Reports	Users with the proper permissions can create custom recruiting reports based on SAP SuccessFactors Recruiting Management data.

Key Features	Description
Print and Go Pack	Interviewers (and team members) can print a selection of candidate and competency information to be used during the interview process.
Audit Trail Reports	Tracks changes (by user, date, and time) to candidate, requisition and offer status.

### Third Party Integration

Key Features	Description
Assessment Integration	Integrated to use the Dell Boomi integration platform <sup>®</sup> for third party assessment providers.*
Integration to First Advantage <sup>®</sup>	Integrated to use First Advantage for background checking.*
Integration to other Background Checking platforms	Integrated to use the Dell Boomi integration platform <sup>®</sup> for third party background checking providers.*
Job Board Integration	Post requisitions to selected job boards via eQuest <sup>®</sup> *

\* This feature is not included with SAP SuccessFactors Recruiting Management and can be subscribed to for an additional fee.

### User Scoping

Pricing is based on Users not number of candidates processed in the solution. Users equal the number of Population of workers/employees whose roles are eligible to be recruited for under the Recruiting solution. Population is typically limited to employees and does not include external resources or non-employees responding to job postings. This User count is equal to the highest number of Users, excluding Employee Central, Functional Use, and Learning, Functional Use, in the Customer's subscription. It is also typically equal to that of Onboarding if also part of the Customer's subscription as it is considered the same population.

### Trademark Information

- DDI is a registered trademark of Development Dimensions International, Inc.
- First Advantage is a registered trademark of the First Advantage Corporation.
- eQuest is a registered trademark of eQuest LLC.

- iPhone and iPad are registered trademarks of Apple, Inc.
- Android is a registered trademark of Google, Inc.

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