



TEXAS
Health and Human Services

Hiring Manager Guide

SuccessFactors Recruiting Platform



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Abbreviation List

Job Posting – JP

Job Requisition – JR

1. How to use this guide?

The purpose of this guide is to support Hiring Managers during the recruiting process and through the testing phase.

This guide has been created to help in your daily business process as a Hiring Manager within the State of Texas. After the initial chapters focusing on general information and navigation around the SuccessFactors Recruiting Platform, the main focus of this document will be in the **Recruiting** section of the Platform, covering the following aspects:

- How to navigate through the system
- How to create and approve Job Requisitions
- How to update Job Requisition Forms
- Different types of candidates and candidate applications
- Explanation of various application statuses in the system
- How to move candidates through various application statuses
- Screening and Interview Planning (pending State of Texas approval, not up to date)
- How to prepare and extend offers

This guide is broken up into chapters. For better understanding, letters and numbers will be used in images to provide a structured step-by-step approach to cover the relevant topics.

2. Introduction SuccessFactors Recruiting Platform

The SuccessFactors Recruiting Platform is the new State of Texas' recruiting system. Using SAP's market leading solution, SuccessFactors provides a high quality, digital employee/candidate experience and access to *Best Practice* HR processes for recruiters and candidates. The system is accessed through the internet, therefore users are not location-dependent when using it.

3. Main Role of the Process

Hiring Manager – The Hiring Manager is the main process owner of the Job Requisitions/Postings function in the **Recruiting** process. Hiring Managers are involved in all stages of the application process, conducting administrative tasks and collaborating with other recruiting roles at certain stages.

4. Other Recruiting Roles

- **HR Professional** – HR Professionals have the **highest level of permissions** in the system. This role has extended permissions compared to Hiring Managers. They can **access all the JPs** and can update candidates in the *talent pipeline* after the JPs are fully approved and posted. HR Professionals function as high level operators for system support, if other users face errors or require assistance.
- **Non-HR Recruit** – Agency specific (HHSC, DSHS, DFPS) role with the same system permissions as a Hiring Manager. Supports Hiring Managers with Job Requisitions and can access **all** Job Requisitions of a specific agency.
- **Recruitment Partner** – Recruiting Partners support Hiring Managers with the **screening and interviewing** of candidates, with **view access** to Job Requisitions they are assigned to.

Background Information

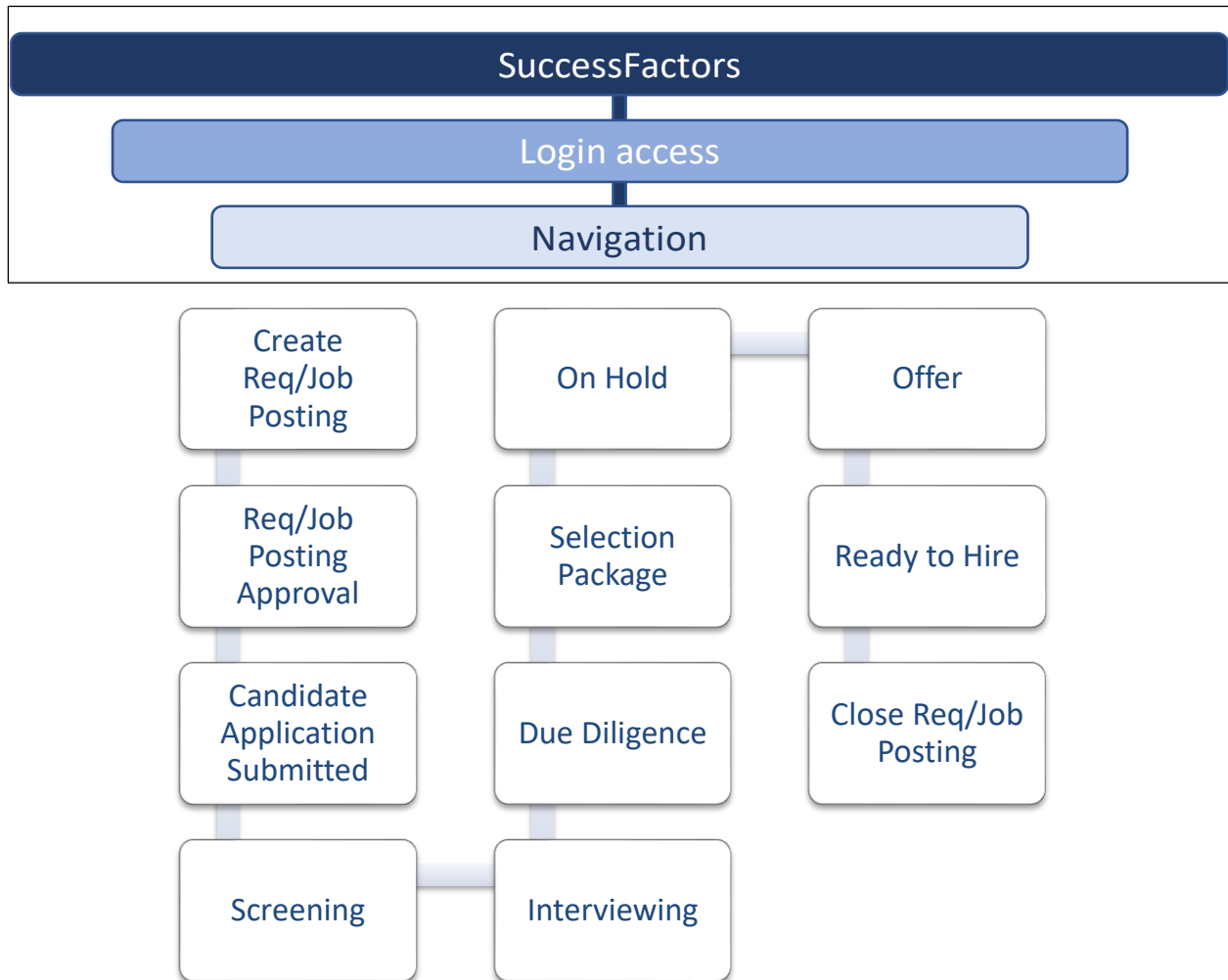
The list below are people who serve a part in the recruiting process.

- **Staffing Coordinator** – Staffing Coordinators function as the final reviewer and approver of pending JPs. Their main focus is on recruiting related administrative tasks.
- **Delegate** – Designated by Hiring Managers and approved by the Recruiting team. The role is not transferred from the PeopleSoft file and must be set manually. A *Delegate* can use the *Proxy Now* button to act on behalf of the Hiring Manager (further information: SoT_Hiring Manager Guide).

Note: All employees have access to the new recruiting platform, including regular employees.

- **Regular Employee** – Employees with limited system features with only access to system sections *Careers*.

5. Process Flow



6. Log into SuccessFactors

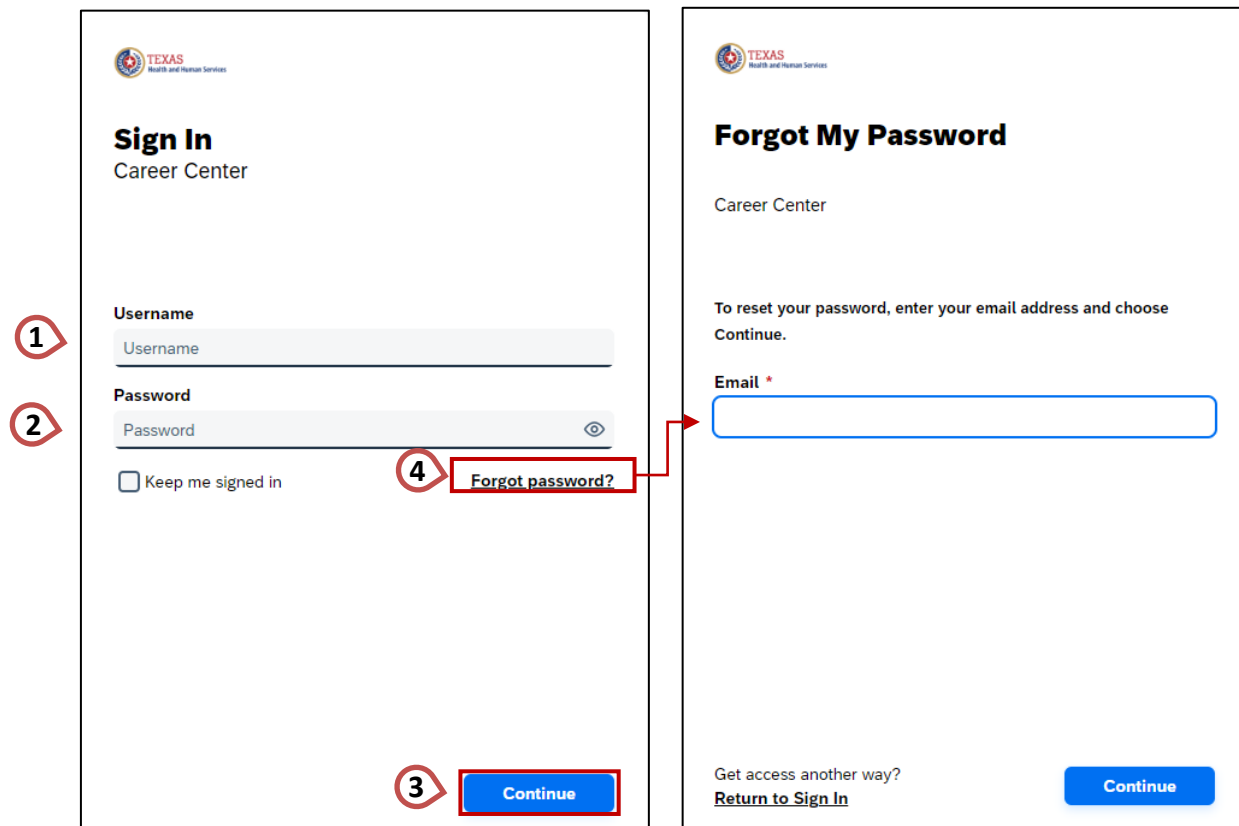
This section describes how to log into SuccessFactors.

Each SuccessFactors Recruiting Platform user is assigned a username and password. Additionally, State of Texas has an URL and Company ID assigned.

1. Open [SuccessFactors URL](#). For quick access later, save the URL as a favorite by clicking on the *Star* icon on the right side of the URL bar.

Once the Login page is opened, you are able to log into SuccessFactors:

1. Enter your username. You will use your CAPPs Employee ID#.
2. Enter your password.
3. Select *Continue*.
4. If you have forgotten your password, select the hyperlinked *Forgot password?* button below the password box to start resetting your password by entering your Email address on the next screen, click on *Continue* and receive a password reset email.



The image displays two screenshots of the SuccessFactors login interface. The left screenshot is titled "Sign In Career Center" and features a "Username" field (callout 1), a "Password" field (callout 2), a "Keep me signed in" checkbox, and a "Forgot password?" link (callout 4). A blue "Continue" button is at the bottom (callout 3). The right screenshot is titled "Forgot My Password Career Center" and features an "Email" input field. A red arrow points from the "Forgot password?" link in the first screenshot to the "Email" field in the second. Both screenshots include the Texas Health and Human Services logo at the top left.

7. Navigation in the SuccessFactors Recruiting Platform

The first-time logging into SuccessFactors, the Hiring Manager will need to review and accept/decline the Data Privacy Consent Statement (DPCS).

Data Privacy Consent Statement

WARNING - RESTRICTED GOVERNMENT SYSTEM

This system is restricted to authorized users only. Unauthorized access, use, misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal, state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws.

Once accepted, the Hiring Manager will be redirected to the Home Page and will not need to accept the DPCS again when accessing the system the next time.

7.1. Home Page: Basic Navigation

The Home Page is the default start page of the SuccessFactors platform. For employees, the Home Page is the main entry point to the platform and generally the first page you see after logging in. It shows useful information like approval highlights, pending tasks to complete, recent.



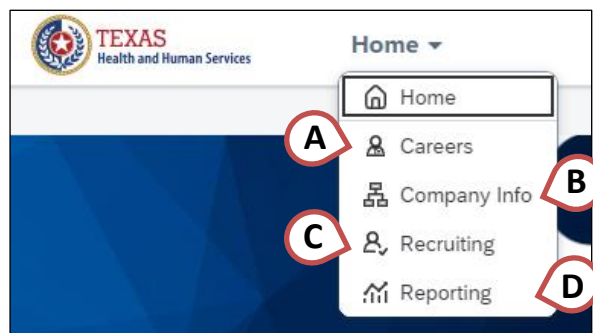
The screenshot shows the SuccessFactors Career Center Home Page. At the top left is the Texas Health and Human Services logo (A) and a 'Home' navigation link (B). The main header features the 'Career Center' title (F) and logos for DFPS, DSHS, and HHSC. On the right, there is a search bar (C) with a dropdown menu (D) and notification icons (E). Below the header is a 'Quick Actions' section (G) with buttons for 'Create Job Requisition', 'Recruiting', 'Favorite Reports', 'Report Center', 'My Org Chart', 'Reminders', and 'Favorites'. The 'Approvals' section (H) displays two cards for 'Job Posting' and 'Job Offer' with details like submission dates and pending durations. The 'Resources' section (I) contains six tiles for 'HHSC & DSHS Due Diligence...', 'Posting Templates', 'Training Recordings', 'DFPS Due Diligence...', 'User Guides', and 'Assistive Technology Us...'. Each tile includes an icon and a title.

- A) **Company Logo:** State of Texas Logo. It will be always visible on the top left of the system screen, redirecting the logged in user back to the home page.
- B) **Navigation Menu:** This is the main menu to access the sections of the system, mainly for *Careers* and *Recruiting*. It will be always visible on the top left of the system screen.

- C) Actions/People Search: This is a search function, which is always accessible on the screen. Click on the search icon to find employees by their employee IDs or names. When you begin to enter text, you'll start to see applicable results. Additionally, users with extended system permissions can search for actions (e.g. to directly navigate to the recruiting section or parts of the recruiting section) or section specific commands. Can be collapsed by using the *magnifying glass* icon. This feature remains constant as you navigate through the portal.
- D) To-Do Alerts and Notifications: Quick access for open To-Do items and system Notifications. Same as for the Actions Search bar, these icons will be visible on all the pages when navigating through the system. They help you manage your day and prioritize what to focus on.
- E) Profile Menu: Shows the name of the logged in user and options for system *Settings*, viewable system *version information* and the *Log Out* feature.
- F) Banner: Appears with the Career Center logo.
- G) Quick Actions: Designed to promote efficient actions for the most common use cases.
- H) Approvals: Requests around Job Requisitions appear here to be reviewed, approved or declined by the manager. Pending Approvals appear as To-Do tasks.
- I) Resources: Shows five tiles (HHSC & DSHS Due Diligence Workbook, Posting Templates, DFPS Due Diligence Workbook, User Guides, and Assistive Technology User Guides) that store additional resources that can be downloaded.

7.1.1.1. Navigation Menu

The *Navigation Menu* will help to navigate through different sections of the recruiting platform.

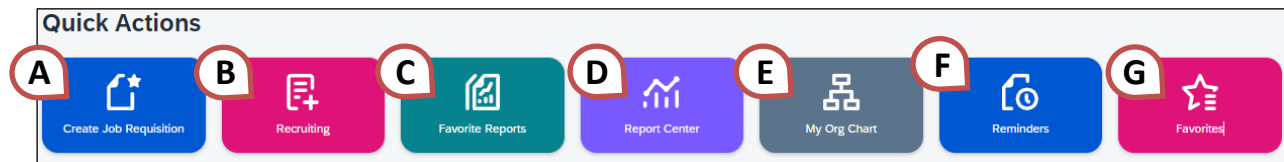


- A) Careers: Internal candidates will use the *Careers* section to search for and apply to positions after being redirected to the *Internal Career Center*.
- B) Company Info: Redirects to the company *Org Chart*.
- C) Recruiting: Hiring Managers will use the *Recruiting* section which provides a central location to create and store Job Requisitions and manage recruiting processes.
- D) Reporting: Redirects to the *Report Center*.

To return back to the home page, select the *Home* icon above *Careers* or the State of Texas logo.

7.1.2. Quick Actions

The Quick Actions section enables users to complete the most frequent or important actions. It's always visible at the top of the page and is designed to promote efficient, focused action for the most common use cases.



Quick Actions are visible on the home page and the following quick actions are available:

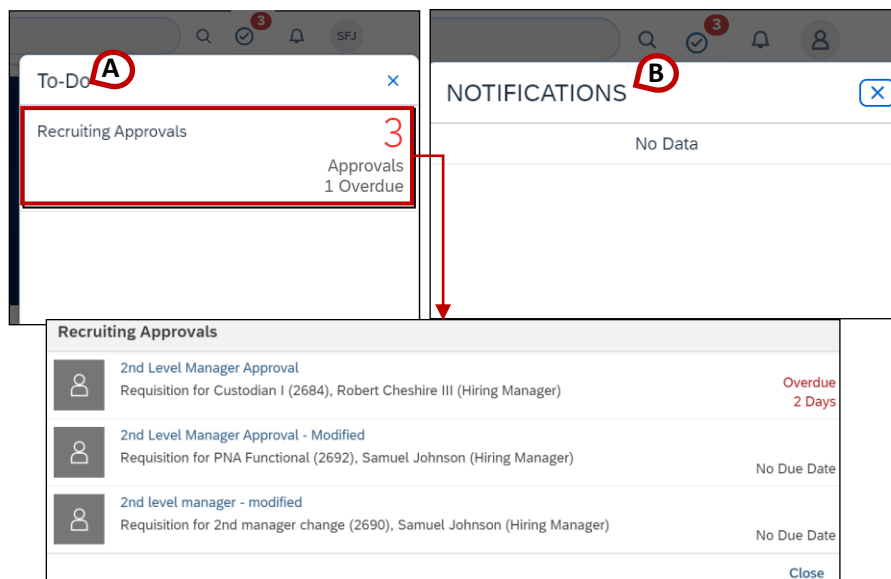
- A) Create Job Requisition: Redirects to the *Create Job Requisition* tab of *Company Info*
- B) Recruiting: Redirects to the *Recruiting* section (further information: [8. Recruiting Management](#)).
- C) Favorite reports: Enables users to build favorite reports that are automatically populated with the most up-to-date information with each login.
- D) Report Center: Redirects to the *Report Center*.
- E) My Org Chart: Redirects to the company *Org Chart*
- F) Reminders: Home Page cards that were temporarily pushed to the next day. Reminders reappear on the Home Page 24 hours after their setup.
- G) Favorites: Enables users to save quick links for frequently used parts/actions in the system. The system provides a default list of available links. Users can choose which ones to mark as their personal favorites for quick-access.

7.1.3. To-Do Items and Notifications

On the top right of the screen, the To-Do items check mark icon is visible. The icon shows the number of pending To-Do's. Next to it, there is an icon to view new, user-specific notifications.



- A) To-Do Items: Example with three pending *Approvals* and one other *To-Do*.
- B) Notifications: System notifications regarding the own profile or managed employees will be displayed here.



Note: These icons will be visible on any page in the system as the upper frame is locked and always available throughout the system.

7.1.4. Approvals

Note: If the logged in user is a **Hiring Manager** or has any other role (refer job aid document SoT_HR_Professional+Other_Roles_Guide) that is involved in the recruiting process, the *Approvals* section on the home page shows changes or requests that require the user to review, approve or decline.

Approvals are *To-Do tasks* and also appear on the [To-Do panel](#). These show up as individual cards. When a task gets completed, it disappears from both places.

Single approval cards can be accepted or declined by selecting the card itself. The system will then redirect to the respective page of content to approve or decline (further information: [8.3. Approving a Job Posting](#)). Multiple pending approvals require the Hiring Manager to access another page by selecting *View All* and review all pending items. Most approval processes will optionally allow or require approvers to add comments before approving/declining.

Approvals

Job Posting ...

Custodian III

Submitted on Feb 22, 2024

Posting Id 2241

Hiring Manager Robert Cheshire III

Staffing Coordinator Test Service Center

Pending For 0 day

[View All \(2\)](#)

Job Posting (2) [🔗](#) ←

Job Posting ...

Custodian III

Submitted on Feb 22, 2024

Posting Id 2241

Hiring Manager Robert Cheshire III

Staffing Coordinator Test Service Center

Pending For 0 day

Job Posting ...

Custodian II

Submitted on Feb 22, 2024

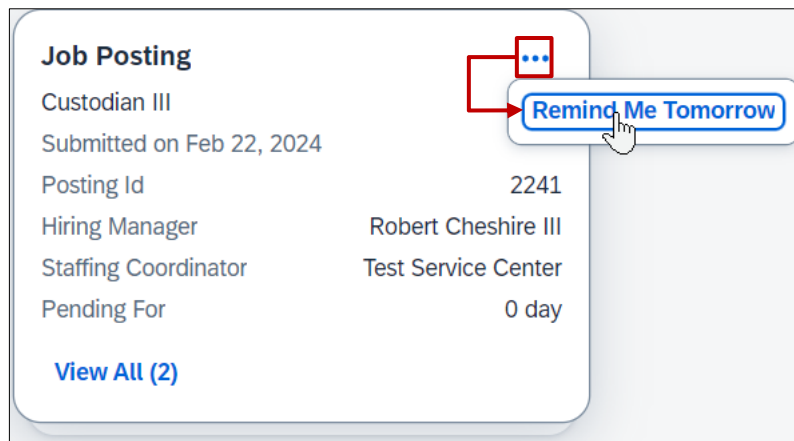
Posting Id 2240

Hiring Manager Robert Cheshire III

Staffing Coordinator Test Service Center

Pending For 0 day

There is the option *Remind Me Tomorrow* to dismiss a card for 24 hours by selecting the three dots on the top right of an approval card.

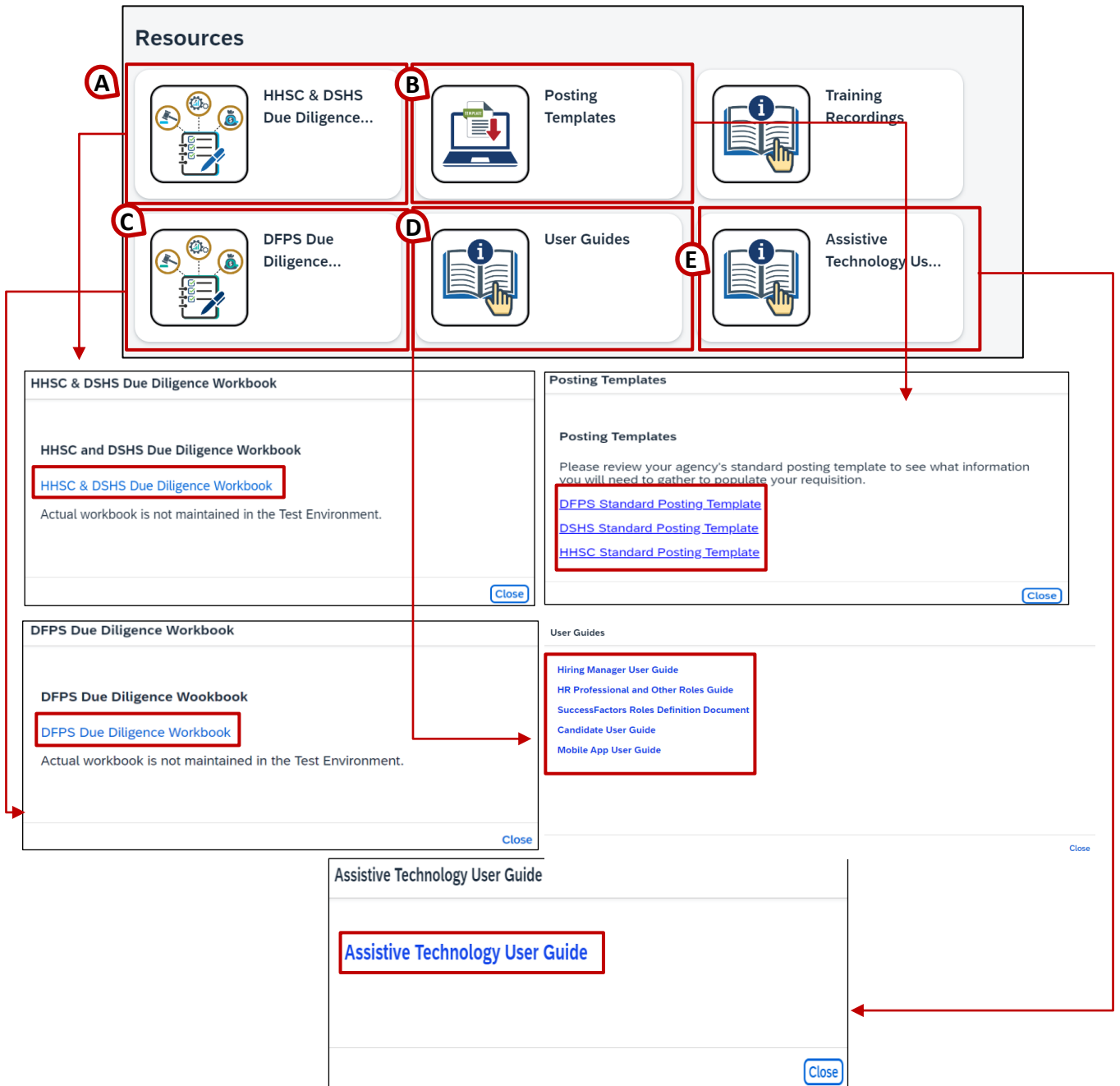


Two examples for pending Approvals:

- Job Offer: Prompts the Hiring Manager to review and approve a pending *Job Offer*. Links the Manager to the details of the offer to review and decide whether to approve/decline it.
 - o Appears when there is a pending *Job Offer* that the Hiring Manager needs to approve.
 - o Disappears after the offer was approved or declined. If no action is taken, it disappears 180 days or after the due date (if set) or the Last Modified date (if there's no due date).
- Job Posting: Prompts you to review and approve a pending JP. Links you to details so that you can review the requisition and then decide whether to approve or decline it.
 - o Appears when you have a JP to approve-- that is, when you've been added as an approver and it's sent for approval.
 - o Disappears when you accept or decline the requisition. This step moves it to a different step in the workflow. If no action is taken, it disappears 180 days or after the *due date* (if set) or the *Last Modified date* (if there's no due date).

7.1.5. Resources

Resources is a new section on the home page, providing guideline documents for due diligence, posting templates and job aids.



Resources

- A** HHSC & DSHS Due Diligence...
- B** Posting Templates
- Training Recordings
- C** DFPS Due Diligence...
- D** User Guides
- E** Assistive Technology Us...

HHSC & DSHS Due Diligence Workbook

HHSC and DSHS Due Diligence Workbook

[HHSC & DSHS Due Diligence Workbook](#)

Actual workbook is not maintained in the Test Environment.

[Close](#)

Posting Templates

Posting Templates

Please review your agency's standard posting template to see what information you will need to gather to populate your requisition.

[DFPS Standard Posting Template](#)

[DSHS Standard Posting Template](#)

[HHSC Standard Posting Template](#)

[Close](#)

DFPS Due Diligence Workbook

DFPS Due Diligence Workbook

[DFPS Due Diligence Workbook](#)

Actual workbook is not maintained in the Test Environment.

[Close](#)

User Guides

- [Hiring Manager User Guide](#)
- [HR Professional and Other Roles Guide](#)
- [SuccessFactors Roles Definition Document](#)
- [Candidate User Guide](#)
- [Mobile App User Guide](#)

[Close](#)

Assistive Technology User Guide

[Assistive Technology User Guide](#)

[Close](#)

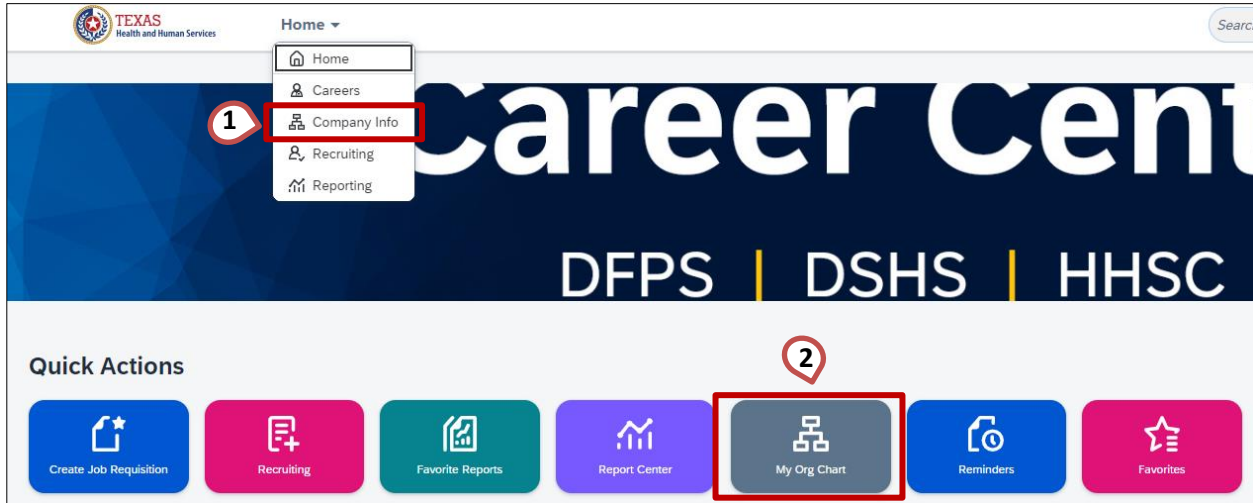


- A) HHSC & DSHS Due Diligence Workbook: Stores additional resources regarding Due Diligence. Clicking on the link (HHSC & DSHS Due Diligence Workbook) will automatically download the *Excel* workbook.
- B) Posting Templates: In this section you will find three different templates, one for each agency of State of Texas. Review your agency's standard posting template to see what information you need to gather to fill your requisition. Clicking on the link will automatically download the Word document.
- C) DFPS Due Diligence Workbook: Stores additional resource regarding Due Diligence for DFPS agency. Clicking on the link will automatically download the *Excel* workbook.
- D) User Guides: This tile stores *Job Aid Documents* for further information about navigating through the system with different user roles like Hiring Manager, HR Professional, etc. Clicking on the link will automatically download the *Excel* workbook.
- E) Assistive Technology User Guide: Stores the Assistive Technology User Guide.

7.2. Company Org Chart

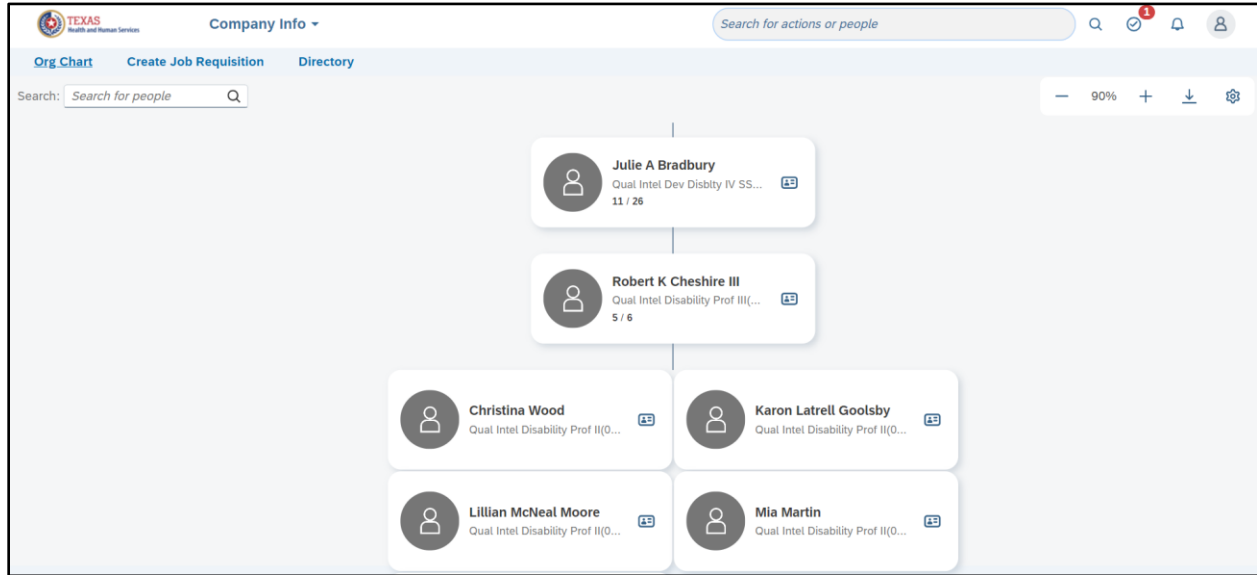
The State of Texas' *Org Chart* can be accessed from the home page in two ways:

1. Open the Navigation Menu and select *Company Info* or
2. Select the Quick Actions *My Org Chart*.



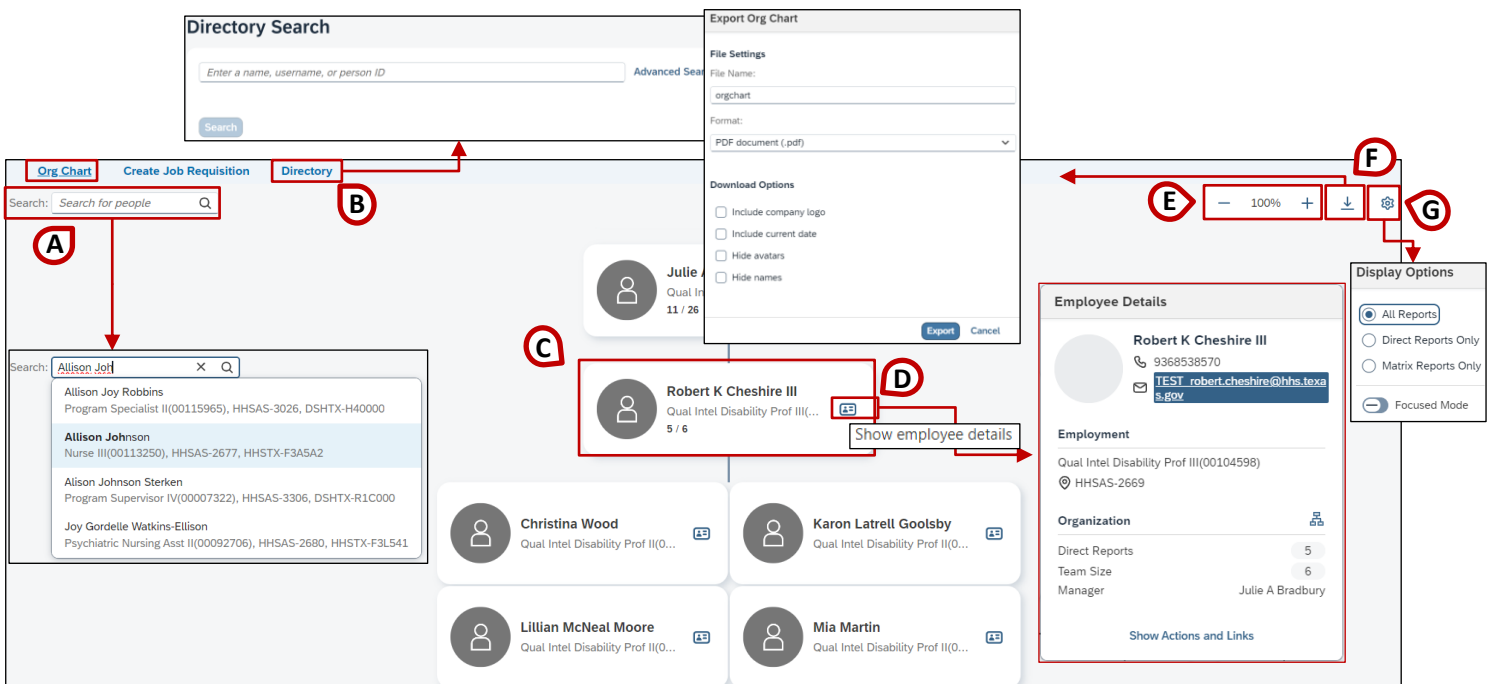
You can then browse the organizational hierarchy (*Org Chart*) to understand the department structure and reporting relationships. Find people in the organization and discover more about them using the *Employee Quick Card* or *Directory*. Hiring Managers can also view information about an employees' position, managers and other relationships in the organization, either direct or matrix.

7.2.1. Company Org Chart Navigation



Use the new *Org Chart* design to streamline your organization insight.

Note: The full reporting line of the searched employees will be shown right away. You can only navigate to the top and bottom of the chart by holding your left mouse key and dragging the mouse. Scrolling via the mouse wheel only zooms in and out of the org chart.

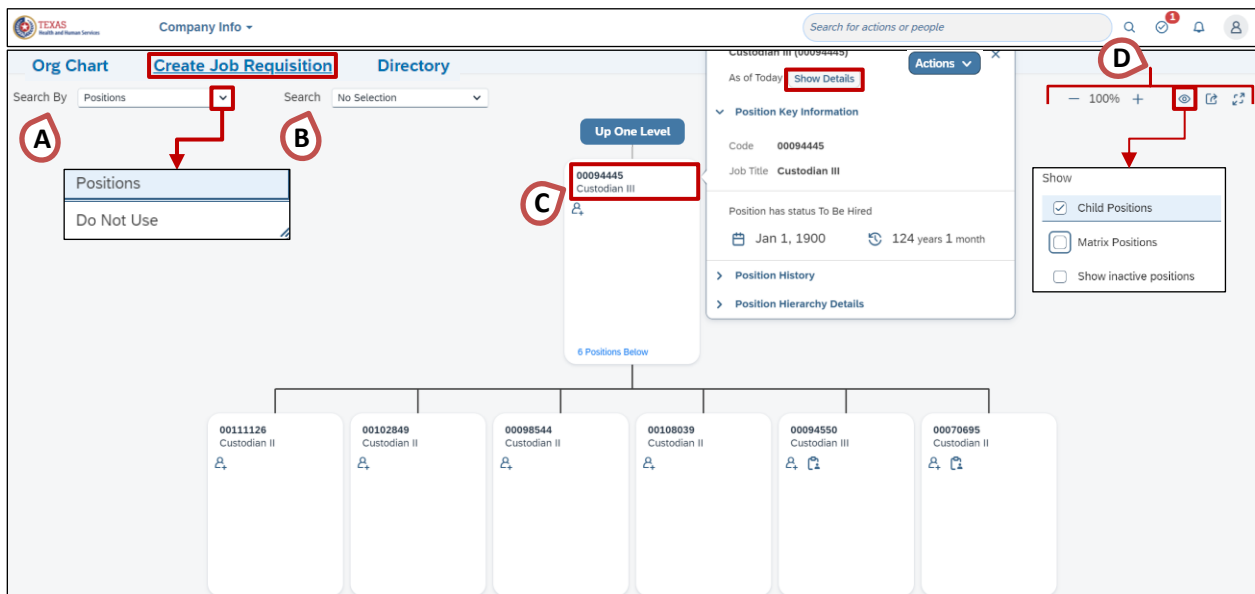


- A) **Search Org Chart:** Allows to search and view an individual of the company on the chart.
- B) **Directory:** General tool to search people of the organization by name, username, person ID or other advanced search criteria.

- C) **Employee Details:** Displays the name and position name and ID. If an employee card shows numbers on the lower left, the respective employee is in a manager position and has direct reports. By clicking on the white card itself you can expand and collapse the display of the direct reports in the chart (the image shows the expanded chart).
- D) **Employee Details:** Quick Card to open the Public Profile of an employee (further information: [7.1.5. Profile Menu: Public Profile](#)).
- E) **Zoom tool:** Option to change the *Org Chart* size in percent by selecting the **-** or **+** icon.
- F) **Export Options:** Option to export the chart in document or picture format with additional download options to include or hide certain aspects like names, avatars, the company logo and the current date in the export.
- G) **Display Options:** Option to display all reports, direct reports only or matrix reports only in the *Org Chart*.

7.2.2. Create Job Requisition Navigation

The Position Org Chart allows Hiring Managers to view a graphical representation of positions in the organization, who occupies the positions and how they relate to other positions, whether those are higher-level positions, lower-level positions or peer positions.



The screenshot displays the 'Org Chart' interface. At the top, there is a search bar with 'Positions' selected (A) and a 'Create Job Requisition' button (B). Below the search bar, a dropdown menu shows 'Positions' and 'Do Not Use'. A position card for '00094445 Custodian III' (C) is highlighted, showing details like 'Code: 00094445', 'Job Title: Custodian III', and 'Position has status To Be Hired'. A 'Show Details' button (D) is visible next to the position card. The org chart below shows a hierarchy with '6 Positions Below' the selected position.

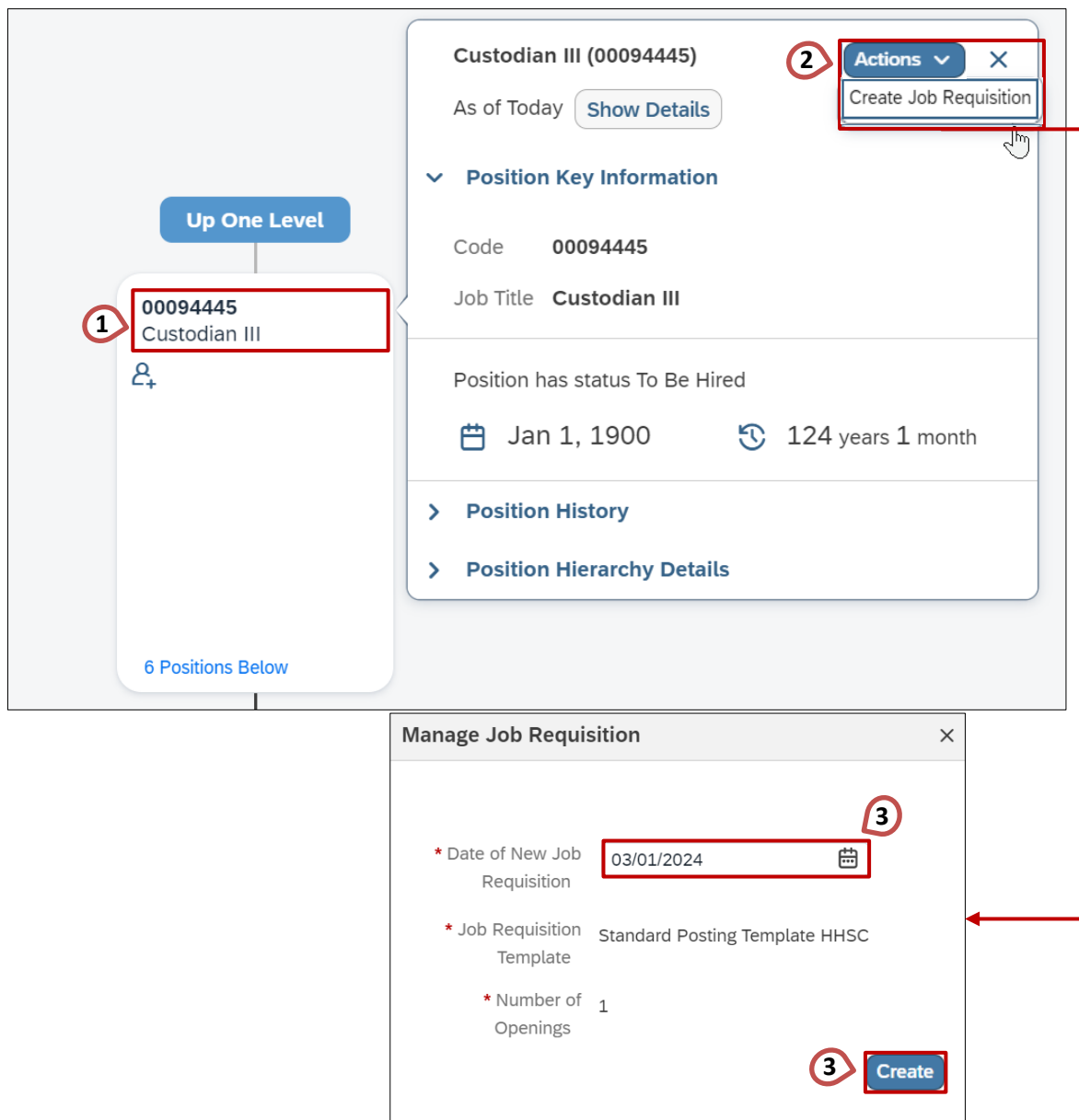
- A) **Search By:** Option to find a position based on *position* names or codes. The second option labelled as *Do Not Use* is searching for a position by employee name. Please only use the *Positions* option when trying to create a job requisition.
- B) **Search:** Based on the previous selection for *Search By*, users can search by positions or employee name.
- C) **Position Card:** Position information will be displayed when selecting the position code/name. Details like position *Code* or *Job Title* will then be shown. For all details about the position, use the *Show Details* button.

- D) **Display Options:** Options to change the *Org Chart* size by selecting the **-** or **+** icon. Select **Display Options** icon to filter the chart by the position type (*Child Positions, Matrix Positions, Show inactive positions*). The **Export** icon can be used to save a copy of the chart, either as a PDF or an image file. **Hide top navigation** will collapse the navigation bar, only displaying the Org Chart on the page.

7.3. Creating a Job Requisition

To create a JR, navigate to the *Create Job Requisition* tab of the *Company Info* section. Then,

1. select the respective *Position card* where you want to create a requisition.
2. On the top right corner, select **Actions** and then on **Create Job Requisition**.
3. Choose an effective start date for the requisition and select **Create**.



The screenshot illustrates the steps to create a job requisition. On the left, an org chart shows a position card for '00094445 Custodian III' highlighted with a red box and a circled '1'. To the right, a detailed view of this position is shown, with an 'Actions' dropdown menu in the top right corner containing a 'Create Job Requisition' option, also highlighted with a red box and a circled '2'. Below this, a 'Manage Job Requisition' form is displayed. The form includes fields for 'Date of New Job Requisition' (set to 03/01/2024), 'Job Requisition Template' (Standard Posting Template HHSC), and 'Number of Openings' (1). A 'Create' button at the bottom right of the form is highlighted with a red box and a circled '3'. Red arrows connect the highlighted elements across the interface to show the workflow.

Back to: [8.2.2. Create Job Requisitions](#)

8. Recruiting Management

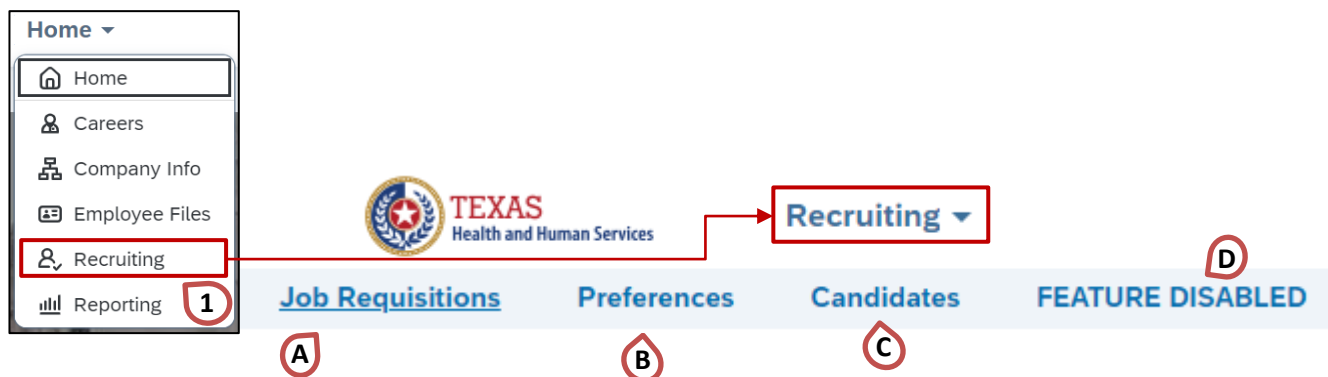
This section will walk you through the **Recruiting** section of the platform.

SuccessFactors *Recruiting* will:

- A) Provide a multi-channel approach that gets jobs in front of the right candidates.
- B) Initiate relationships and maintain contact with candidates.
- C) Facilitate a strategic recruiting process for your business's needs.

8.1. Recruiting module Navigation

1. Select **Recruiting** in the navigation menu on the top left of the page.



The Recruiting page lands on one of the tabs (A – C).

- A) **Job Requisitions**: Overview of *Job Requisitions* the respective Manager has access to.
- B) **Preferences**: Storage for *saved pre-screening questions* for candidates, *saved rating scales* and *display preferences*.
- C) **Candidates**: Tab to search for internal and external candidates by key words, background information and other criteria.
- D) **FEATURE DISABLED**: No longer supported/utilized feature which cannot be made invisible in the system, therefore the tab was relabelled.

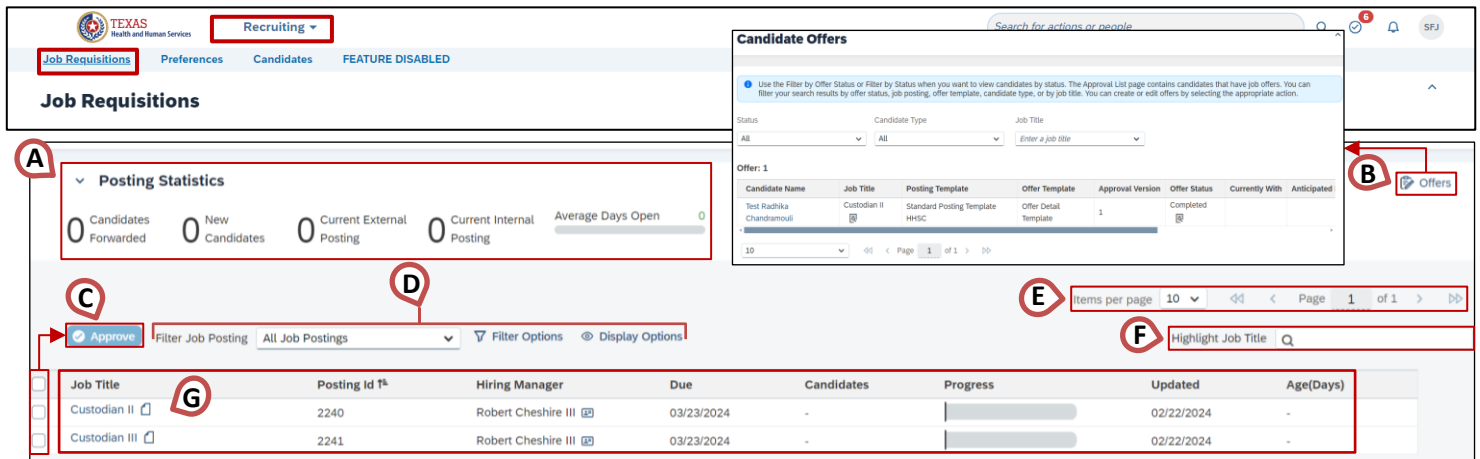
All tabs except *FEATURE DISABLED* will be explained further in the next chapters.

8.1.1. Job Requisitions

By default, and if not changed in the personal settings, the *Job Requisitions* tab will be shown when accessing *Recruiting*.

All JRs that the logged-in Hiring Manager has ownership of will display on this page (requisitions with pending approvals as well as already approved/open postings).

Note: Job Requisitions (JRs) are called Job Postings (JPs) as soon as they were fully approved and published/posted. *Job Requisition* is used to internally label the pre-published forms.



The screenshot shows the 'Job Requisitions' page in the SuccessFactors Recruiting platform. It includes a navigation bar with 'Job Requisitions', 'Preferences', 'Candidates', and 'FEATURE DISABLED'. The main content area is divided into several sections:

- A) Posting Statistics:** A summary section showing metrics for Candidates Forwarded, New Candidates, Current External Posting, Current Internal Posting, and Average Days Open.
- B) Offers icon:** A button labeled 'Offers' in the top right corner.
- C) Approve button:** A button labeled 'Approve' on the left side of the job title table.
- D) Filter/Display Options:** A dropdown menu for filtering job postings and a 'Filter Options' button.
- E) Items per page:** A dropdown menu for selecting the number of items per page (currently set to 10).
- F) Highlight Job Title:** A search bar for highlighting job titles.
- G) Job Postings Table:** A table listing job titles, posting IDs, hiring managers, due dates, candidate counts, progress bars, and update dates.

Job Title	Posting id ↑	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Custodian II	2240	Robert Cheshire III	03/23/2024	-	<div style="width: 100%;"></div>	02/22/2024	-
Custodian III	2241	Robert Cheshire III	03/23/2024	-	<div style="width: 100%;"></div>	02/22/2024	-

- A) **Posting Statistics:** Information about JPs: number of candidates forwarded, number of new candidates, the number of current external and internal postings. Average Days Open shows the average days a job posting is in Open status.
- B) **Offers icon:** Option to search for existing *Offers* that were offered to *Candidates*.
- C) **Approve button:** Postings which are in pending approval state can be approved by selecting the *check box* on the left side of the job titles in the table and use the *Approve* button. This way, multiple pending Job Requisition approvals can be finalized at once.
- D) **Filter/Display Options:** Select and set different filter and personal display options as preferred to facilitate a better overview of the JRs.
- E) **Items per page:** Option to adjust how many JRs are shown on the overview page at once.
- F) **Highlight Job Title:** Listed job titles can be highlighted in yellow by entering the title in this search bar and find them easier on the page. This is a time-saving feature if there is a high amount of listed JRs.
- G) **Job Postings:** *JPs* are listed with the internal *Job Title* along with the system assigned *Posting ID*. The table columns show details for postings such as *Hiring Manager*, *Due* date, number of *Candidates* that applied, *Progress* in the recruiting process etc.

Filter and Display Options (D)

- A) *Filter Options* contain criteria which can be utilized to show only specific postings. Select *Update Screen* after selecting or entering filter options to apply the filter.
- B) *Display Options* allows you to make only individually preferred columns of the table visible. Select *Update Screen* after selecting to apply the display preferences.

Filter Options

A

Use the options below to limit the items you want to see.

Enter Keywords:

Title Only

Job Posting ID:

Job Posting Type:

Do not Use:

Position Number:

Users:

Hiring Manager

Staffing Coordinator

HR Professional

Non-HR Recruit

Recruitment Partner

Call Center Agent role (View only)

Filter By:

Agency

Department

Title / Position Number

[Clear Filters](#)

Update Screen

Display Options

B

Use the options below to show or hide the columns in the table.

Filter Info

- Posting Id
- Position Number
- Department
- Agency
- Title / Position Number

Users

- Hiring Manager
- Staffing Coordinator
- HR Professional
- Non-HR Recruit
- Recruitment Partner

Pending Posting Options

- Currently With
- Updated
- Due
- Current Step

Open/Closed Posting Options

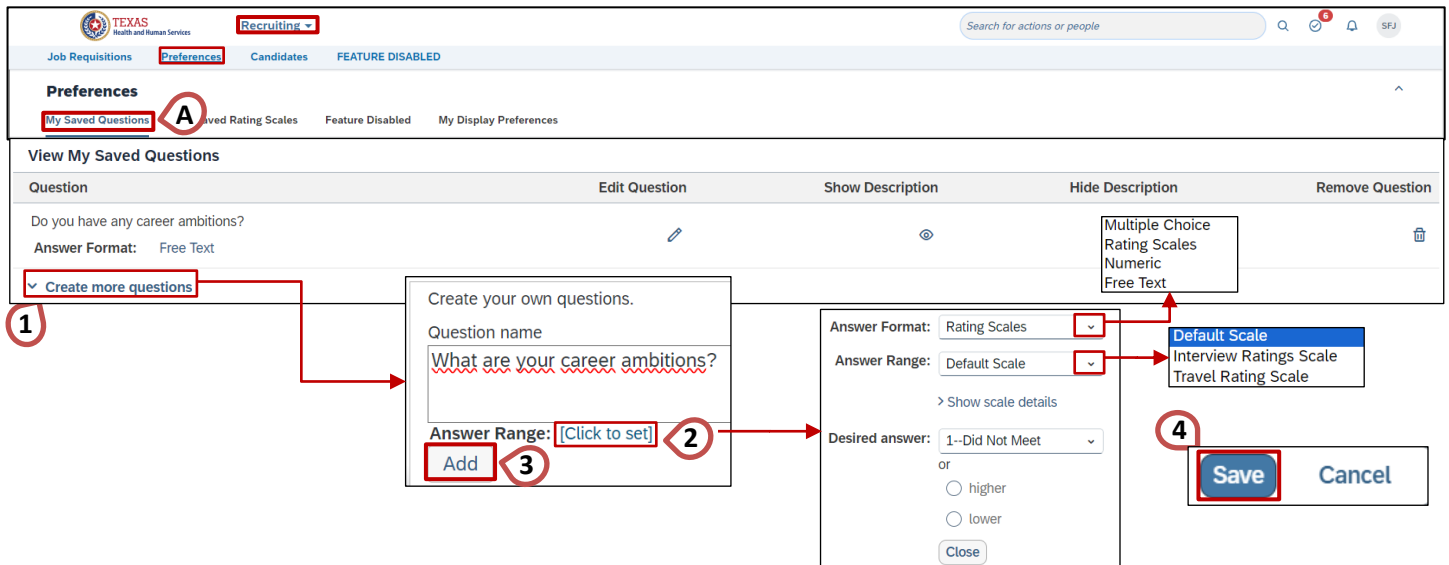
- Candidates
- Active Candidates
- Progress
- Status
- Job Start Date

Update Screen

8.1.2. Preferences

Within the section *Preferences* of the *Recruiting* section, Hiring Managers can navigate through different sub-sections: *My Saved Questions*, *My Saved Rating Scales*, *FEATURE DISABLED* and *My Display Preferences*.

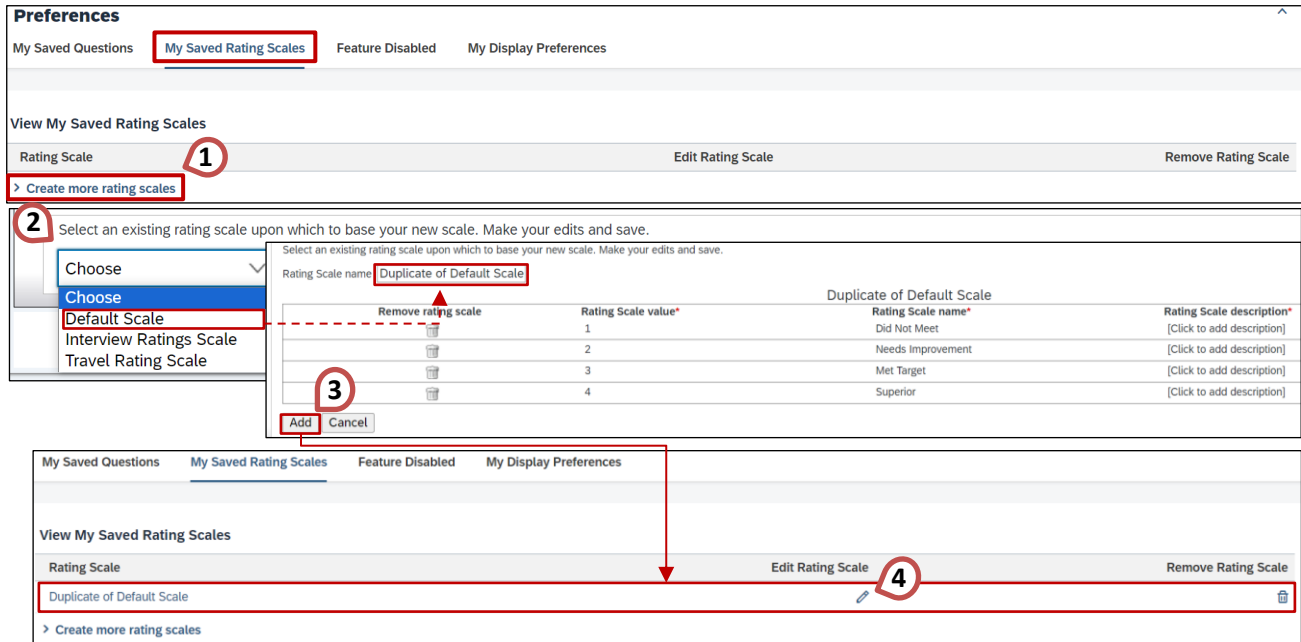
- A) *My Saved Questions*: *Assessment Questions* which are **not** part of the default global *Question Library* can be created (1), *Answer Ranges* defined (2) and both be added (3) here. The answer ranges can be formatted as multiple choice, free text, rating scales or numeric format. These questions are only visible/editable for the **owner who created and saved** them (4).



The screenshot shows the 'My Saved Questions' section of the 'Preferences' page. A red box highlights the 'Create more questions' button (1). A modal window titled 'Create your own questions' is open, showing a text input for the question name ('What are your career ambitions?') and a dropdown for 'Answer Range' with a 'Click to set' link (2). Below the modal is an 'Add' button (3). To the right, a dropdown menu for 'Answer Range' is shown, listing 'Rating Scales', 'Default Scale', 'Interview Ratings Scale', and 'Travel Rating Scale'. A 'Save' button (4) is highlighted in a red box.

Note: The free text entry in the *Create your own questions* part will default to 200 characters if not edited.

B) My Saved Rating Scales: Hiring Managers can create (1) personal rating scales to use in job applications and evaluate candidates during and/or after an interview.



1 Create more rating scales

2 Select an existing rating scale upon which to base your new scale. Make your edits and save.

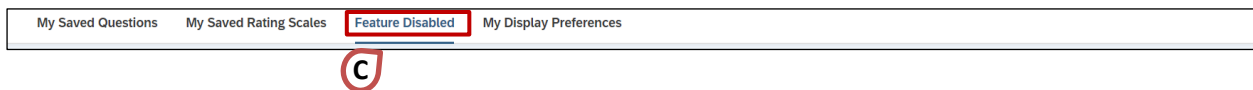
Choose
 Choose
 Default Scale
 Interview Ratings Scale
 Travel Rating Scale

Remove rating scale	Rating Scale value*	Rating Scale name*	Rating Scale description*
	1	Did Not Meet	[Click to add description]
	2	Needs Improvement	[Click to add description]
	3	Met Target	[Click to add description]
	4	Superior	[Click to add description]

3 Add Cancel

4 Edit Rating Scale Remove Rating Scale

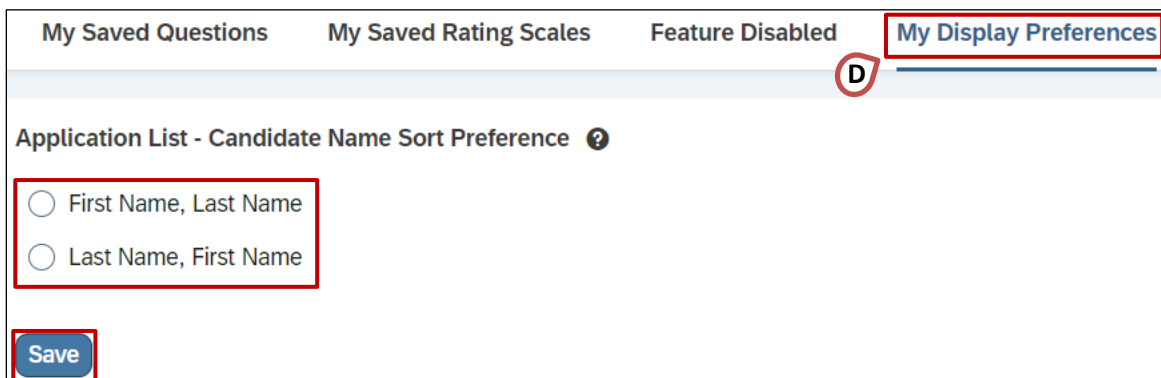
C) Feature Disabled: No longer supported/utilized feature which can't be turned off completely in the system. This sub-section was relabelled to indicate the inactivity.



My Saved Questions My Saved Rating Scales **Feature Disabled** My Display Preferences

C

D) My Display Preferences: Option to *save* a type of sorting for the list of users for *JR forms* where a Hiring Manager is listed as an owner/originator.



My Saved Questions My Saved Rating Scales Feature Disabled **My Display Preferences**

D

Application List - Candidate Name Sort Preference ?

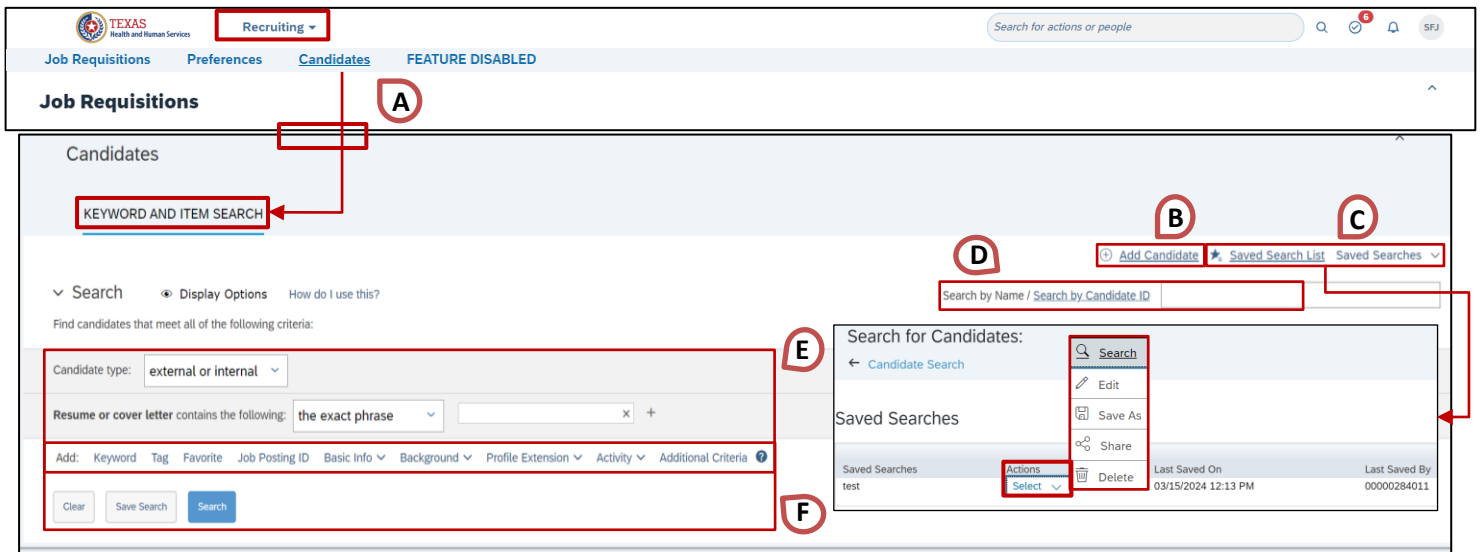
First Name, Last Name
 Last Name, First Name

Save

8.1.3. Candidates

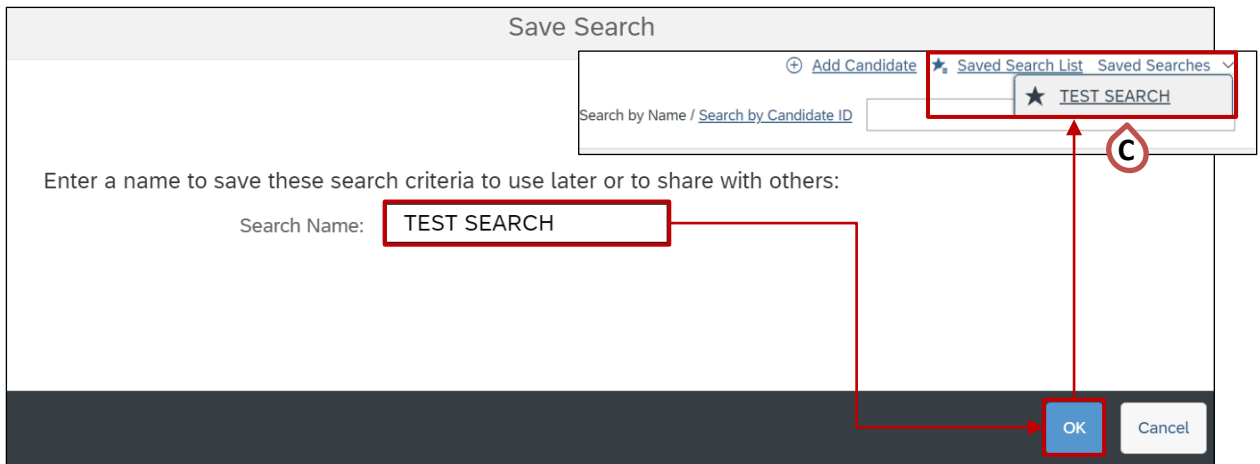
This section shows Hiring Managers (and other operator roles of the system) how to access and utilize the *Candidates* tab under **Recruiting**.

To search for candidates:

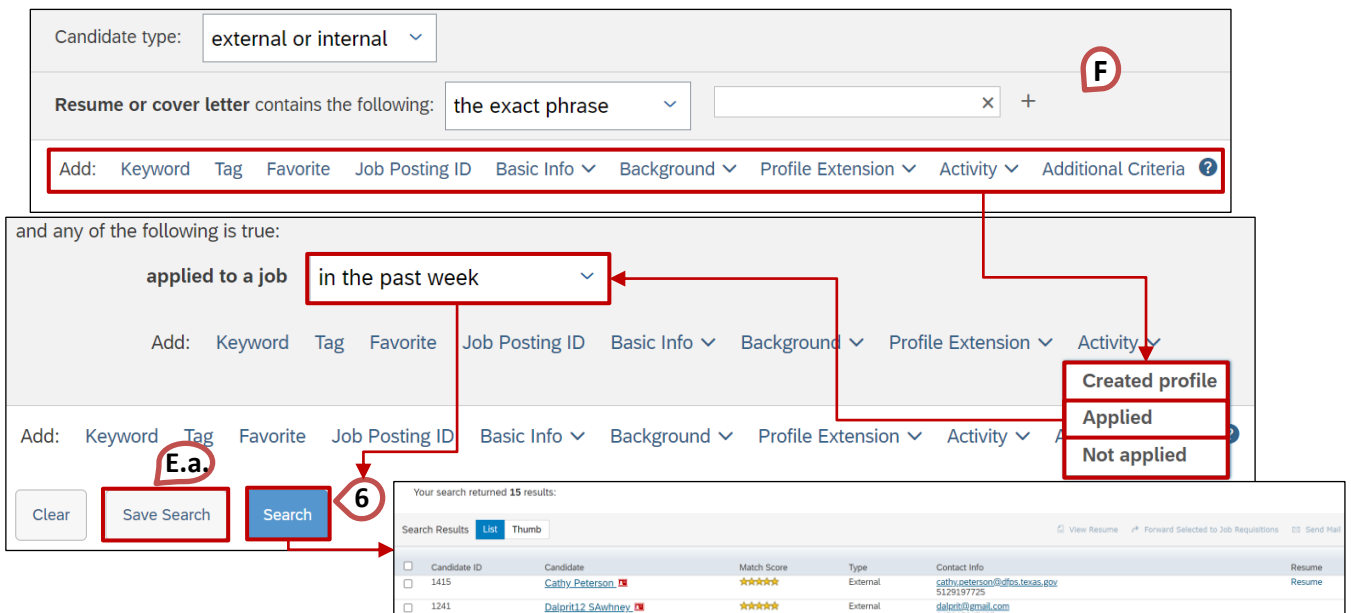


- A) Access the *Candidates* tab in *Recruiting*. The *Keyboard and Item Search* will show up.
- B) Add Candidate: **Not used by Hiring Managers**. This feature is mainly used by the **Service Center** team to create basic profile candidate users. These candidates will **not** be linked to the State of Texas PeopleSoft application and can be used for testing purposes or ad hoc applications.
- C) Saved Searches: Hiring Managers can create a *Saved Search List* or *Saved Search* (quick access) for candidates that are searched frequently. It's possible to initiate and edit the saved search by adding or deleting candidates from the list or editing/deleting the search criteria to narrow the search down. The saved searches can also be shared with other colleagues.
- D) Candidate Search: Search by *Name* or *Candidate ID*. When selecting a candidate from the search list, the user will be directed to the profile. It's possible to save a personal search list with multiple, frequently searched candidates stored.
 - a. If searching by Name or Candidate ID and picking a candidate from the upcoming list, the Hiring Manager will be redirected to the **basic information profile** of the candidate.
- E) Keyword and Item Search: Search for candidates based on certain criteria (F).

- a. Select *Save Search* after setting up all criteria (see screenshot of next step). Set up a *Search Name* and save it by selecting *OK*. The newly saved Search will appear in *Saved Searches*, accessed on the upper right (C) of the page.



- F) When trying to search based on certain criteria, select *Search* after using at least one of the criteria shown below (e.g. Activity -> Applied).



Note: The Hiring Manager can only search for candidates that applied to their own JPs and see their details. For other candidates, the Hiring Manager can only see the basic profiles.

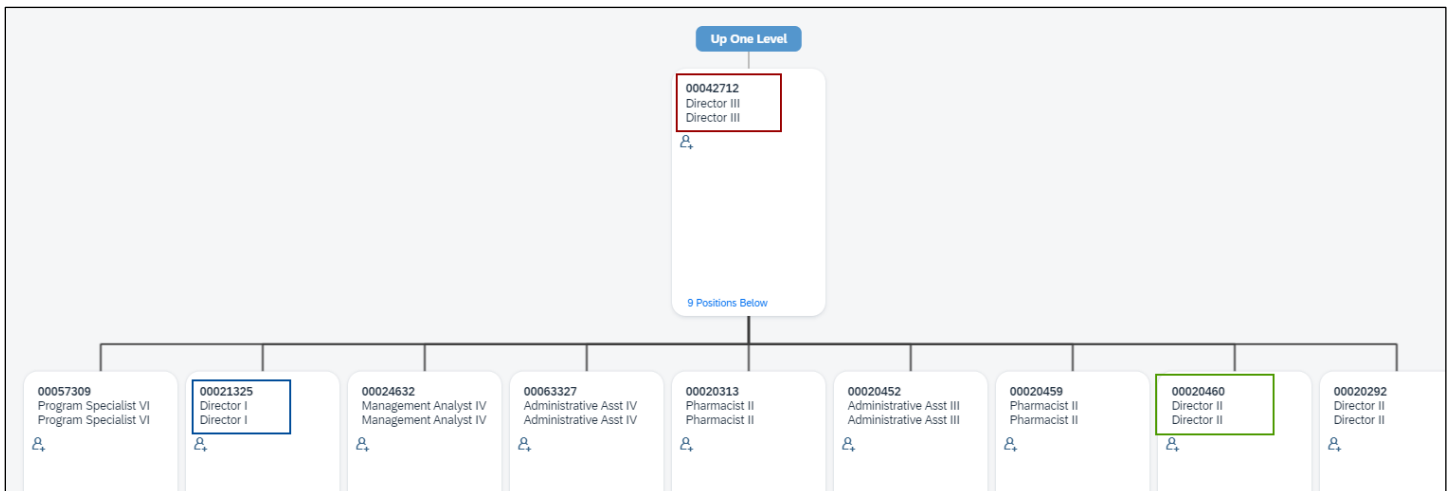
8.2. Managing Vacancies

Note: Before creating a JR, the Hiring Manager should check if vacant positions are already available in the *Position Org Chart* or if a new position needs to be created first.

8.2.1. Position types

There are two different position types at the State of Texas:

- 1) **Single Tap positions:** Individual Positions with same salary grade.
- 2) **Career Track positions:** Positions based on multiple levels. So, you can find different positions with the same position title but with different levels. For example:
 - Director I (blue)
 - Director II (green)
 - Director III (red)



Career Track position titles can have any of the these prefixes: APS, CPI, CPS, FGC. They will always include a roman numeral at the end (I, II, III, IV...) according to the position level and salary grade.

See the below table which describes the internal *Career Track* process and how to manage candidates throughout the different *Career Track* positions and opened JPs:

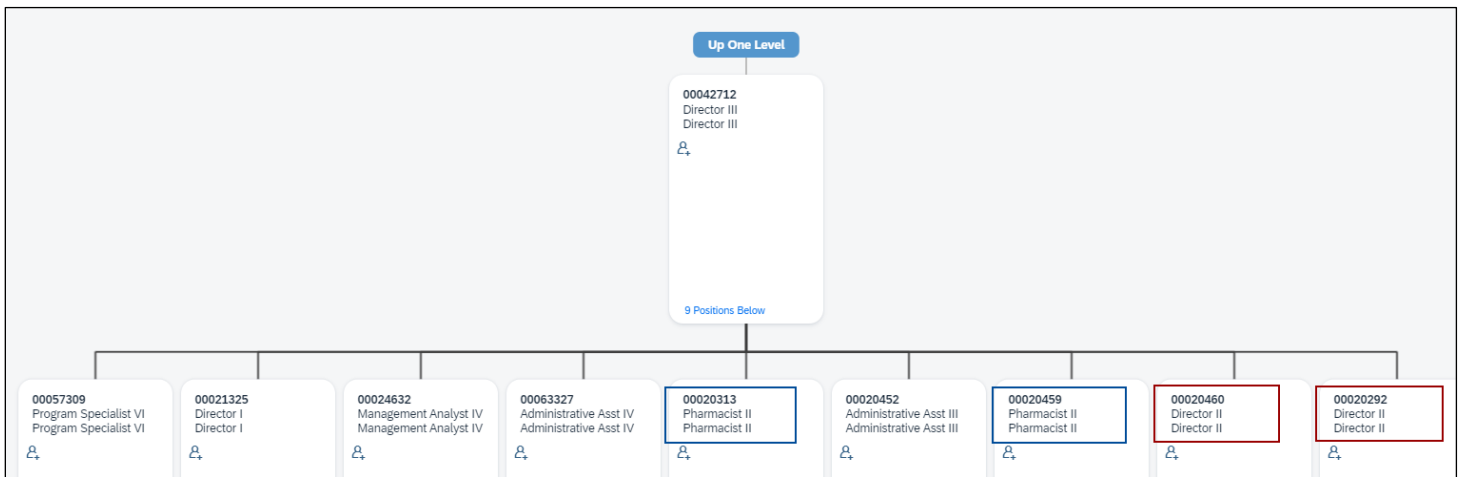


Position	JP creation	Posting Advertisement Type	Candidate Application
Pharmacist I	Yes	Internal/ Internal and External	The candidate applies to the JP manually via Careers section (internally) or Career Center (externally).
Pharmacist II	No	N/A	Hiring Manager will create an Offer letter for the Pharmacist II position and its respective salary grade based on experience/skills of the candidate.
Pharmacist III	No	N/A	Hiring Manager will create an Offer letter for the Pharmacist III position and its respective salary grade based on experience/skills of the candidate.

Additionally, for **Career Track positions** we can find the same position title with different position codes. that in the Position Org Chart for the same position we could have plenty of openings. This will be defined by the Hiring Manager when creating the JR.

Example:

- Pharmacist II (00020313) (blue)
 - Pharmacist II (00020459) (blue)
- or
- Director II (00020460) (red)
 - Director II (00020292) (red)



Note: Only the lower-level positions (level 1) get posted internally and externally as open for applications and will be extended by the Hiring Manager based on the assessment and interview results of the respective candidate.

8.3. Create and Update Job Requisitions

After a position is visible in the Position Org Chart (*Create Job Requisition* tab of the *Company Info* section), it's ready for the hire of a new employee for it, the Hiring Manager can create a *Job Requisition* based on the position.

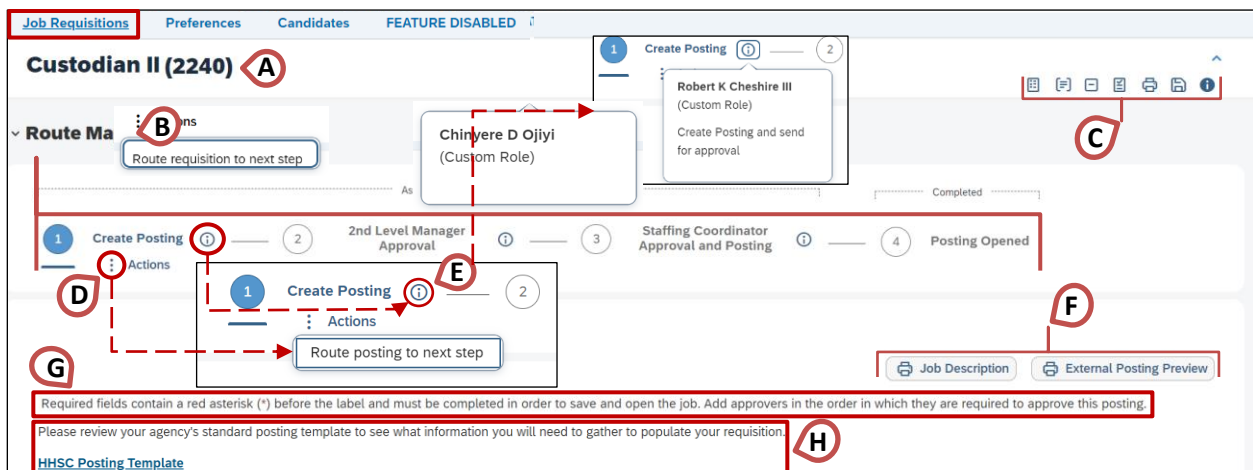
Note: The process is used to create *JRs* based on *Single tag* or *Career Track* positions. For further information, refer the [Position types](#) chapter.

Please review the [chapters 7.2.2. and 7.3.](#) to understand this process.

8.3.1. Update Job Requisition Forms

After selecting a pre-approved JR, Hiring Managers need to review the *JR Form* and update it according to the required information.

Note: Fields marked with a red asterisk (*) are mandatory to fill and be able to save the updated posting. A lot of fields are not editable here, as they get filled with data from the PeopleSoft records directly or prepopulated/carried over based on the details of the position used to create the JP.



- A) JR Title and ID: header of the page, shows title and ID of the posting.
- B) Route Map: Displays the JR approval process. The current step is highlighted in blue, next upcoming steps are shown greyed out.
- C) Additional options: Display and download options at the top right of the page. The options include: *View Full Form*, *View Form by Section*, *View Form by Item*, *Print Preview*, *Print to HTML or PDF*, *Save the entire Form*, *Info about this Form*. **Note:** The first three options do **not** have utilized functions in the system, the other options are explained by their labels.
- D) Step action: With this option, postings can be routed directly to the next approver step.

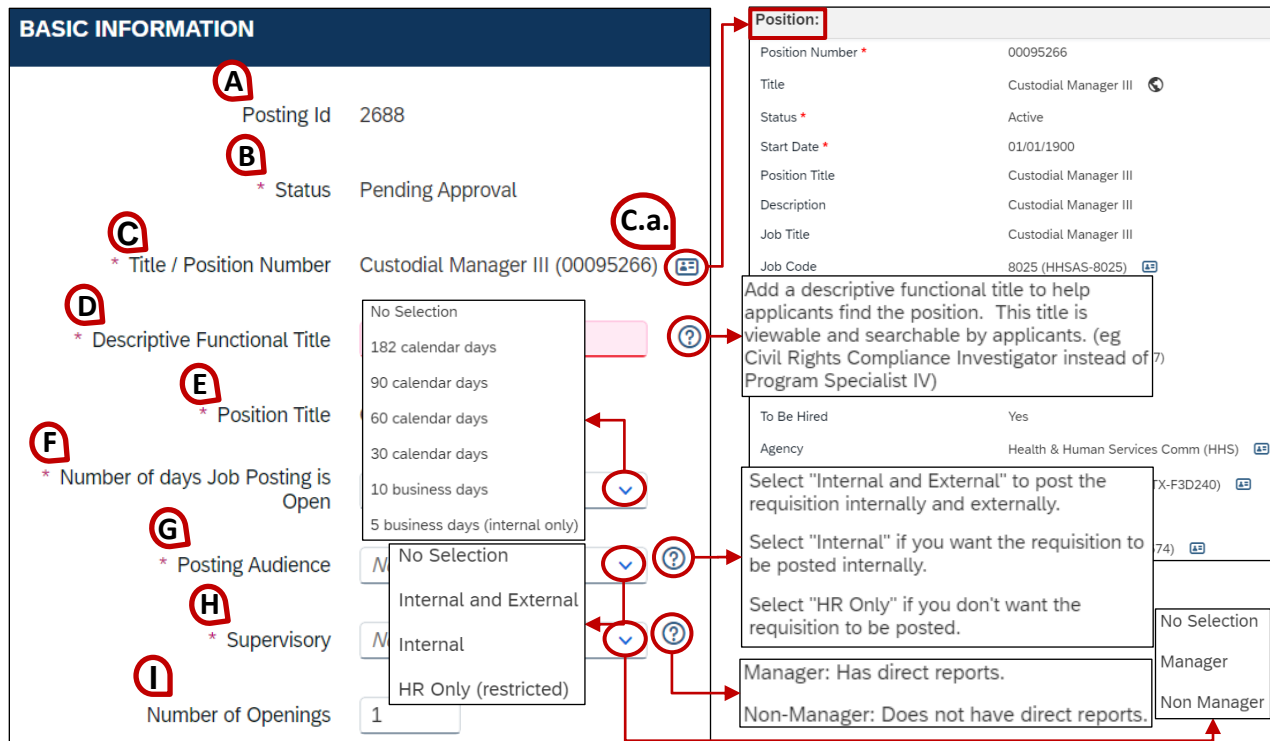


- E) Step information: Hiring Managers can see the roles and responsible persons involved in the approval steps by selecting the info icon next to the step titles.
- F) Posting Preview: The Job Description button links the Hiring Manager information entered during the further JR creation. The *External Posting Preview* button does not show anything for Hiring Managers, another role (Staffing Coordinator) that manages the *External Career Center* postings will be able to see external descriptions.
- G) Instruction box: Shows instructions regarding the creation of *JR Forms*. Same instruction as in the note-box at the beginning of this chapter.
- H) Standard Posting Template: A quick-link to the standard posting template of the agency assigned in the *JR form*. Use the template as a guide to fill the sections of the *JR form* (further information: **B** in [7.1.10. Resources](#)).

Note: Content which was filled into the template should be pasted into the *Job Description* field of the *JR Form* in the recruiting system.

8.3.2. Basic Information

The first section Hiring Managers will review and update accordingly in the **JR Form** below the Introduction section is the **Basic Information**.



The screenshot shows the 'BASIC INFORMATION' section of a form. Fields include: Posting Id (2688), Status (Pending Approval), Title / Position Number (Custodial Manager III (00095266)), Descriptive Functional Title (dropdown), Position Title (dropdown), Number of days Job Posting is Open (dropdown), Posting Audience (dropdown), Supervisory (dropdown), and Number of Openings (1). A 'Position:' details panel is open, showing fields like Position Number, Title, Status, Start Date, Position Title, Description, Job Title, Job Code, To Be Hired, Agency, and Manager/Non-Manager options. Callouts A through I and C.a. are placed around the form to indicate specific fields and their functions.

- A) Posting ID: Identification number that gets generated and assigned by the system when a JR gets created.
- B) Status: Reflects the current *Status* of the JR, either *Pending Approval*, *Open* or *Closed*.
- C) Title / Position Number: Title and number of the position chosen to create the JR.
 - a) By selecting the *card icon* next to the picklist, the *position details* can be viewed.
- D) Descriptive Functional Title: Title of the position which can be **modified** by Hiring Managers to clarify position specifications. The *Descriptive Functional Title* is used to help finding JRs.
- E) Position Title: Title of the position used to create the JR. Gets automatically populated to reflect the same title as in the respective position details. It is **non-editable** in the form.
- F) Number of days Job Posting is Open: Refers to the number of calendar days that the JP will stay opened/posted. The value *5 business days (internal only)* will determine the JP only showing for internal applicants, other values will show for chosen *Posting Audience*.

Note: The picked value of this field will define the [Posting Start and End Date](#).

- G) Posting Audience: Three options to choose for the publishing of the posting:



- Internal and External: Job is posted internally (within the *Internal Career Center*) and externally (outside of SuccessFactors in the *External Career Center*).
- Internal: Job posted only internally (within SuccessFactors for internal applicants).
- HR Only (restricted): Only HR admins and Recruiters will be able to see the posting in the system.
 - a) **Help Text**: Select the question mark icon next to the field to see additional information/explanations about the field.

Note: This field will define the [Posting Type](#) of the

H) Supervisory: Reflects the hierarchy level of the position. These are the picklist options:

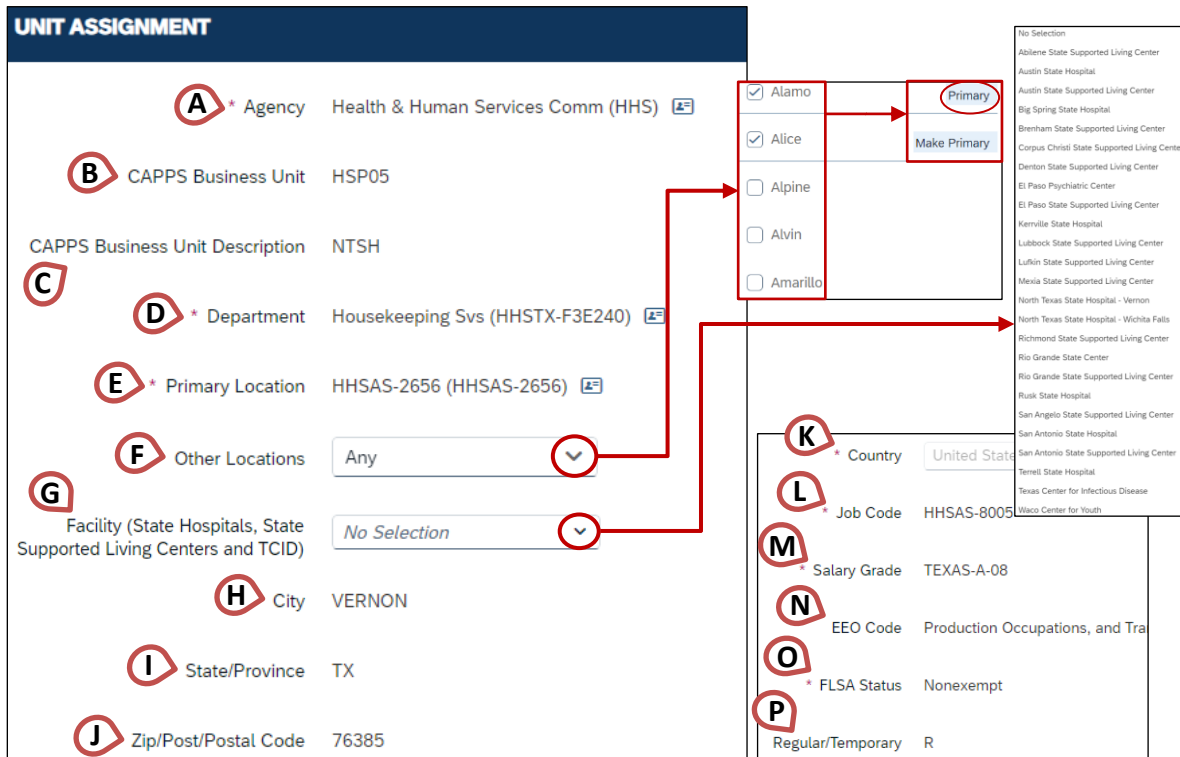
- Manager: The new position will have direct reports to manage.
- Non-Manager: The new position will **not** have direct reports and will function as a regular employee position.
 - a) **Help Text**: Select the question mark icon next to the field to see additional information/explanations about the field

I) Number of Openings: By default, only 1 position will be opened, but Hiring Managers can modify the value based on the required number of positions they need to fill.

Note: If more than one opening is set, the Hiring Manager should provide a different position code in the [Offer phase](#) of the applications.

8.3.3. Unit Assignment

The *Unit Assignment* section will have most of its fields prepopulated or their values carried over based on the **position details** and the respective **PeopleSoft profile (if existing)**.



UNIT ASSIGNMENT

A * Agency Health & Human Services Comm (HHS)

B CAPPS Business Unit HSP05

CAPPS Business Unit Description NTSH

C

D * Department Housekeeping Svs (HHSTX-F3E240)

E * Primary Location HHSAS-2656 (HHSAS-2656)

F Other Locations Any

G Facility (State Hospitals, State Supported Living Centers and TCID) No Selection

H City VERNON

I State/Province TX

J Zip/Post/Postal Code 76385

K * Country United States

L * Job Code HHSAS-8005

M * Salary Grade TEXAS-A-08

N EEO Code Production Occupations, and Tra

O * FLSA Status Nonexempt

P Regular/Temporary R

Dropdown menu for Other Locations (F):

- Alamo
- Alice
- Alpine
- Alvin
- Amarillo

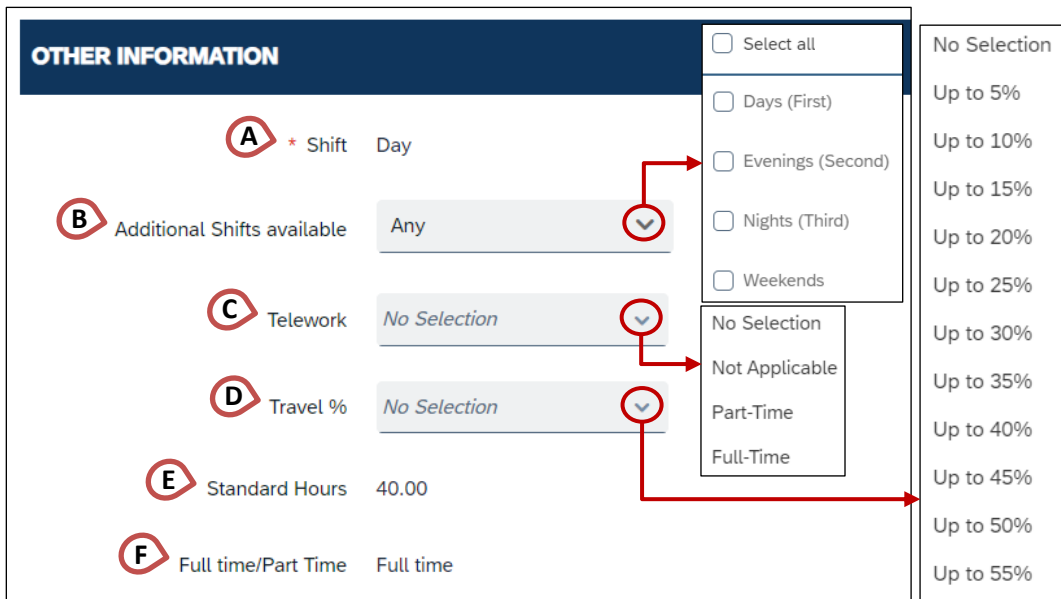
Dropdown menu for Facility (G):

- No Selection
- Abilene State Supported Living Center
- Austin State Hospital
- Austin State Supported Living Center
- Big Spring State Hospital
- Brenham State Supported Living Center
- Corpus Christi State Supported Living Center
- Denton State Supported Living Center
- El Paso Psychiatric Center
- El Paso State Supported Living Center
- Kerrville State Hospital
- Lubbock State Supported Living Center
- Lufkin State Supported Living Center
- Mexia State Supported Living Center
- North Texas State Hospital - Vernon
- North Texas State Hospital - Wichita Falls
- Richmond State Supported Living Center
- Rio Grande State Center
- Rio Grande State Supported Living Center
- Rusk State Hospital
- San Angelo State Supported Living Center
- San Antonio State Hospital
- San Antonio State Supported Living Center
- Terrell State Hospital
- Texas Center for Infectious Disease
- Waco Center for Youth

- A) Agency: Prepopulated from the file (**PeopleSoft profile**).
- B) CAPPS Business Unit: Prepopulated from the file.
- C) CAPPS Business Unit Description: Prepopulated from the file.
- D) Department: Prepopulated from the file.
- E) Primary Location: Prepopulated from the file.
- F) Other Locations: Optionally, locations regarding the job can be multi-selected from the drop-down menu. Set one primary location if multiple locations were selected.
- G) Facility (HHSC/DSHS only): Optional field with Facility locations shown in the picklist, only referring to the HHSC and DSHS agencies.
- H) City: Prepopulated from the file.
- I) State/Province: Prepopulated from the file.
- J) Zip/Post/Postal Code: Prepopulated from the file.
- K) Country: Prepopulated from the file.
- L) Job Code: Prepopulated from the file.
- M) Salary Grade: Prepopulated from the file.
- N) EEO Code: Prepopulated from the file.
- O) FLSA Status: Prepopulated from the file.
- P) Regular/Temporary: Prepopulated from the file.

8.3.4. Other Information

Additional information fields will be prepopulated according to the PeopleSoft profile (if existing) in this section.



OTHER INFORMATION

A * Shift Day

B Additional Shifts available Any

C Telework No Selection

D Travel % No Selection

E Standard Hours 40.00

F Full time/Part Time Full time

Select all

Days (First)

Evenings (Second)

Nights (Third)

Weekends

No Selection

Not Applicable

Part-Time

Full-Time

No Selection

Up to 5%

Up to 10%

Up to 15%

Up to 20%

Up to 25%

Up to 30%

Up to 35%

Up to 40%

Up to 45%

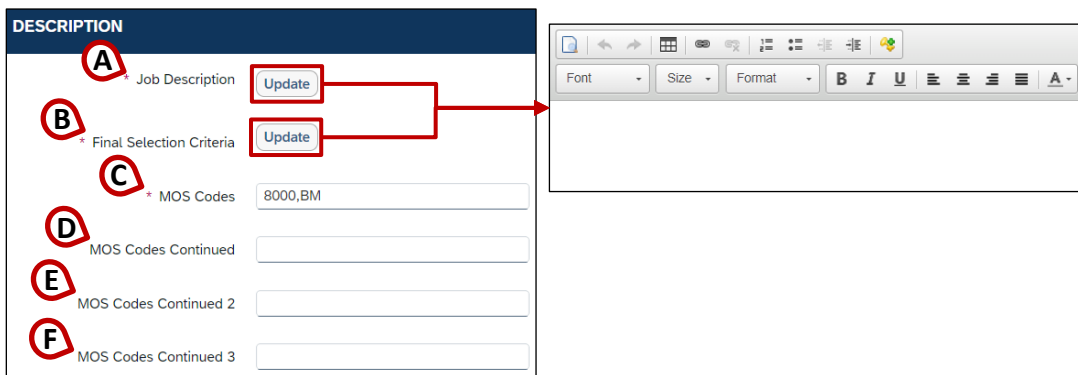
Up to 50%

Up to 55%

- A) Shift: Prepopulated from the file (**PeopleSoft profile**).
- B) Additional Shifts available: For positions such as Directors that are **not** shift workers, Hiring Managers need to choose the suitable options from the picklist (Days, Evenings, Nights, Rotating or Weekends). One value has to be selected as primary.
- C) Telework: Choose from the picklist the suitable option depending on the position (Not Applicable, Part-Time or Full-Time).
- D) Travel %: Refers to the percentage of travel availability. Select from the picklist the right percentage.
- E) Standard Hours: Prepopulated from the file.
- F) Full time/Part Time: Prepopulated from the file.

8.3.5. Descriptions

This section covers the Job Description which should be based on the [Standard Posting Template](#). The other fields are explained below.



- A) **Job Description:** Select the *Update* button to add a job description. Paste the details entered previously in the Job Description section from the **Standard Posting Template**.

Note: Further information: [Standard Posting Template](#).

Note: For **Career Track positions**, Hiring Managers should include as many Job Descriptions as there are position levels. For **Single tap positions** only one Job Description needs to be included in the section.

- B) **Final Selection Criteria:** Select the *Update* button to add a final selection criteria. Paste the details entered previously in the section Final Selection Criteria from the *Standard Posting Template*.
- C) **MOS Code:** Prepopulated Military Occupational Specialty code. Review the prepopulated values. Pre-configured MOS Codes are **not** searchable in the current system, they have to be entered manually.
- D) **MOS Codes Continued:** Additional MOS Code values can be entered here.
- E) **MOS Codes Continued 2:** Additional MOS Code values can be entered here.
- F) **MOS Codes Continued 3:** Additional MOS Code values can be entered here.

8.3.6. Applicant Screening Questions

This section gives Hiring Managers the possibility to define questions used for the candidate job application.

APPLICANT SCREENING QUESTIONS

Use this section if you are setting up a prescreening assessment.

Note: Applicants who email applications to the Service Center to be added to the requisition (offline applications) will not be able to complete any part of the assessment, including required questions. Managers must evaluate these applicants without the assessment

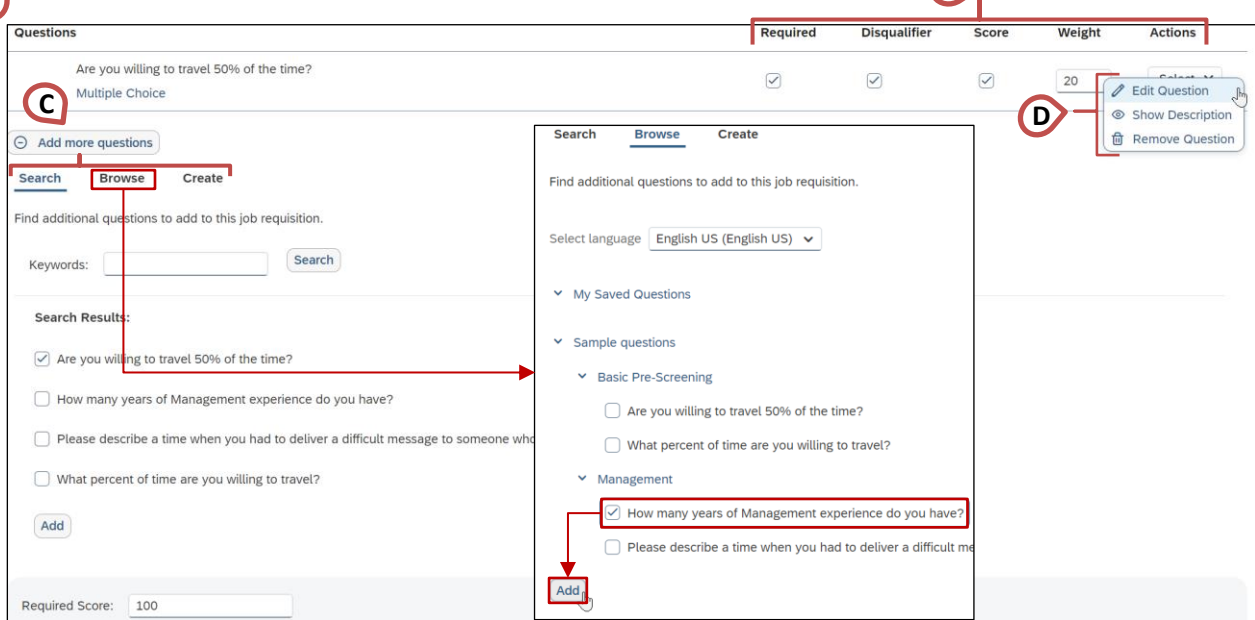
Required: If this box is checked the candidate must answer the question before they are allowed to submit a job application.

Disqualifier: If this box is checked and the candidate answers the question incorrectly, the program will disqualify them from the job posting. They will appear on the candidate list but they will be highlighted in pink. If you select the disqualifier option, make sure to enter the CORRECT answer in the answer key link which follows the question (e.g. Do you have a license? Multiple Choice), otherwise you may disqualify the wrong candidates.

Score: If you want to rank your candidates based on how they answer the question, check this box. The questions with this checked will be used to determine the candidate's overall score, which can be used to sort the candidates in the candidate listing page. Note: this must be used in conjunction with the "weight" box.

Weight: Weight is used to specify the relative importance of each question. This is used when the "score" field is checked. If multiple fields are selected to be scored, then you can signify that certain questions are more important than others by allocating points between all the questions you would like to score. For example, if one question is rated 10 and another 90, the second question valued as nine times more important.

Required Score: Required score is used to establish a combined minimum threshold once you have scored and weighted each question. Keep in mind that the required score is out of 100, so you will need to assign the weight of the question using a 100 point scale.



The screenshot shows the 'Applicant Screening Questions' interface. At the top, there are columns for 'Required', 'Disqualifier', 'Score', 'Weight', and 'Actions'. A table lists questions, with the first one being 'Are you willing to travel 50% of the time?' with a weight of 20. Below the table, there is a search and browse section. A red box labeled 'A' highlights the 'Add more questions' button. A red box labeled 'B' highlights the 'Required', 'Disqualifier', 'Score', and 'Weight' columns. A red box labeled 'C' highlights the 'Add more questions' button and the search results section. A red box labeled 'D' highlights the 'Actions' menu for a question, which includes 'Edit Question', 'Show Description', and 'Remove Question'. A red arrow points from the 'Add' button in the search results to the 'Add' button in the table.

- A) **Instructional information:** Description of the different criteria that should be considered when adding new assessment questions.
- B) **Question Settings:** Options to make a question *required* to be answered, a *disqualifier* based on a candidate's answers or *score relevant* if a question is used with a certain weight and required score to achieve by the candidate.
- C) **Add more questions button:** Add a new question from the search catalogue by entering keywords, browse pre-saved catalogue questions saved under *My Saved Questions* or create new ones. These questions will only be available for the specific posting and will **not** be saved.

D) **Actions:** Menu to edit or remove questions. Additionally shows the job description below the question to edit.

Note: To add your own assessment questions, go to *Recruiting -> Preferences -> My Saved Questions* and create a list of frequently used assessment questions. Using this feature results in less manual work for the Hiring Managers during the JR form review and update process.

8.3.7. Interviewer Assessment Information

In this section Hiring Managers can optionally define the questions to be used during the interview by attaching a document with *Interview Questions* through *Attach a document*.

INTERVIEW QUESTIONS & KNOWLEDGE, SKILLS AND ABILITIES ASSESSMENTS

Interview Questions & Knowledge, Skills and Abilities Assessments 📎 Attach a document

8.3.8. Posting Approvers

Hiring Managers can **edit** the assigned approval team or add additional team members that should be able to access the Job Requisition.

POSTING APPROVERS

* Hiring Manager Find User..

* Staffing Coordinator

Recruitment Partner Find User.. Clear

Recruitment Partner - Additional Users Manage Additional Users

Do not Use

Note: The *Recruitment Partner* represents a new screening role. By selecting *Find User..* the Hiring Manager will see employees with the *Recruitment Partner* role assigned to their account (in **PeopleSoft**).

8.3.9. Posting Comments

Optional section for Hiring Managers to add comments for approvers of the next process steps.

POSTING COMMENTS

Recruiting Team Comments

Manager Comments

8.3.10. Compensation Information

Hiring Managers will define minimum and maximum posting salary values and if they want to post them as a monthly or hourly rate values (*Wage Frequency*). The *Salary Group Minimum*, *Salary Group Midpoint* and *Salary Group Maximum* will be prepopulated based on information in the position details. The fields *Posting Salary Minimum*, *Posting Salary Maximum*, *Marketing Salary Range* and *Job Category* are to be maintained by the Hiring Manager.

Note: The system will only allow *Posting Salary Minimum* and *Maximum* values in between the pre-set *Salary Groups*. It will **not allow** the Hiring Manager to manually change those group range values.

COMPENSATION INFORMATION	COMPENSATION INFORMATION
* Wage Frequency Monthly ▼	* Wage Frequency Hourly ▼
Salary Group Minimum <input style="border: 1px solid #ccc;" type="text" value="2,325.83"/> \$	Salary Group Minimum <input style="border: 1px solid #ccc;" type="text" value="13.42"/> \$
Salary Group Midpoint <input style="border: 1px solid #ccc;" type="text" value="2,811.75"/> \$	Salary Group Midpoint <input style="border: 1px solid #ccc;" type="text" value="16.22"/> \$
Salary Group Maximum <input style="border: 1px solid #ccc;" type="text" value="3,297.58"/> \$	Salary Group Maximum <input style="border: 1px solid #ccc;" type="text" value="19.02"/> \$
* Posting Salary Minimum 2,300.00 \$	* Posting Salary Minimum <input style="border: 1px solid #ccc; background-color: #ffe6e6;" type="text"/>
* Posting Salary Maximum <input style="border: 1px solid #ccc; background-color: #ffe6e6;" type="text"/> \$	* Posting Salary Maximum <input style="border: 1px solid #ccc; background-color: #ffe6e6;" type="text"/> \$
Marketing Salary Range No Selection ▼	Marketing Salary Range No Selection ▼
Wage Currency USD	Wage Currency USD
* Job Category No Selection ▼	* Job Category No Selection ▼

Error

✖ Error: Salary must be more than or equal to minimum amount

OK

8.3.11. Posting Approval

The last section of the JR form is where Hiring Managers need to mark the check box to indicate their approval of the information in the form. Some forms require additional check boxes to be marked and confirmed by the Hiring Manager before the form can be send to next approver step.

POSTING APPROVAL

I verify that the above sections of the postings are complete and/or reviewed. Select the checkbox/es below to indicate completion.

* Hiring Manager Approval

Hiring Manager Approval Date

1
 Save and Close

2
 Close Without Saving

3
 → Route posting to next step

Afterwards, the Hiring Manager will have the options:

- 1) To save the requisition without routing it to the next approver step right away and continue at a later point in time.
- 2) Close the form without saving it.
- 3) Route the form to the next approver step.

Note: The system will not save or route the posting to the next step if there are fields marked with a red asterisk (*) that are still open to be filled.

- ✘ Please correct the following error(s):

 - Number of Days Open is a required field.
 - Posting Advertisement is a required field.
 - Supervisory is a required field.
 - Job Description is a required field.
 - Final Selection Criteria is a required field.
 - MOS Code is a required field.
 - Posting Salary Maximum is a required field.
 - Job Category is a required field.
 - Hiring Manager Approval is a required field.

Required fields contain a red asterisk (*) before the label and must be completed in order to save and open the job. Add approvers in the order in which they are required to approve this posting.

8.4. Approving Job Postings

8.4.1. Approval: Hiring Manager

To approve the JP, the Hiring Manager should:

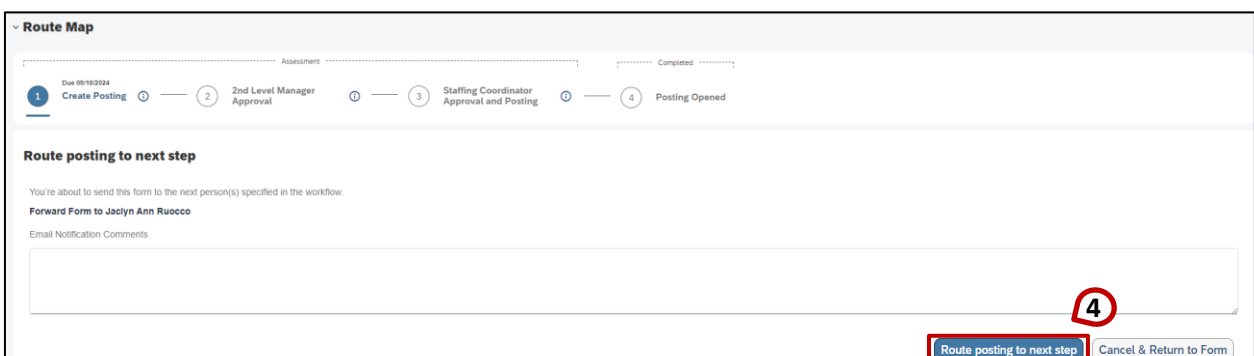
1. Select the relevant JP on the home page by selecting the *Approvals* card itself. If more than one Approval is pending, select *View All* to see and select different pending approvals.



2. Review the information and add all the additional information required. Further information: [8.3.1. Update Job Requisition Forms](#).
3. When finished reviewing, select *Route posting to next step*. Optionally, it can be *saved and closed* to be finalize later or *closed without saving*.



4. The next approver step in the route map will be the Second Level Manager. Hiring Managers can enter an email notification comment and click on *Route posting to next step* to send it to the Second Level Manager.



8.4.2. Approval: Second Level Manager

To approve the JP, the Second Level Manager should:

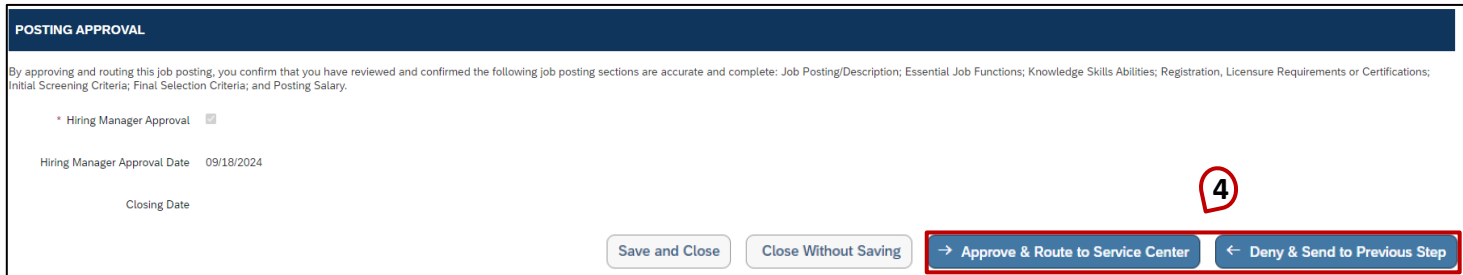
1. Go to the JP approval card on the home page and select the *Approval Card* itself. If more than one approval is pending, select *View All* and select the relevant card.



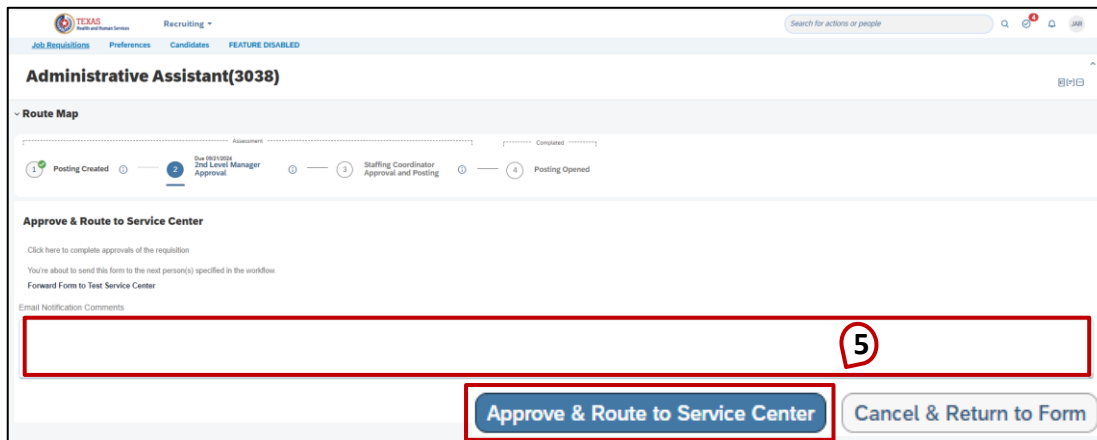
2. Review the data which was previously added by the Hiring Manager and add/modify/correct any information considered as relevant. The Second Level Manager has the same field permissions as the Hiring Manager, both can edit the same fields. Fields marked with a red asterisk (*) need to be filled to be able to proceed. Further information: [7.1.2. Update a Job Requisition Form](#) – various sections.
3. **Posting Approval:** Second Level Managers need to approve the reviewed information based on the different sections in the posting form (if not already approved by the Hiring Manager). Clicking on Approve & Route to Service Center indicates completeness and approval.

Note: Second Level Managers are not permitted to modify the checked Hiring Manager Approval box.

- When finished with reviewing, Second Level Managers can select -> *Approve & Route to Service Center*. This will initiate the next level approval process in the *Route Map* and the form will pass through to this final stage of the JR workflow. Second Level Managers can also send the form back to the Hiring Manager by selecting <- *Deny & Send to Previous Step* if there was missing data detected.



- The JR will be sent to the next step, where the owner is the Staffing Coordinator from the Service Center. Second Level Managers have the option to enter an email notification comment and then select *Approve & Route to Service Center* to send it to the Service Center.



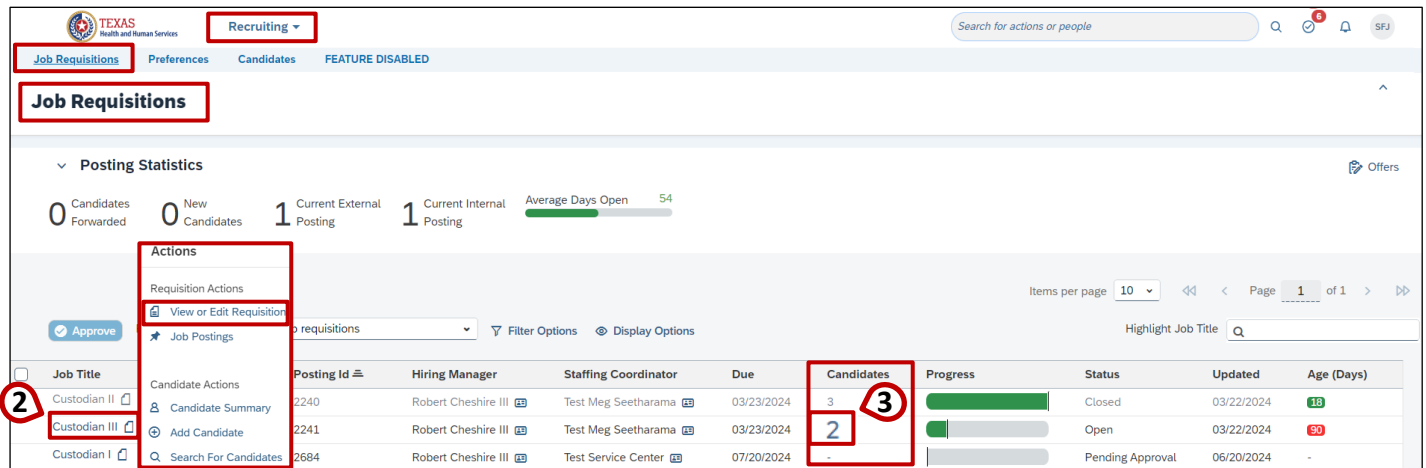
The *Service Center* will need to approve the last step of the process before the JP will be officially created and open for applications of internal and external applicants via the internal and external *Career Centers*.

8.5. Managing Job Applications

8.5.1. Job Posting Navigation

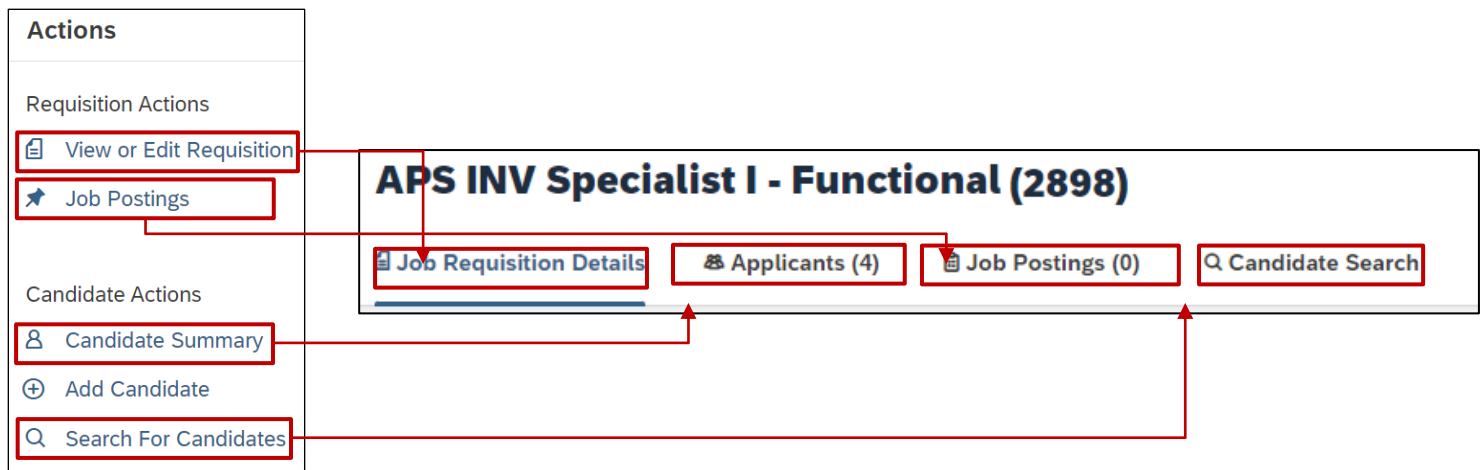
To navigate through a JP, Hiring Managers should:

1. Use a way to navigate to the **Recruiting** page (e.g. via the home menu). Further Information: [7.1.1. Navigation Menu](#) and [7.1.2. Quick Actions](#).
2. **Hover** over the relevant job posting. Select *View or Edit Job Requisition* in the **Action** menu or the click on the *Job Title* itself to jump to the Details of a JR.
3. If you want to navigate directly to the Candidate Workbench (Candidate sub-tab of a JR), click on the *number of candidates* of a specific JR in the table column *Candidates*.



Job Title	Posting Id	Hiring Manager	Staffing Coordinator	Due	Candidates	Progress	Status	Updated	Age (Days)
Custodian II	2240	Robert Cheshire III	Test Meg Seetharama	03/23/2024	3	<div style="width: 100%;"></div>	Closed	03/22/2024	18
Custodian III	2241	Robert Cheshire III	Test Meg Seetharama	03/23/2024	2	<div style="width: 50%;"></div>	Open	03/22/2024	50
Custodian I	2684	Robert Cheshire III	Test Service Center	07/20/2024	-	<div style="width: 0%;"></div>	Pending Approval	06/20/2024	-

The main JR page header will show the position title and code. You will see new sub-tabs appear as shown below, consisting of: *Job Requisition Details*, *Candidates*, *Job Postings*, *Candidate Search*. These sub-tabs are also directly reached via the Action menu that comes up by hovering over a job title and select as in step 2.



Actions

Requisition Actions

- View or Edit Requisition
- Job Postings

Candidate Actions

- Candidate Summary
- Add Candidate
- Search For Candidates

APS INV Specialist I - Functional (2898)

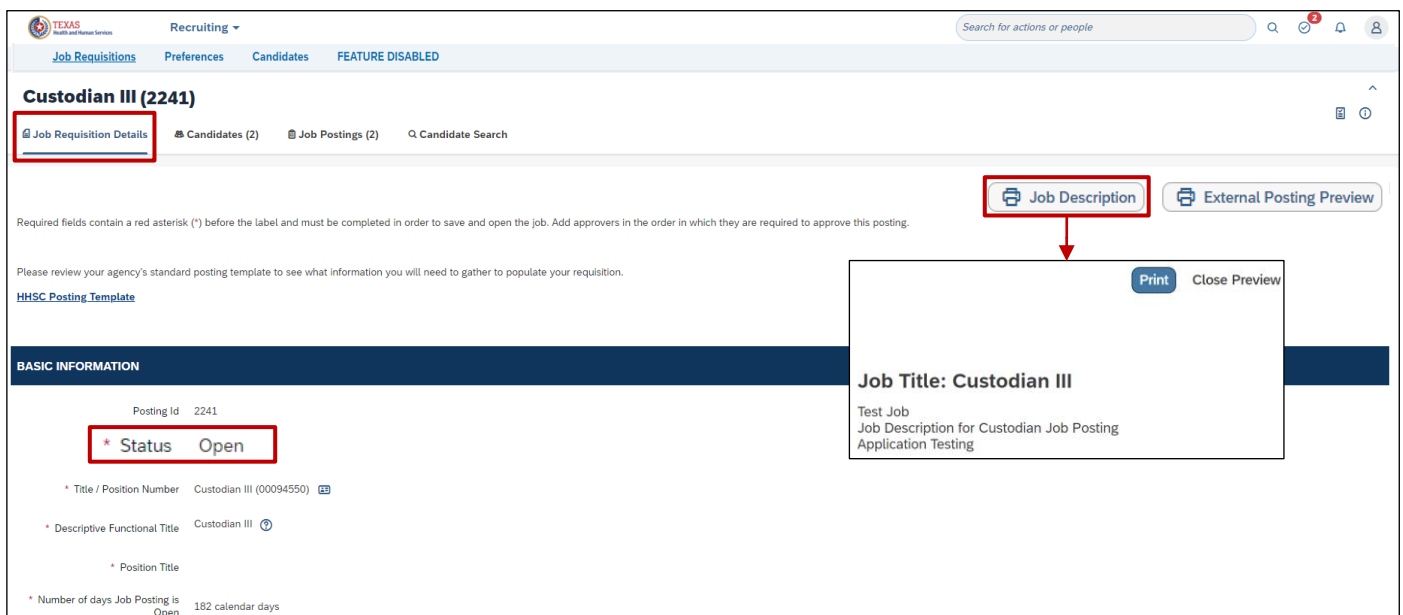
Job Requisition Details
Applicants (4)
Job Postings (0)
Candidate Search

8.5.2. Job Requisition Details sub-tab

In this section Hiring Managers will review the JP information which was updated and approved previously (further Information: [8.3.1. Update Job Requisition Forms](#)). They can view the **internal** job description through the *Job Description* button if desired. The *External Posting Preview* will **not** show any information for Hiring Managers, only for Staffing Coordinators (from the **HR Recruiting** team).

Note: The *Status* under the Basic Information section should now be set to *Open (A)* for the posted Job. It will remain in *Open* status until the last employee is hired as per the count in the *Number of Openings* field. To update the *Number of Openings* field value after a JP has been created, please contact a Staffing Coordinator or HR Professional user (admin with extended permissions in the system).

- If the JP stays in *Open* status without being utilized, it will automatically get changed to the status *Closed* after 60 days of inactivity.
- Optionally, the JP can be cancelled before 60 days pass. For early cancellations of JPs, Hiring Managers should contact a SC who has extended system permissions.
- A JP itself is created separately from the internal and external posting on the *Career Center*, its status will remain on *Open* even if the posting date for the internal and external posting might expire (**B** and **C** in next [Job Postings sub-tab](#) chapter) as the start and end dates of the JPs tab are independent of the JR form itself.



The screenshot displays the SuccessFactors Recruiting interface for a job requisition titled "Custodian III (2241)". The "Job Requisition Details" sub-tab is selected and highlighted with a red box. The "Status" is set to "Open", also highlighted with a red box. A "Job Description" button is highlighted with a red box, and a red arrow points to a preview window that is open, showing the job title "Custodian III" and the description "Test Job Job Description for Custodian Job Posting Application Testing".

BASIC INFORMATION

Posting Id	2241
* Status	Open
* Title / Position Number	Custodian III (00094550)
* Descriptive Functional Title	Custodian III
* Position Title	
* Number of days Job Posting is Open	182 calendar days

8.5.3. Job Postings sub-tab

To reach potential candidates, created JPs get published and can be found on the *Internal Career Center* search and on the *External Career Center* for the State of Texas. The *Job Postings* sub-tab

* Posting Audience Internal and External ?

* Supervisory Non-Manager ?

Number of Openings 1

Select "Internal and External" to post the requisition internally and externally.

Select "Internal" if you want the requisition to be posted internally.

Select "HR Only" if you don't want the requisition to be posted.

Custodian III (2241)

Job Requisition Details Candidates (2) Job Postings (2) Candidate Search

Job postings

Posting Type	Posting Status	Posting Start Date*	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Internal Posting 🔗	Posted	03/22/2024	10:04 AM CDT	09/20/2024	11:59 PM CDT	03/22/2024	Test Meg Seetharama	
External Posting 🔗	Posted	03/22/2024	10:04 AM CDT	09/20/2024	11:59 PM CDT	03/22/2024	Test Meg Seetharama	

Note: Postings expire at 11:59 pm at the end of the selected expiration date. Please note, new postings can take several minutes before they are returned in search results on the career sites.

Internal Posting 🔗 Posted

Copy URL

External Posting 🔗 Posted

Posting URL copied

of the main *Job Requisitions* tab displays the links and durations of those postings.

A) Posting Type: This information depends on the information entered in the *Posting Audience* field when the Hiring Manager filled out the JP Form.

By selecting the link icon next to the posting types, the URL for the JP site will be copied automatically, ready to be pasted. There are two posting types described above:

- Internal Posting: Published on the *Internal Career Center*, open for job searches.
- External Posting: Published in the *External Career Center* for the State of Texas.

B) Posting Start Date and Time: Refers to the internal JP approval date. Jobs get post automatically after the *JR Form* has been fully approved.

C) Posting End Date: This date is automatically filled depending on the option selected during the JR approval updates (refer [8.3.1.](#)) in the field *Number of days Job Posting is Open*.

* Number of days Job Posting is Open 182 calendar days

* Posting Audience Internal and External ?

8.5.4. Candidates sub-tab (Legacy Candidate Workbench)

1. Click on an open requisition and select the *Candidates*.



Job Requisitions

Posting Statistics: 4 Candidates Forwarded, 0 New Candidates, 6 Current External Posting, 8 Current Internal Posting, Average Days Open 37

Items per page: 25 | Page: 1 of 1

Job Title	Posting Id	Position Number	Hiring Manager	Agency	Active Candidates	Progress	Status	Job Postings
Pre Screening	2889	00069297	Samuel Johnson	Dept of Family & Protective Svc (PRS)	9	<div style="width: 100%;"></div>	Open	I/E

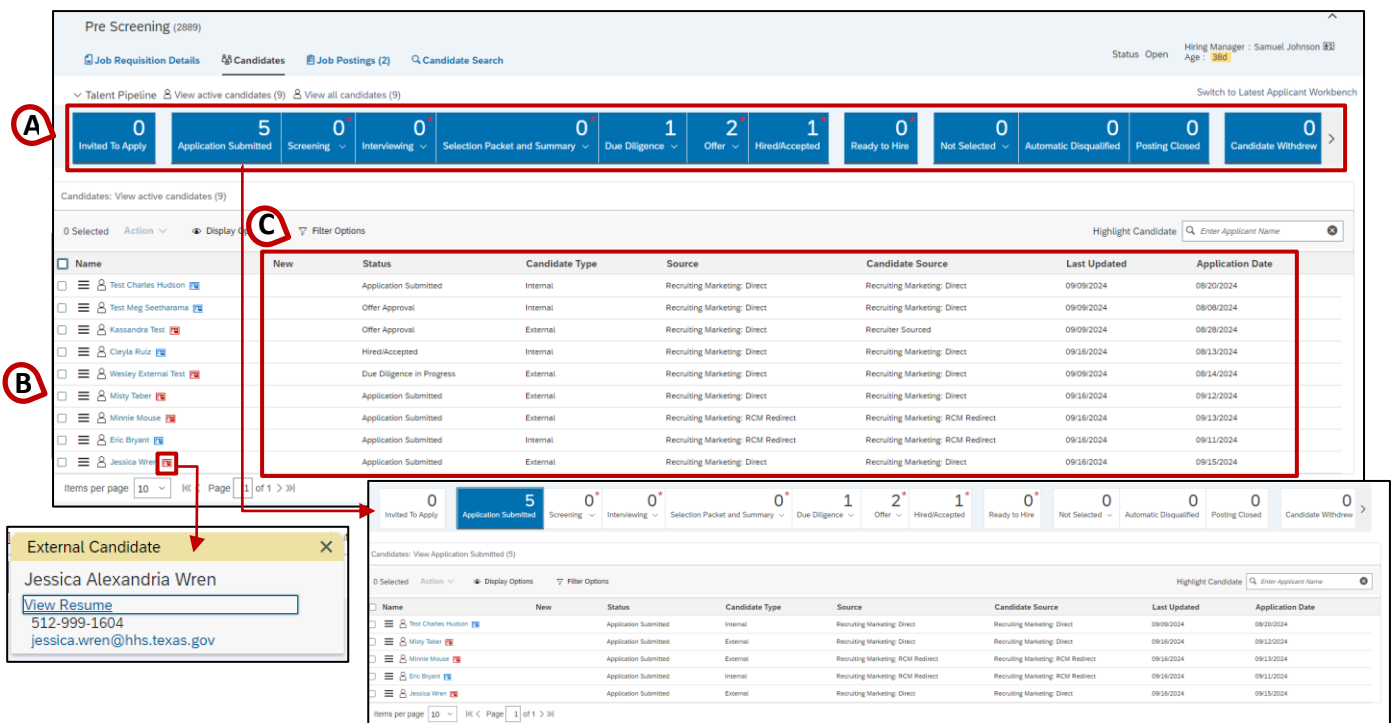
2. Switch to the Legacy Candidate Workbench View link.



Requisitions List / Pre Screening (2889) / Applicants

[Switch to Legacy Candidate Workbench](#)

3. The Screen demonstrates the legacy Talent Pipeline layout.



Pre Screening (2889)

Talent Pipeline: Invited To Apply (0), Application Submitted (5), Screening (0), Interviewing (0), Selection Packet and Summary (0), Due Diligence (1), Offer (2), Hired/Accepted (1), Ready to Hire (0), Not Selected (0), Automatic Disqualified (0), Posting Closed (0), Candidate Withdraw (0)

Candidates: View active candidates (9)

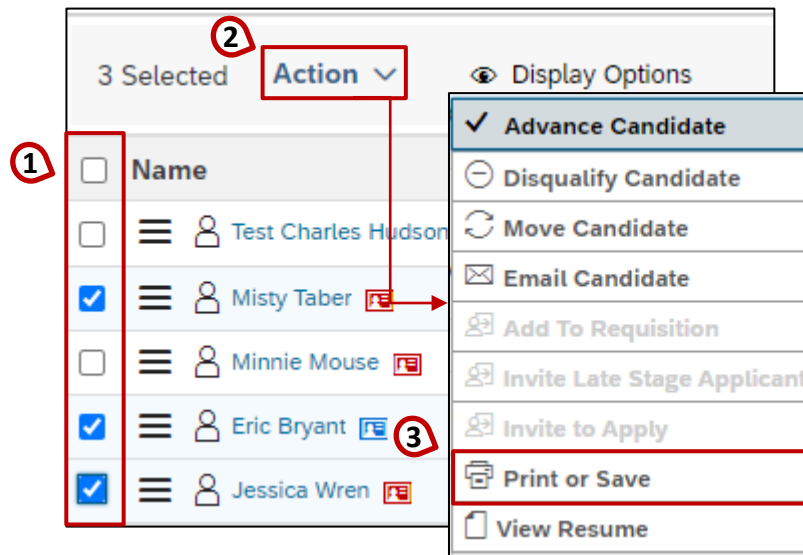
Name	New	Status	Candidate Type	Source	Candidate Source	Last Updated	Application Date
Test Charles Hudson		Application Submitted	Internal	Recruiting Marketing: Direct	Recruiting Marketing: Direct	09/09/2024	09/20/2024
Test Meg Seetharama		Offer Approval	Internal	Recruiting Marketing: Direct	Recruiting Marketing: Direct	09/09/2024	08/08/2024
Kassandra Test		Offer Approval	External	Recruiting Marketing: Direct	Recruiter Sourced	09/09/2024	08/28/2024
Clyde Ruiz		Hired/Accepted	Internal	Recruiting Marketing: Direct	Recruiting Marketing: Direct	09/16/2024	08/13/2024
Wesley External Test		Due Diligence In Progress	External	Recruiting Marketing: Direct	Recruiting Marketing: Direct	09/09/2024	08/14/2024
Misty Taber		Application Submitted	External	Recruiting Marketing: Direct	Recruiting Marketing: Direct	09/16/2024	09/12/2024
Mirvie Mouse		Application Submitted	External	Recruiting Marketing: RCM Redirect	Recruiting Marketing: RCM Redirect	09/16/2024	09/13/2024
Eric Bryant		Application Submitted	Internal	Recruiting Marketing: RCM Redirect	Recruiting Marketing: RCM Redirect	09/16/2024	09/11/2024
Jessica Wren		Application Submitted	External	Recruiting Marketing: Direct	Recruiting Marketing: Direct	09/16/2024	09/15/2024

External Candidate: Jessica Alexandria Wren, 512-999-1604, jessica.wren@hhs.texas.gov

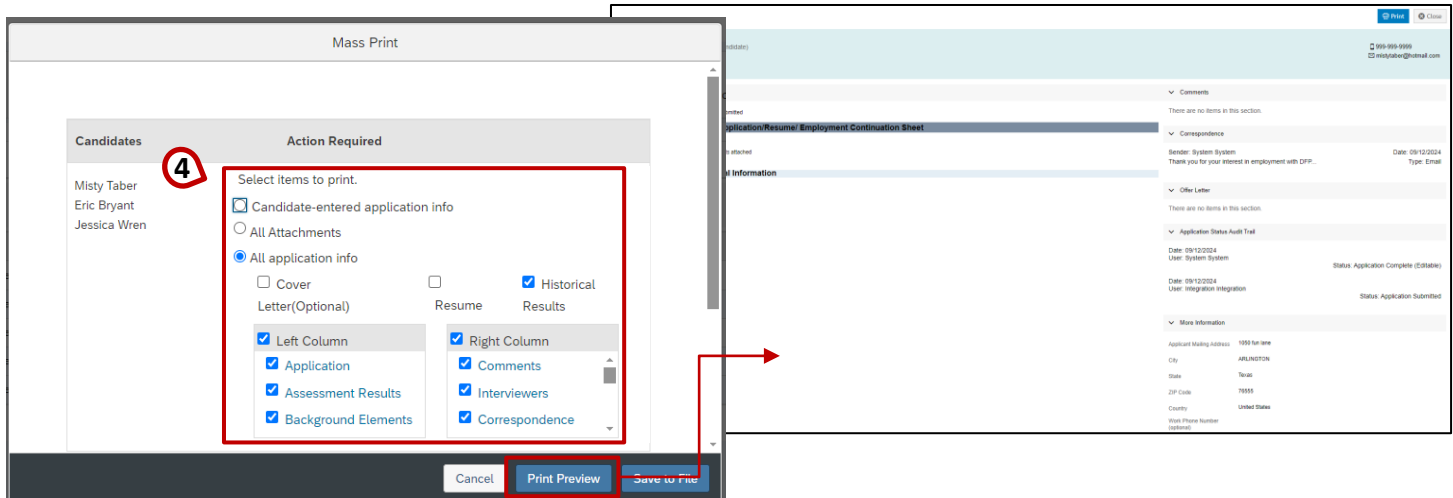
- Talent Pipeline:** In this pipeline you can see how many candidates are in which step of the requisition. By clicking on the step, you can see which candidates are in this stage.
- Candidates:** Here you can see the Candidates that have applied to this job requisition. By clicking on the profile icon, you will be able to open their resumes and view their contact details.
- Application status:** The next fields show the information about the candidate's application status.

8.5.4.1. Print Resumes/ Application Documents

Note: This task can only be done in the Legacy View: printing resumes, cover letters and applications of applicants. The Legacy Workbench offers a more robust printing capability than the current system. This functionality has been submitted as an enhancement request with SAP, since many people still like to print documents instead of just viewing online.



1. Select the candidate/ candidates, or click on the button above to select all, you want to print the resume/ application documents.
2. Click on Actions menu, the selected action will affect all the selected candidates.
3. To mass print the resumes, click on the *Print or Save* action.



4. A dialog pop-up box will open, select the options you want to print:
 - Candidate-entered application info
 - All Attachments
 - All application info (and selected items you choose)

5. Once you have selected the files to be printed, click on *Print Preview* or *Save File*.

8.5.5. Candidates sub-tab (Applicant Workbench)

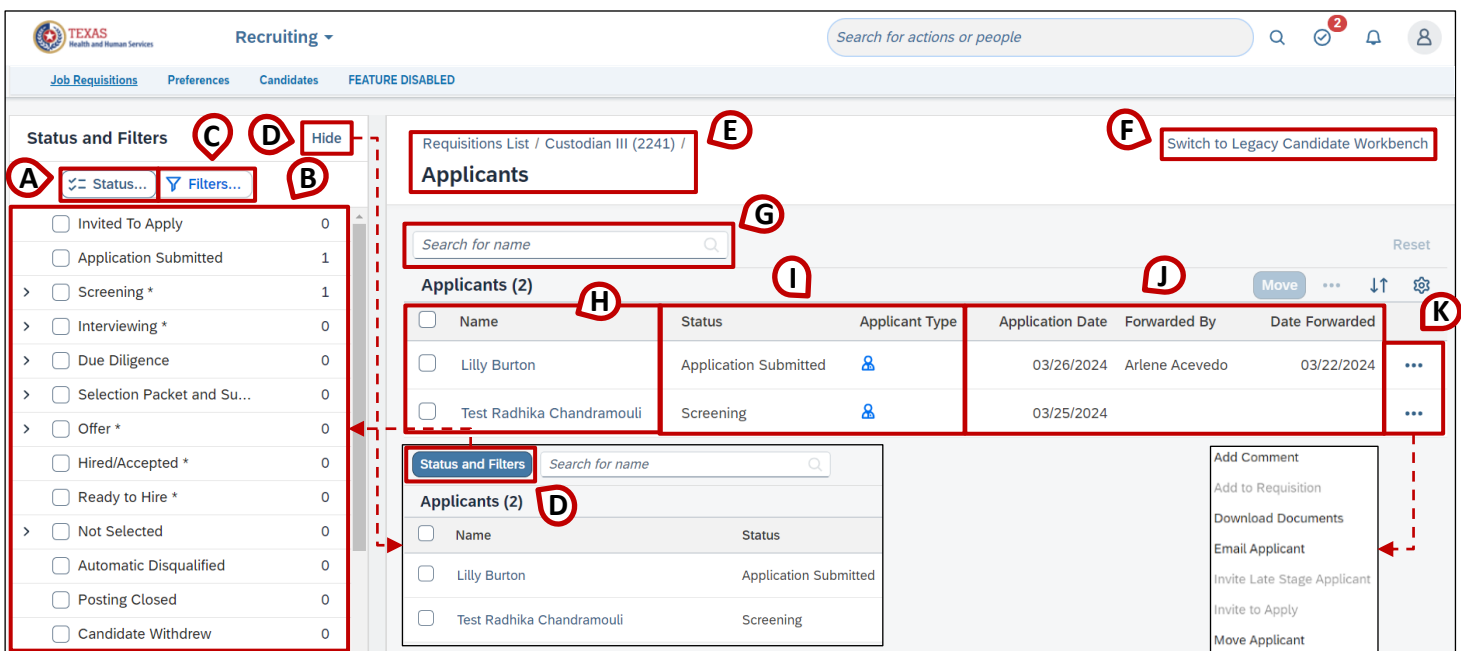
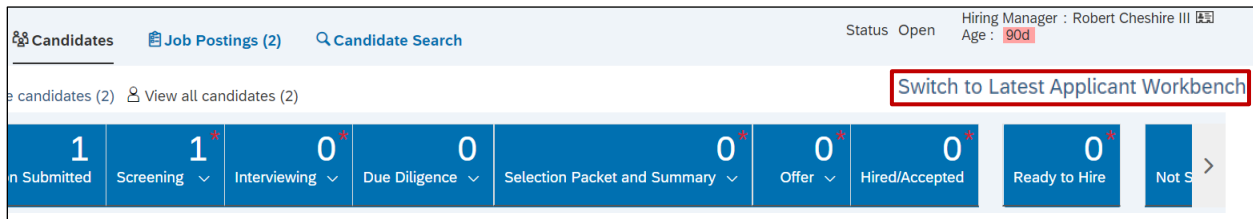
In this sub-tab, the Hiring Manager can manage applications by advancing, holding, tracking the progress, or disqualifying them.

1) Switch from the *Job Postings* to the *Candidates* sub-tab



Disclaimer: The new *Applicant Workbench* design was implemented with the latest platform update and is used as the **standard design for system training purposes** for the State of Texas' user trainings. It is recommended to get familiar with the new design and incorporate it in the testing as it streamlines the application process and provides an improved user experience.

Note: System users that still see the default *Legacy Candidate Workbench* have the individual option to switch their page design to the *Latest Applicant Workbench*, as shown in the image, and vice versa. The system remembers the set display design for your next connection.





A) Applicant Workbench: The recruiting process flow is based on the below statuses and their sub-statuses of the (new) *Applicant Workbench*.



Invited to Apply					
Application Submitted					
Screening *	2.1 – Screening *	2.2- Initial		2.3 - ISC/PF (Preferred Criteria)	
Interviewing *	3.1 - Request Interview	3.2- Interview		3.3 - Check References	
Due Diligence	4.1 - Due Diligence in Progress				
Selection Packet and Summary *	5.1 - Selection Packet *				
On hold					
Offer *	Offer Approval *	Offer Approval Complete *	Create Offer Letter	Offer Accepted	Offer Declined
Hired/Accepted *					
Ready to Hire *					
Not Selected	Disqualified – No Show	Failed Due Diligence check	Failed Pre-Screening	Requisition Cancelled	Screened – Not Selected
Automatic Disqualified	Posting Closed		Candidate Withdrew		

Status and Filters Hide

[-] Status... [v] Filters...

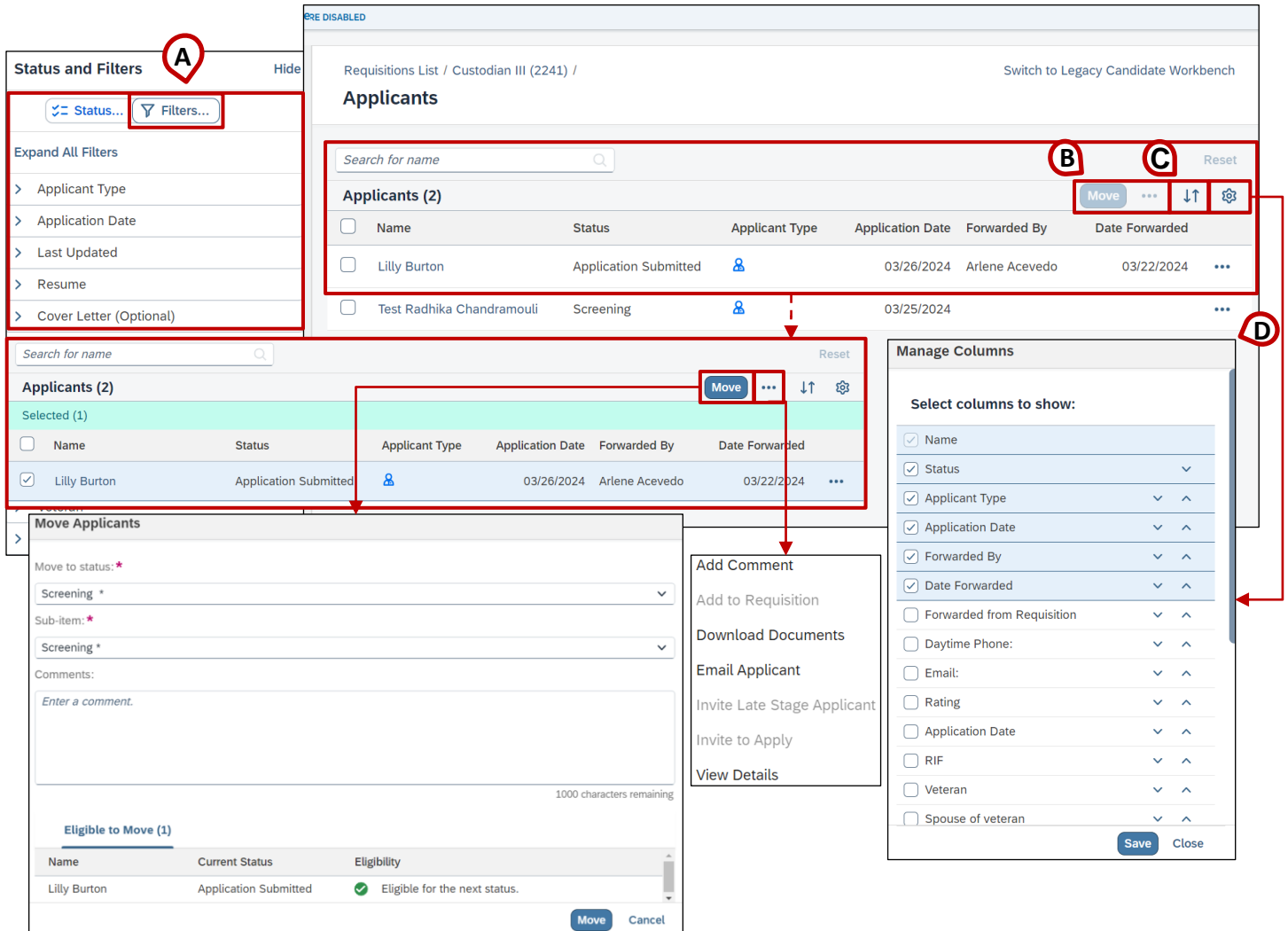
Expand All Filters

- > Applicant Type
- > Application Date
- > Last Updated
- > Resume
- > Cover Letter (Optional)
- > Country
- > City
- > Rating

- A) Status (All) view: *Status and Filters* sidebar set to *Status (All)*. Provides the option to filter the list of displayed applicants based on the status that their application is in (compare with the *Status* column in the applicant table). The number on the right side of each status indicates the number of applicants that are currently in each status.
- B) Statuses: List of all configured (collapsed) statuses displayed vertically inside the left sidebar of the screen. Provides the option to filter the list of displayed applicants based on the status that their application is in [compare with **I** (*Status* column in the table)]. The number on the right side of each status indicates the **number of applicants** in each status.
- C) Filters: Shows status of JP, the Hiring Manager name and JP age (since its creation).
- D) Hide – Status and Filters: Option to hide the *Status and Filters* sidebar with the *Hide* button and when hidden, use the *Status and Filters* button to open the sidebar again.
- E) Quick Links and Header: Quick Links to the general *Job Requisitions* list in Recruiting and *Job Requisition Details* sub-tab of the JR. The Header refers to the *Applicants* list below.
- F) Switch to Legacy Candidate Workbench: Link to toggle between the legacy design of the *Candidate Workbench* and the latest design called *Applicant Workbench* now.
- G) Search for name: Possibility to search for names to filter them in the list. When you enter a name, the list automatically filters and displays only matching characters in the list.
- H) Applicant Names: Listing of applicant names, depending on the filtering and sorting.
- I) Status and Applicant Type: The *Status* column portrays statuses of the applicants in the list. *Applicant Type* shows **internal**  / **external**  applicants by dint of colored icons.
- J) Additional Information Columns: More columns to display details about applicants in the list. The displayed columns are managed via the *cogwheel icon* described on next page.

K) Applicant Management Options: With the three-dot *More* button you have application-specific options like adding a comment, email the applicant or move an applicant.

To utilize the options above the applicant list on the right side, *click* on the check box beside an applicant name. Then a message with turquoise background will state **Selected** with the number of selected applicants above the list. The previously greyed out *Move* and *Three-Dots* buttons can now be used to perform actions on selected candidates from the *Applicants* list.



A) Filters view: *Status and Filters* sidebar switched to *Filters* instead of *Status*. Provides the option to filter the list of displayed applicants based on available filter criteria from the applicant table columns (e.g. Applicant Type, Application Date etc.).

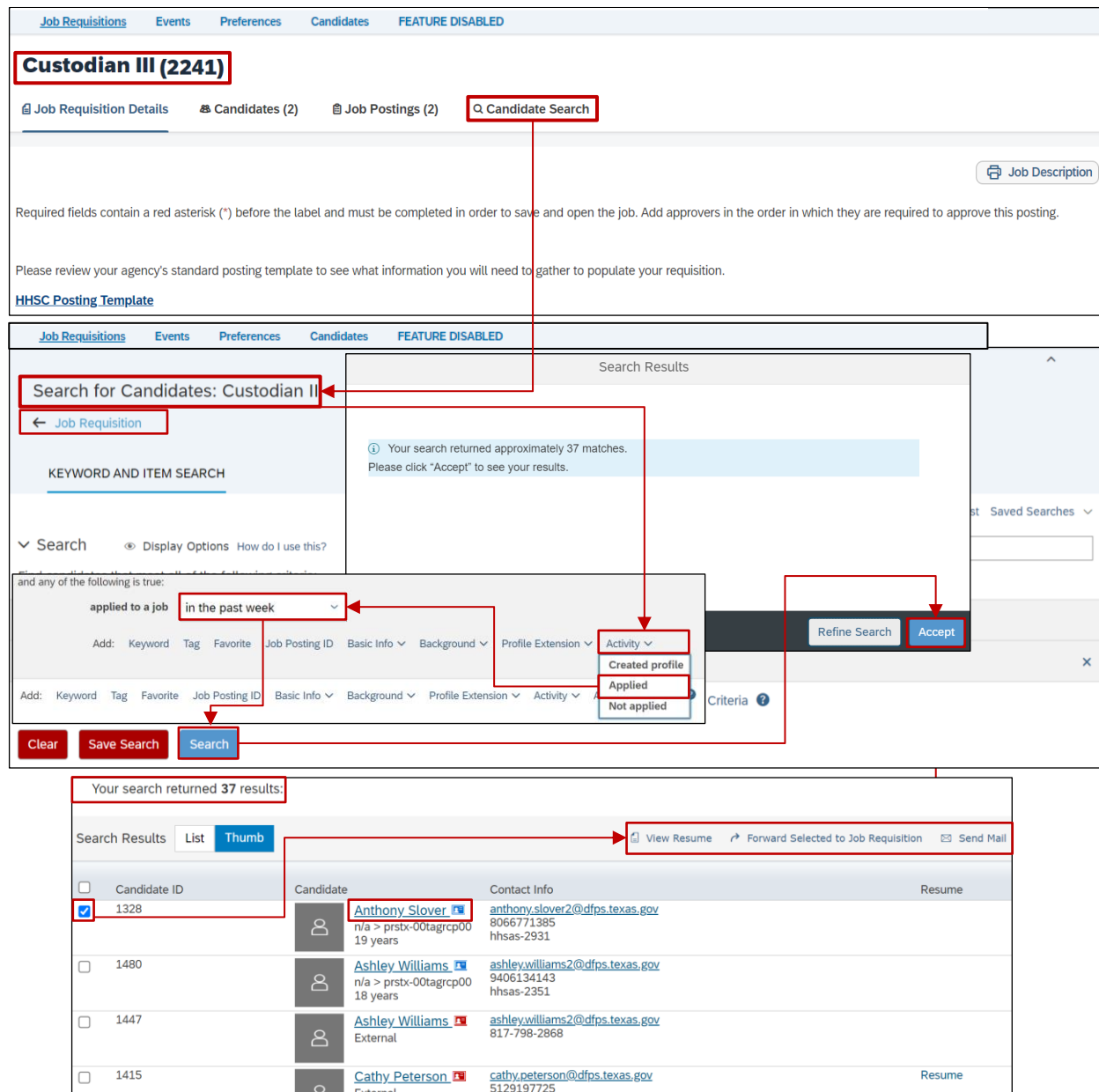
B) Move and More: Available buttons when at least one applicant from the list is selected. The *Move* button allows you to move applicants into other statuses of and sub-statuses of the Status pipeline. The three-dot *More* button opens application-specific options like *Adding a Comment*, *Email the Applicant* or *View the Details* about applications. The letter **K** on the previous page shows the *More* option to move applicants, **this is missing here**.



- C) Sort: Option to sort the list of applicants based on various enabled columns (*Name, Status, Applicant Type* etc.) of the list/table in ascending or descending order.
- D) Settings: Set the displayed columns of your applicant list via the *cogwheel icon*.

8.5.6. Candidate Search sub-tab

The Candidate Search feature can be accessed through the general Candidates tab or the Candidate Search sub-tab under the JRs tab to find candidates specifically for a certain posting [e.g. for Custodian II (2241) in the screenshot]. For further information about aspects of the candidate search functionality: 8.1.3 Candidates. After reviewing the *Candidates* chapter, you can test the functionality by following the path example shown with arrows in the screenshots below.



The screenshot illustrates the candidate search process in two parts. The top part shows the search configuration for 'Custodian III (2241)'. The bottom part shows the search results for 'Custodian II'.

Search Configuration (Top Screenshot):

- Job Requisition: **Custodian III (2241)**
- Search Criteria:
 - Applied to a job: **in the past week**
 - Activity: **Applied**
- Buttons: **Search**, **Refine Search**, **Accept**

Search Results (Bottom Screenshot):

Your search returned 37 results:

Candidate ID	Candidate	Contact Info	Resume
<input checked="" type="checkbox"/> 1328	Anthony Slover n/a > prstx-00tagrcp00 19 years	anthony.slover2@dfps.texas.gov 8066771385 hhsas-2931	
<input type="checkbox"/> 1480	Ashley Williams n/a > prstx-00tagrcp00 18 years	ashley.williams2@dfps.texas.gov 9406134143 hhsas-2351	
<input type="checkbox"/> 1447	Ashley Williams External	ashley.williams2@dfps.texas.gov 817-798-2868	
<input type="checkbox"/> 1415	Cathy Peterson External	cathy.peterson@dfps.texas.gov 5129197725	Resume

8.6. Application Navigation

8.6.1. Online Application

This section shows how to access, review and update data of candidate applications. The *Application Area* section of **online** applications is shown in this chapter.

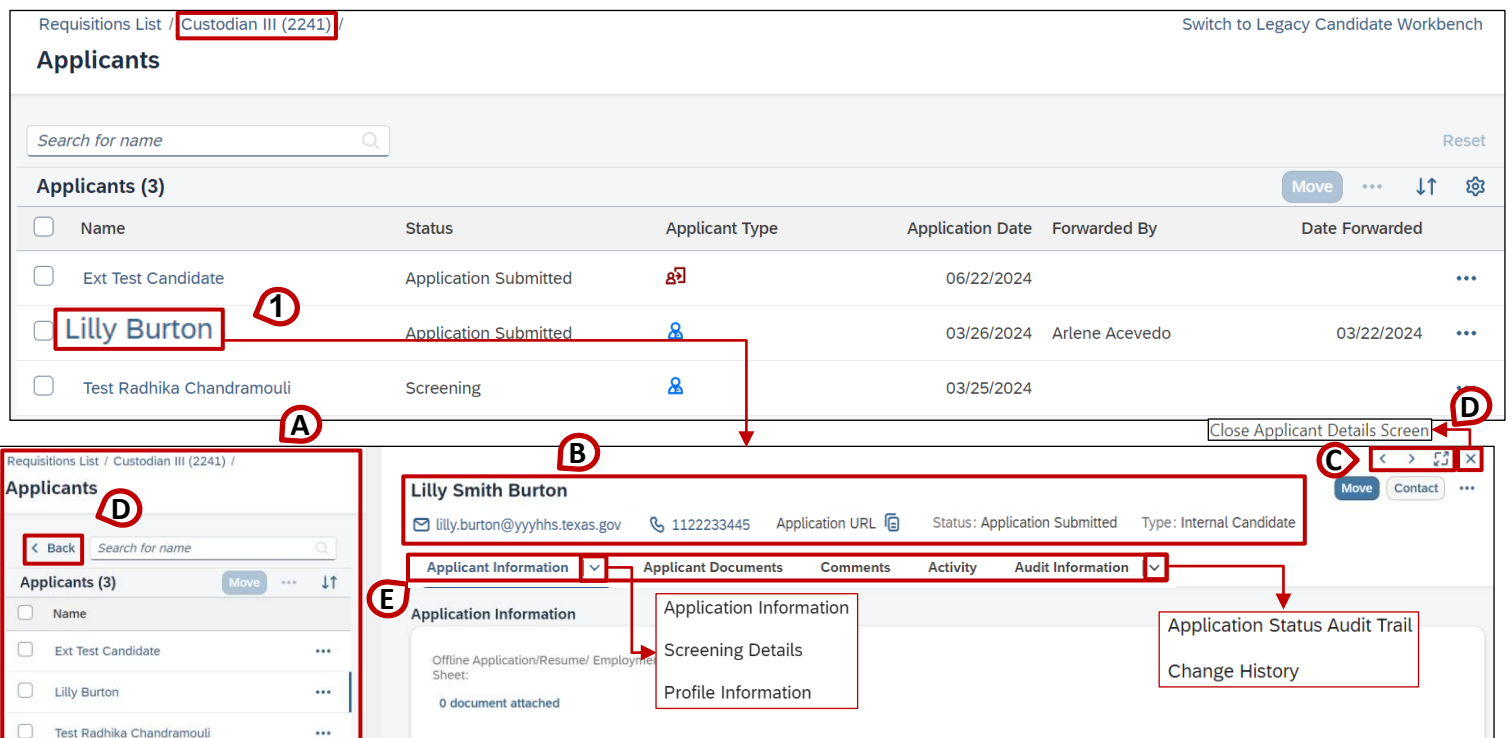
Note: Main difference between **online** and **offline** applications is how candidates apply for JPs.

- **Offline applications** will be received as attached documents via email.
- **Online applications** will be filled and submitted by candidates either through the *Internal Careers Site* or the *External Career Center* of State of Texas.

Other than **online** applicants, **offline** applicants will **not** fill the additional fields and questions of the JP when applying. When applying, **offline** applicants will provide their candidate information via documents (e.g. Resume, Certifications etc.) by email. Further information about the difference between those application types: [8.6.1. Application](#), letter **C**.

Hiring Managers can access an application by following these steps:



1. Navigate to the *Applicant Workbench* [further information: [8.5.4. Candidates sub-tab \(Applicant Workbench\)](#)] of an open JP with active candidates [e.g. “Custodian III (2241)”]. In the Applicants list, select an applicant name to open the respective *Application Area*.
2. The list of applicants will then be collapsed into a sidebar on the left side which still displays the quick links to the general *Requisition List* and the *JP name and code*. Here you can still manage applicants, select them via the *check boxes* and utilize the *Move* or the three-dot *More* button.



The screenshot displays the Applicant Workbench interface for the 'Custodian III (2241)' requisition. The top section shows the 'Applicants' list with columns for Name, Status, Applicant Type, Application Date, Forwarded By, and Date Forwarded. The applicant 'Lilly Burton' is highlighted with a red box labeled '1'. Below the list, the 'Application Area' for 'Lilly Smith Burton' is shown, with a red box labeled 'B' around the applicant's name and contact information. The 'Application Information' tab is selected, showing details like 'Application Information', 'Screening Details', and 'Profile Information'. A red box labeled 'E' highlights the 'Application Information' section. A red box labeled 'D' highlights the 'Close Applicant Details Screen' button. A red box labeled 'A' highlights the 'Applicants' sidebar on the left. A red box labeled 'C' highlights the 'Move' button in the top right corner of the application area.

Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded
Ext Test Candidate	Application Submitted		06/22/2024		
Lilly Burton	Application Submitted		03/26/2024	Arlene Acevedo	03/22/2024
Test Radhika Chandramouli	Screening		03/25/2024		

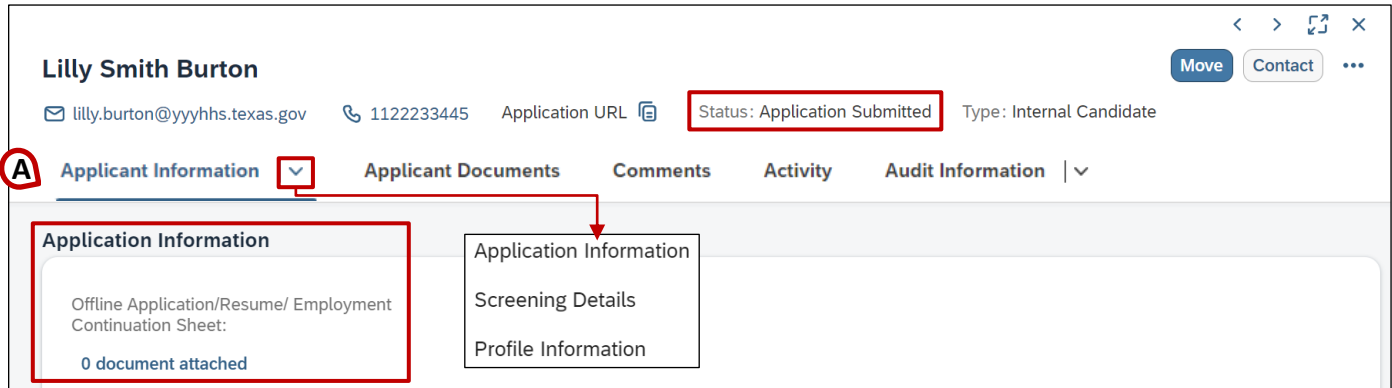


- A) Collapsed Applicant Workbench sidebar: Provides information about the JP and has the function to navigate back to previous pages in the *Recruiting* section. It lets you manage applicants via the applicant list in the sidebar.
- B) Basic Applicant Information: Header of the *Application Area*. Displays the full applicant name and other basic information (email address, phone number, URL copy field) as well as the *Status* of the application and the *Applicant Type* (internal or external).
- C) Applicant Navigation and Screen Expand: The first two buttons  allow you to switch back and forth between the *Application Areas* of applicants from the *Applicants* list on the left. The third button  is used to expand the screen by hiding the main dashboard and sidebar, only showing the *Basic Applicant Information* and *Application Area*.
- D) Close Application Details Screen/Back: Two buttons with the same function which allows you toggle back to the previous *Applicant Workbench* page [further information: [8.5.4. Candidates sub-tab \(Applicant Workbench\)](#)] and *Status Pipeline*.
- E) Application Area parts: Application Information, Resume and Documents, Comments, Activity, Audit Information and their displayed sub-parts in image. This area will be explained further in the next chapter.

8.7. Application Area

The **Hiring Manager** must document the attempt of obtaining a reference when they are unable to reach the reference.

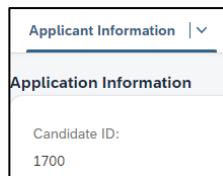
8.7.1. Application Information



The screenshot shows the application area for Lilly Smith Burton. The status is 'Application Submitted'. The 'Applicant Information' tab is selected, showing 'Application Information' with '0 document attached'. A dropdown menu is open under 'Applicant Information', showing 'Application Information', 'Screening Details', and 'Profile Information'.

- A) **Applicant Information** is the main section for all statuses. It will show and ask for more information around the application process when the applicant advances to the next statuses of the process.

In the **Application Submitted** status, the first is the *Application Information* sub-section which contains the Candidate ID number. This comes from the Candidate Application.



The screenshot shows the 'Application Information' sub-section with the Candidate ID: 1700.

It also contains information regarding *Offline Application* documentation. It constitutes the main difference between **online** and **offline** applications. **If it inherits a document**, the candidate applied **offline** via email. As the process is shown for an **online** application, it shows "0 documents attached."

- **Offline applications** will **not** have further information provided in the information sections of the *Application Submitted* status.
- **Online applications** will have further information provided in the data fields of the *Applicant Information* section.

Note: Applicants who apply for postings offline via email will not be able to complete any part of the (required) assessment. Managers must evaluate these applicants without these preset HR system assessments.

The different sub-sections of the **Application Area** are called *Application Information*, *Screening Details* and *Profile Information*. Review the application data by scrolling down the sections.



Applicant Information | v Applicant Documents Comments Activity Audit Information | v

Additional Information (B)

Do you have any relatives working for this agency?: Yes	If yes, list names and relationships:: Sandra Burton Lucas Burton	Have you been employed by State of Texas?: Yes
Are you currently employed by the State of Texas?: Yes	If you have, please list the agencies:	Desired Position Type?: Full-Time
Date available for work?: 04/01/2024	Are you at least 17 years of age?: Yes	Are you willing to work hours other than 8-5?: Yes
What days are you unable to work?:	Are you willing to travel?: Yes	If yes, then what percent of time?: Up to 70%
Current Driver's License state and number (if essential/compulsory for this position):	Commercial Driver's License?: Yes	Geographic Preference (Be specific to city/area. If no preference, write "statewide"):

B) Additional Information: Header of the first sub-section of Application. The sub-section itself contains various types of questions that were already answered by the candidate.

Applicant Information | v Applicant Documents Comments Activity Audit Information | v

Employment Information (C)

How did you first find out about this job?:
No Selection

If selected other, please specify:

Former Foster Youth Status (D)
(Verification may be required)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday?:
No Selection

If yes, are you currently 25 years of age or younger?:
No Selection

C) Employment Information: Asks for the source of the candidate for finding the JP.

D) Former Foster Youth Status: Optionally, candidates provide further personal background information which can be reviewed here.

Applicant Information | v Applicant Documents Comments Activity Audit Information | v

Applicant Information | v Resume and Documents Comments Activity | v Audit Information | v

Military Service (E)
(A copy of a report of separation from Armed Services may be required)

Are you a veteran?: No	If yes, list type of discharge:	Dates of Service (From/To):
Are you a surviving spouse of a veteran who has not remarried?: No Selection	Are you a surviving orphan of a veteran killed while on active duty?: No Selection	If yes, complete dates of service for veteran(From/To)::

[Show Less](#)

- E) **Military Service:** If applicable, candidates provide important information about their veteran status details which can be reviewed here.

Note: The *Show Less* button allows you to collapse the *Applicant Information* section to have a better overview of the sub-sections. It can be expanded back by using the *Show More* button which will be available then.

8.7.2. Screening Details

This sub-section displays the answers of the applicant regarding the screening questions that were set up during the JP update process (refer [8.3.6. Applicant Screening Questions](#)).

Question	Answer
Are you willing to travel 50% of the time?	Yes
What percent of time are you willing to travel?	75%+
How many years of Management experience do you have?	0
Please describe a time when you had to deliver a difficult message to someone who worked for you.	

8.7.3. Profile Information

As you can see in the image, the sub-section captures the personal information around the applicant, provided by the applicant during the submission of the application. Contains the contact and address information, and also includes questions to be answered around the academic background, technical skills and language skills of the candidate

Note: The *Show More* button allows you to collapse the *Profile Information* section to have a better overview of the sub-sections. It can be collapsed back by using the *Show Less* button which will be available then.

Profile Information

First Name::	Middle Name::	Last Name::
Lilly	Smith	Burton
Email::	Daytime Phone::	Applicant Mailing Address::
lilly.burton@yyyhhs.texas.gov	1122233445	Acuna St. 100

→ Show More



8.7.4. Formal Education

Adopted from the structure of CVs, Applicants may be required to provide the history of their *Formal Education* (proof of diploma, degree, and transcripts), this will be captured in this subsection. Review the information by scrolling down or click on *View Details* to open a detailed overview.

Applicant Information v	Applicant Documents	Comments	Activity	Audit Information v
Formal Education: Applicants may be required to provide proof of diploma, degree, and transcripts.				View Details
Type of School	Name of School	Start Date	End Date	Duration
No value provided	Gowtham Degree College Acharya Nagarjuna University		2007-06-30	
No value provided	Gowtham College Board of Intermediate		2004-06-30	

Formal Education: Applicants may be required to provide proof of diploma, degree, and transcripts.

No value provided

Type of School:	Name of School:	Start Date:	End Date:
No Selection	Gowtham Degree College Acharya Nagarjuna University		06/30/2007
Duration:	Location:	Date Graduated / Expected Date of Graduation:	Type of Diploma or Degree:
			Bachelor
Semester/Clock Hours Completed::	Major/Minor Fields of Study::		
	BBM Sales and Promotion		

No value provided

Type of School:	Name of School:	Start Date:	End Date:
No Selection	Gowtham College Board of Intermediate		06/30/2004
Duration:	Location:	Date Graduated / Expected Date of Graduation:	Type of Diploma or Degree:
			High School Diploma
Semester/Clock Hours Completed::	Major/Minor Fields of Study::		

[Close](#)



8.7.5. Employment History

Adopted from the structure of CVs, information of this sub-section reflects the official record of applicants' employment history and must accurately portray all significant duties performed. Review the information by scrolling down or click on *View Details* to open a detailed overview.

Applicant Information | v Applicant Documents Comments Activity Audit Information | v

Employment History - This information will be the official record of your employment history and mu... [View Details](#)

Your Job Title	Duties and Responsibilities	Start Date	End Date	Duration
SuccessFactors Succession and Development Consultant	<ul style="list-style-type: none"> * Creating Succession Planning permissions groups using RBPs. * Create RBPs roles for the several Succession Management tools and functionalities like Succession Org Chart, Performance - Potential Matrix Grid/9 Box, Talent Search, Visibility of Successors, Nomination of Successors. * Granting permission roles to groups for succession planning. * Import, export and modify the visibility of fields in Succession Data Model. * Configuring the Employee Files through Admin tools. * Export and Import Extended Data by using import files, including Personal Information, Background Information and Trend Information. * Troubleshooting and solve the most common issues with Extended Data files import. * Configuring the Succession Organization chart with icon and gradients and troubleshooting of SOC. * Read the Lineage Chart of the organization and work on succession and 	2014-04-01		10 years, 3 months

Employment History - This information will be the official record of your employment history and must accurately reflect all significant duties performed.

existing resources for other verticals and horizontal.

Duration: 3 years Name of Employer: * DEF INC & Co Currently Employed: No Type of employment: No Selection

Type of work experience: No Selection If Supervisory, number of employees you supervise: 0 Hours Per Week: 0 Reason For Leaving:

Employer's Mailing Address (City & State/Zip): Employer's Telephone Number: Supervisor's Name: Supervisor's Title:

Supervisor's Phone Number: Your name, if different during employment: Current/Final Salary in \$:

Senior Recruitment Associate

Your Job Title: *	Duties and Responsibilities:	Start Date:	End Date:
Senior Recruitment Associate	<ul style="list-style-type: none"> * Extracting the reports for different processes and assigning the cases among the team member. * Managing the cases with in SLA & TAT * Handle enquiries from Accenture employee related to job, position career fair and employee referrals * Analyzed the concerns and respond to candidate/quires with standard response or have the issue escalated if required * Look at the type of job that needs to be recruited for and determined the best approve for advertising the job * Executed postings for Accenture Job advertisements on various Job boards as requested 	03/01/2010	05/01/2011

[Close](#)

8.7.6. License & Certifications

In the last sub-section, applicants may provided proof of licenses and certifications which could be relevant for the job. Review the information by scrolling down or click on *View Details* to open a more detailed overview.

License & Certifications: Applicants may be required to provide proof of licenses and certifications. [View Details](#)

License/Certification	Issued By/Location of issuing authority (State or other authority)	Date Issued	Date Expires	Duration
SuccessFactors Recruiting	SAP online portal	2019-03-01		5 years, 4 months
SuccessFactors Employee Central	SAP online portal	2019-03-01		5 years, 4 months

License & Certifications: Applicants may be required to provide proof of licenses and certifications.

SuccessFactors Recruiting

License/Certification:	Issued By/Location of issuing authority (State or other authority):	Date Issued:	Date Expires:
SuccessFactors Recruiting	SAP online portal	03/01/2019	
Duration:	Issued By/Location of issuing authority (City & State):	License Number:	
5 years, 4 months	SAP online portal	0987654321	

SuccessFactors Employee Central

License/Certification:	Issued By/Location of issuing authority (State or other authority):	Date Issued:	Date Expires:
SuccessFactors Employee Central	SAP online portal	03/01/2019	
Duration:	Issued By/Location of issuing authority (City & State):	License Number:	
5 years, 4 months	SAP online portal	1234567890	

[Close](#)

8.7.7. Applicant Documents

The next section of the *Application Area* contains the uploaded *Resume* which can be *updated* by replacing the resume and *downloaded* as indicated in the image. Two other parts of the

Lilly Smith Burton

✉ lilly.burton@yyyhhs.texas.gov ☎ 1122233445 📄 Application URL 📄 Status: Application Submitted 📄 Type: Internal Candidate

Move
Contact
⋮

Applicant Information | ▾
Applicant Documents
Comments
Activity
Audit Information | ▾

Resume
Cover Letter
Other Documents

Lilly Smith Burton

Test – REC Resume

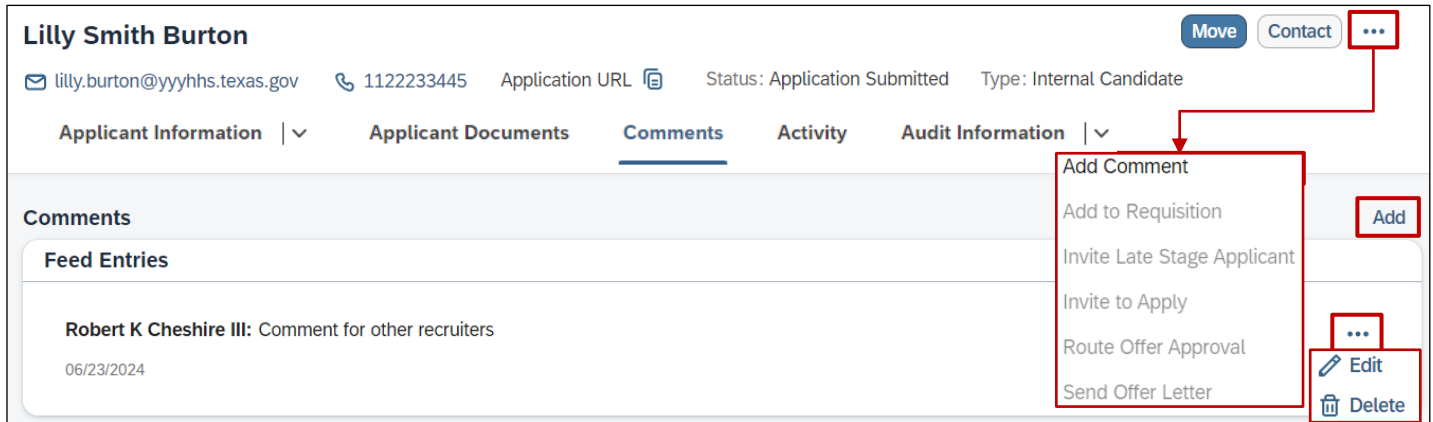
Update
Download

[Empty Box]

section are for storage of *Cover Letters* and *Other Documents* (like references, certifications, offline applications and resumes etc.).

8.7.8. Comments

Hiring Managers can add/delete comments during the recruiting process if necessary. When adding or deleting a comment, the *Save* and *Cancel* buttons will be available to use.



Lilly Smith Burton Move Contact ...

[lilly.burton@yyyhhs.texas.gov](#) [1122233445](#) [Application URL](#) [Status: Application Submitted](#) [Type: Internal Candidate](#)

Applicant Information | **Applicant Documents** | **Comments** | **Activity** | **Audit Information** |

Comments

Feed Entries

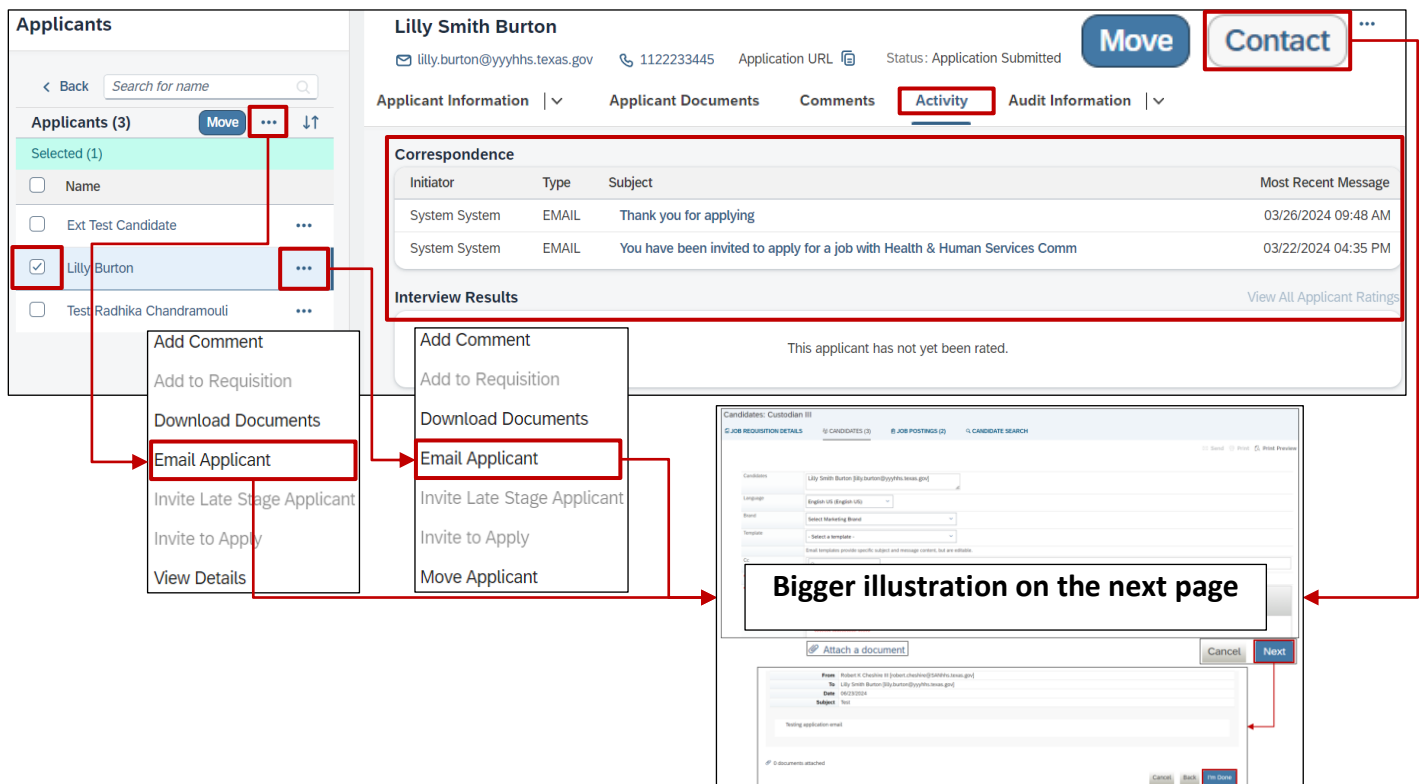
Robert K Cheshire III: Comment for other recruiters
06/23/2024

Add Comment
Add to Requisition
Invite Late Stage Applicant
Invite to Apply
Route Offer Approval
Send Offer Letter

Add
Edit
Delete

8.7.9. Correspondence and Interview Results

Under the section named *Activity*, managers have the option to review the saved *Correspondence* history. Here are three options available to prepare and send out emails to applicants. Use the *Contact* button on the right side of the *Application Area*. It has the same function as the *Email Applicant* option in the More menu of the left sidebar. You can set up ad hoc emails or utilize prepared email templates.



Applicants

Lilly Smith Burton Move Contact ...

[lilly.burton@yyyhhs.texas.gov](#) [1122233445](#) [Application URL](#) [Status: Application Submitted](#)

Applicant Information | **Applicant Documents** | **Comments** | **Activity** | **Audit Information** |

Correspondence

Initiator	Type	Subject	Most Recent Message
System System	EMAIL	Thank you for applying	03/26/2024 09:48 AM
System System	EMAIL	You have been invited to apply for a job with Health & Human Services Comm	03/22/2024 04:35 PM

Interview Results [View All Applicant Ratings](#)

This applicant has not yet been rated.

Bigger illustration on the next page

Candidates: Custodian III

[JOB REQUISITION DETAILS](#)
 [CANDIDATES \(3\)](#)
 [JOB POSTINGS \(2\)](#)
 [CANDIDATE SEARCH](#)

[Send](#)
[Print](#)
[Print Preview](#)

Candidates: Lilly Smith Burton [lilly.burton@yyyhhs.texas.gov]

Language: English US (English US)

Brand: Select Marketing Brand

Template: - Select a template -

Email templates provide specific subject and message content, but are editable.

Cc: [Search]

Subject: Test

Message:

Testing application email

Cancel
Next

[Attach a document](#)

From Robert K Cheshire III [robert.cheshire@SANhhs.texas.gov]
To Lilly Smith Burton [lilly.burton@yyyhhs.texas.gov]
Date 06/23/2024
Subject Test

Testing application email

0 documents attached

Cancel
Back
I'm Done

8.7.10. Application Status Audit Trail and Change History

The last section called *Audit Information* displays the *Change History* of all the activities and the *Application Status Audit Trail* that records status value updates performed on the application.

[Applicant Information](#) |
 [Applicant Documents](#)
[Comments](#)
[Activity](#)
[Audit Information](#)

Application Status Audit Trail

Status	Date	User	Comments
Application Submitted	06/21/2024	Robert K Cheshire III	
Due Diligence in Progress	03/26/2024	Arlene Acevedo	
Application Submitted	03/26/2024	Integration Integration	
Application Complete (Editable)	03/26/2024	System System	

Change History

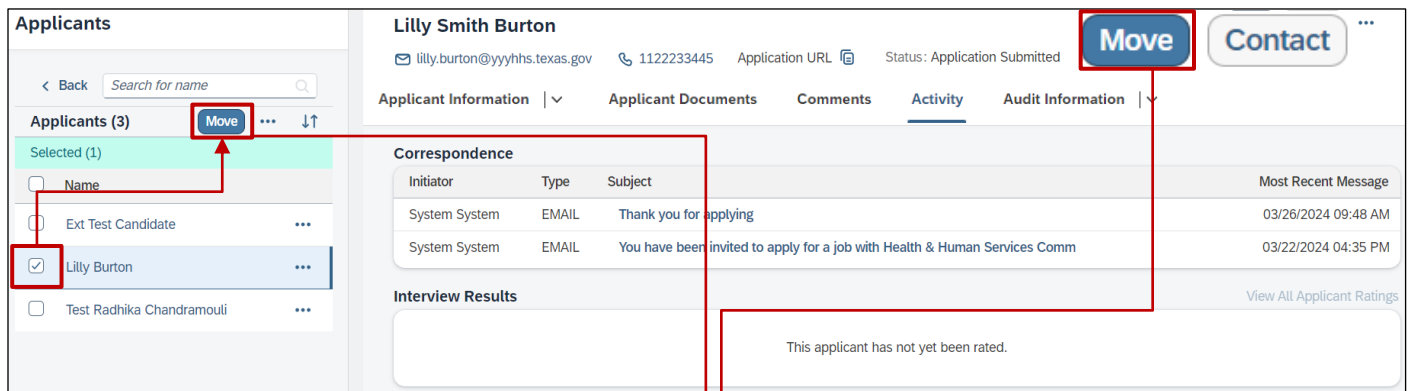
Field Label	Old Value	New Value	Changed By	Date/Time	Source
Comments		Comment for other recruiters	Robert K Cheshire III	06/23/2024 05:54 PM	Applicant Profile
Status	Due Diligence in Progress	Application Submitted	Robert K Cheshire III	06/21/2024 10:51 AM	Applicant Profile
Status	Application Submitted	Due Diligence in Progress	Arlene Acevedo	03/26/2024 10:12 AM	Applicant Profile
Status	Application Complete (Editable... More)	Application Submitted	Integration Integration	03/26/2024 09:59 AM	OData
Job Application			Lilly Smith Burton	03/26/2024 09:49 AM	Job Application

8.8. Move Applicants

The new Applicant Workbench offers two ways to move applicants from one status to another. Moving via the **Move** button or the **Applicant List** menu. Both will be described in the following.

8.8.1. Move button

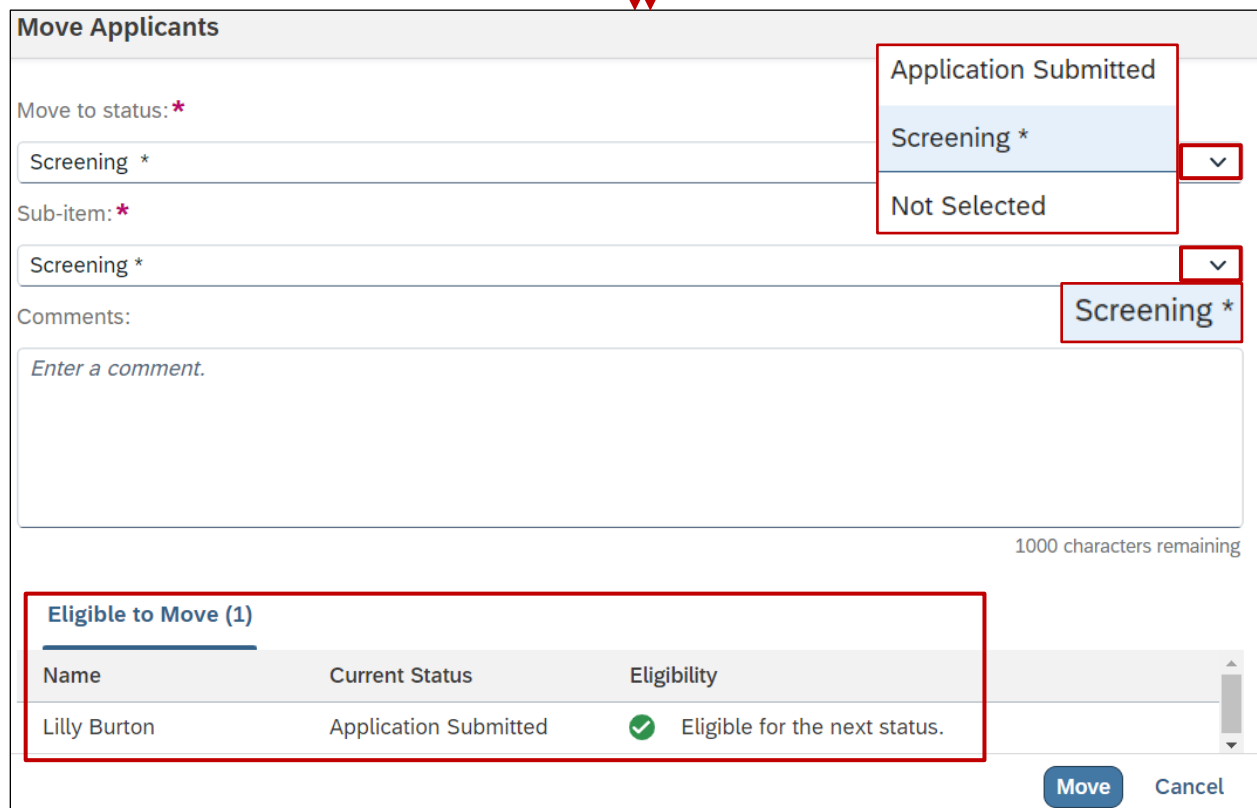
Utilize the **Move** button available in the general *Applicant Workbench* (refer **B** in [8.5.4.](#)) and in the sidebar or on the top right when looking at candidate specific *Application Areas*.



The screenshot shows the Applicant Workbench interface for a candidate named Lilly Smith Burton. In the top right corner, a blue 'Move' button is highlighted with a red box. Below it, a 'Contact' button is visible. The main content area shows 'Applicant Information', 'Applicant Documents', 'Comments', 'Activity', and 'Audit Information' tabs. A 'Correspondence' table is displayed with the following data:

Initiator	Type	Subject	Most Recent Message
System System	EMAIL	Thank you for applying	03/26/2024 09:48 AM
System System	EMAIL	You have been invited to apply for a job with Health & Human Services Comm	03/22/2024 04:35 PM

Below the correspondence table, there is an 'Interview Results' section with the text: 'This applicant has not yet been rated.'



The 'Move Applicants' dialog box is shown. It includes the following fields and elements:

- Move to status: ***: A dropdown menu with options: Application Submitted, Screening *, and Not Selected. The 'Screening *' option is selected.
- Sub-item: ***: A dropdown menu with the option: Screening *.
- Comments:**: A text area with the placeholder 'Enter a comment.' and a character count of '1000 characters remaining'.
- Eligible to Move (1)**: A table showing the candidate's eligibility for the move.

Name	Current Status	Eligibility
Lilly Burton	Application Submitted	Eligible for the next status.

At the bottom right of the dialog box, there are 'Move' and 'Cancel' buttons.

Note: The status drop-down list only shows statuses up until the next mandatory status. The image shows *Screening* as the next mandatory (active) status. *Not Selected* counts as a disqualification status and is always available to cancel the consideration of the candidate.

8.8.2. Applicant List Menu

Requisitions List / Custodian III (2241) / Switch to Legacy Candidate Workbench

Applicants

Search for name Reset

Applicants (3) Move ... ↓↑ ⚙

<input type="checkbox"/>	Name	Status	Applicant Type	Application Date	Forwarded By	Date Forwarded	
<input type="checkbox"/>	Ext Test Candidate	Application Submitted		06/22/2024			...
<input type="checkbox"/>	Lilly Burton	Application Submitted		03/26/2024	Arlene Acevedo	03/22/2024	...
<input type="checkbox"/>	Test Radhika Chandramouli	Screening		03/25/2024			...

Requisitions List / Custodian III (2241) /

Applicants

[< Back](#) Search for name

Applicants (3) Move ... ↓↑

<input type="checkbox"/>	Name	
<input type="checkbox"/>	Ext Test Candidate	...
<input type="checkbox"/>	Lilly Burton	...
<input type="checkbox"/>	Test Radhika Chandramouli	...

- Add Comment
- Add to Requisition
- Download Documents
- Email Applicant
- Invite Late Stage Applicant
- Invite to Apply
- Move Applicant**

Move Applicants

Move to status: *

Screening *

Sub-item: *

Screening *

Comments:



Enter a comment.

1000 characters remaining

Eligible to Move (1)

Name	Current Status	Eligibility
Lilly Burton	Application Submitted	Eligible for the next status.


Move Cancel


Summary		
 1 out of 1 applicants moved to Screening.		
All Applicants (1)		
Name	New Status	Eligibility
Lilly Burton	Screening	 Success


The *Status* in the *Basic Information* area of the application will automatically change to the new status value and will be displayed in the *Status* column of the Applicant Workbench (refer [8.5.4.](#)). Additionally, the Status Pipeline will show a bigger count for the number of applicants in the respective status.

Lilly Smith Burton

⋮

 lilly.burton@yyyhhs.texas.gov

 1122233445

 Application URL

Status: Screening
Type: Internal Candidate

Status and Filters Hide

- Invited To Apply 0
- Application Submitted 1
- > Screening * 2
- > Interviewing * 0
- > Selection Packet and Summary * 0
- > Due Diligence 0
- > Offer * 1
- Hired/Accepted * 0
- Ready to Hire * 0
- > Not Selected 0

Requisitions List / APS INV Specialist I - Functional (2898) /



Applicants

Search for name

Applicants (4)

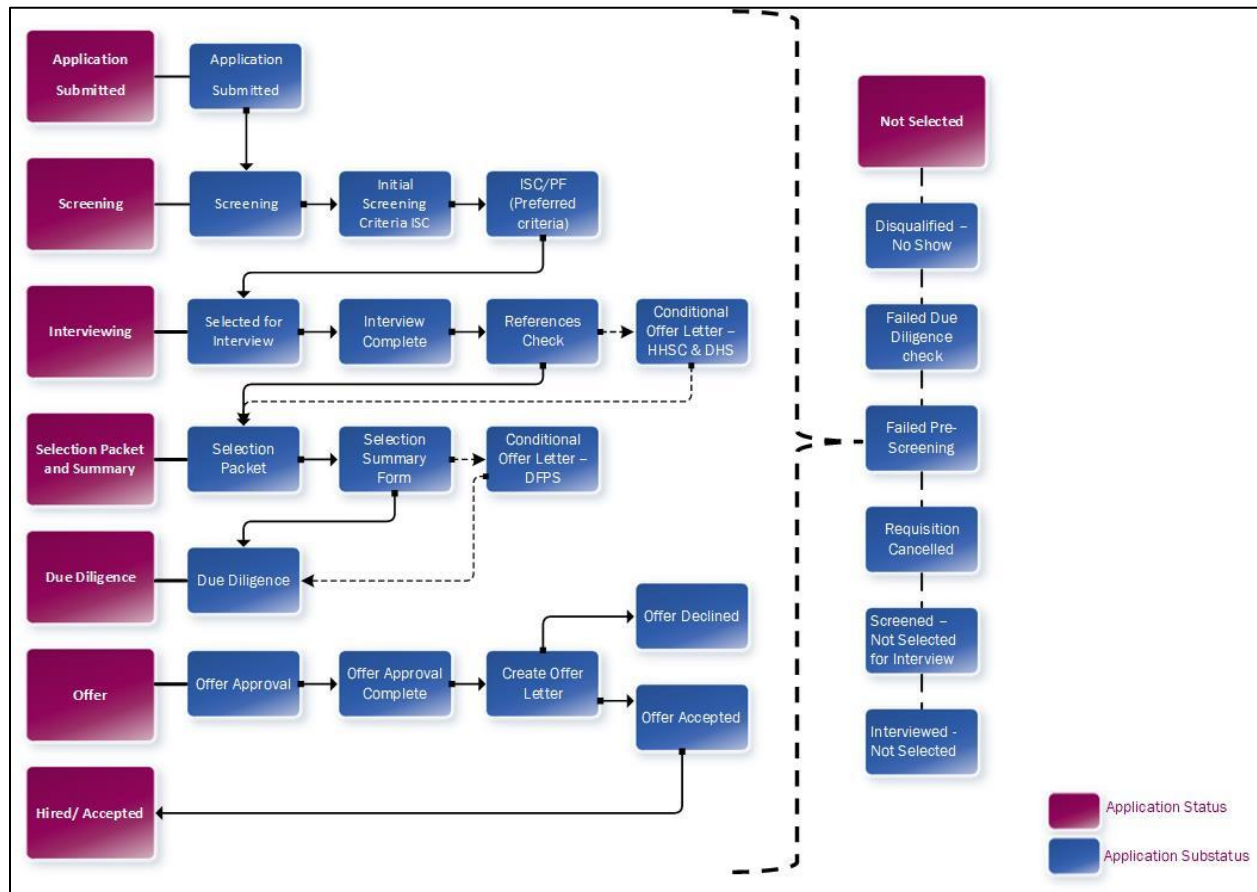
Name	Status
<input type="checkbox"/> Cleyla Ruiz	Application Submitted
<input type="checkbox"/> Test Charles Hudson	Initial Screening Criteria ISC
<input type="checkbox"/> Test Meg Seetharama	Initial Screening Criteria ISC
<input type="checkbox"/> Radhika Chandramouli	Offer Approval

Note: Trying to move an applicant to current active status will result in an automated system error message as there will be no change to the specific application process in this case.

 0 out of 1 applicants moved to Screening.		
All Applicants (1)		
Name	New Status	Eligibility
Lilly Burton	Screening	 The candidate can't move to the same status that they're already in.

8.9. Applicant Status Pipeline

The *Applicant Status Pipeline* displays various optional and mandatory statuses a candidate can be moved to. The application process flows from vertically from top to bottom in the pipeline and upcoming mandatory (marked with an asterisk *) statuses cannot be skipped (e.g. if a candidate is in the *Screening* stage, the *Selection Interviewing* status **has to be** utilized before being allowed to move to the *Selection Package and Summary* status, which comes after *Interviewing* in the pipeline.)



This diagram shows the route map of the Application Status.

The candidate can be moved to the **Not Selected** status and the corresponding sub-status at any stage of the application.

Note: Please follow one of the methods in chapter [8.8. Move Applicants](#) to bring applicants in the next mandatory status in their application process. An example of the consecutive mandatory statuses in the pipeline is shown below. It requires the **Hiring Manager** to consider utilizing the active non-mandatory statuses for each applicant and gather as much information as possible.

Status and Filters		Hide
<input type="button" value="Status (All)"/> <input type="button" value="Filters (0)"/>		
<input type="checkbox"/> Invited To Apply	0	<input type="checkbox"/> Screening *
<input type="checkbox"/> Application Submitted	1	<input type="checkbox"/> Screening *
<input checked="" type="checkbox"/> Screening *	2	<input type="checkbox"/> Initial Screening Criteria ISC
<input checked="" type="checkbox"/> Interviewing *	0	<input type="checkbox"/> ISC/PF (Preferred criteria)
<input checked="" type="checkbox"/> Selection Packet and Summary *	0	<input checked="" type="checkbox"/> Interviewing *
<input checked="" type="checkbox"/> Due Diligence	0	<input type="checkbox"/> Selected for Interview
<input checked="" type="checkbox"/> Offer *	1	<input checked="" type="checkbox"/> Interview Complete *
<input type="checkbox"/> Hired/Accepted *	0	<input type="checkbox"/> References Check
<input type="checkbox"/> Ready to Hire *	0	<input type="checkbox"/> Conditional Offer Letter – HHSC & DSHS
<input checked="" type="checkbox"/> Not Selected	0	<input checked="" type="checkbox"/> Selection Packet and Summary *
<input type="checkbox"/> Automatic Disqualified	0	<input type="checkbox"/> Selection Packet *
<input type="checkbox"/> Posting Closed	0	<input type="checkbox"/> Selection Summary Form *
<input type="checkbox"/> Candidate Withdrew	0	<input type="checkbox"/> Conditional Offer Letter – DFPS
		<input checked="" type="checkbox"/> Due Diligence
		<input type="checkbox"/> Due Diligence in Progress



8.9.1. Application Submitted

This status was covered as part of the introduction of the applicants' *Application Area* in chapter [8.7. Application Area](#).

8.9.2. Screening *

After first evaluations of the data, applicants are moved to the *Screening* status evaluated further and considered for an interview. The initial *Screening* sub-status is mandatory to go through and two other parts are optional: *Initial Screening Criteria ISC* and *ISC/PF (Preferred criteria)*.

1. Go to the *Application Area* of a specific candidate (review: [8.6.1 Online Application](#)).
2. If necessary, move the candidate to the new status by following the description in [8.8. Move Applicants](#). Select *Screening* as the main status and *Screening* as the sub-status.
3. Before saving, consider entering a comment to be reflected in the *Application Status Audit Trail* (further information: [8.7.10. Application Status Audit Trail and Change History](#)).

▼ <input type="checkbox"/> Screening *	2
<input type="checkbox"/> Screening *	2
<input type="checkbox"/> Initial Screening Criteria ISC	0
<input type="checkbox"/> ISC/PF (Preferred criteria)	0

lilly.burton@yyyhs.texas.gov 1122233445 Application URL Status: Screening Type: Internal Candidate

Applicant Information | v Applicant Documents Comments Activity Audit Information | v

Application Status Audit Trail

Status	Date	User	Comments
Screening	06/24/2024	Robert K Cheshire III	
Application Submitted	06/21/2024	Robert K Cheshire III	
Due Diligence in Progress	03/26/2024	Arlene Acevedo	
Application Submitted	03/26/2024	Integration Integration	
Application Complete (Editable)	03/26/2024	System System	

Change History

Field Label	Old Value	New Value	Changed By	Date/Time	Source
Comments		Screening comment test	Robert K Cheshire III	06/24/2024 09:09 AM	Applicant Profile
Status	Application Submitted	Screening	Robert K Cheshire III	06/24/2024 08:07 AM	Applicant Profile

The *Screening* sub-statuses do **not** include additional data fields to be populated in the *Application Area* by a Hiring Manager. The status functions as a reference step in the application process. Once screened by the Hiring Manager, it should be decided whether to advance, move or disqualify the applicant in the pipeline.



8.9.3. Interviewing *

Move to status: *

Interviewing *

Sub-item: *

Request Interview

Comments:

Enter a comment.

1000 characters remaining

Application Submitted

Screening *

Interviewing *

Not Selected

Selected for Interview

Interview Complete *

Eligible to Move (1)

Name	Current Status	Eligibility
Lilly Burton	ISC/PF (Preferred criteria)	✓ Eligible for the next status.

Move Cancel

✓ 1 out of 1 applicants moved to Request Interview.

All Applicants (1)

Name	New Status	Eligibility
Lilly Burton	Selected for Interview	✓ Success

✓ 1 out of 1 applicants moved to Interview Complete.

All Applicants (1)

Name	New Status	Eligibility
Lilly Burton	Interview Complete	✓ Success

Move the Candidate to the *Interviewing* status after the Screening was successfully completed. Move it to the Sub-status *Selected for Interview* to plan the interview and then to Interview completed once it is done.

8.9.4. Due Diligence

Note: The Hiring Manager will only move the applicant to the *Due Diligence* status (if necessary) and will **not see** additional Due Diligence specific information fields in status. The background of the applicant will then get evaluated, diligence checks getting done by filling out questions around the legal and financial situation by the **HR Professional** (further information: SOT_HR_Professional+Other_Roles_Guide).

Move to status: *

Due Diligence ▼

Sub-item: *

Due Diligence in Progress ▼

Comments:

Enter a comment.

1000 characters remaining

Application Submitted

Screening *

Interviewing *

Due Diligence

Selection Packet and Summary *

Not Selected

Due Diligence in Progress

Eligible to Move (1)

Name	Current Status	Eligibility
Lilly Burton	References Check	✔ Eligible for the next status.

Move
Cancel

✔
1 out of 1 applicants moved to Due Diligence in Progress.

8.9.5. Selection Packet and Summary *

Move the applicant to the next **mandatory** status by using a method in chapter [8.8. Move Applicants](#). The pipeline status number will be updated automatically afterwards.

Move to status:*

Selection Packet and Summary *

Sub-item:*

Selection Packet *

Comments:

Enter a comment.

1000 characters remaining

Application Submitted

Screening *

Interviewing *

Due Diligence

Selection Packet and Summary *

Not Selected

Selection Packet *

Selection Summary Form *

Conditional Offer Letter – DFPS

Eligible to Move (1)

Name	Current Status	Eligibility
Lilly Burton	Due Diligence in Progress	✓ Eligible for the next status.

Move Cancel

Status and Filters Hide

☑ Status (...) ☑ Filters (0)

<input type="checkbox"/> Invited To Apply	0
<input type="checkbox"/> Application Submitted	1
> <input type="checkbox"/> Screening *	1
> <input type="checkbox"/> Interviewing *	0
> <input type="checkbox"/> Due Diligence	0
> <input type="checkbox"/> Selection Packet and Summary *	1
> <input type="checkbox"/> Offer *	0
<input type="checkbox"/> Hired/Accepted *	0

Requisitions List / Custodian III (2241) / Applicants

Search for name

Applicants (3)

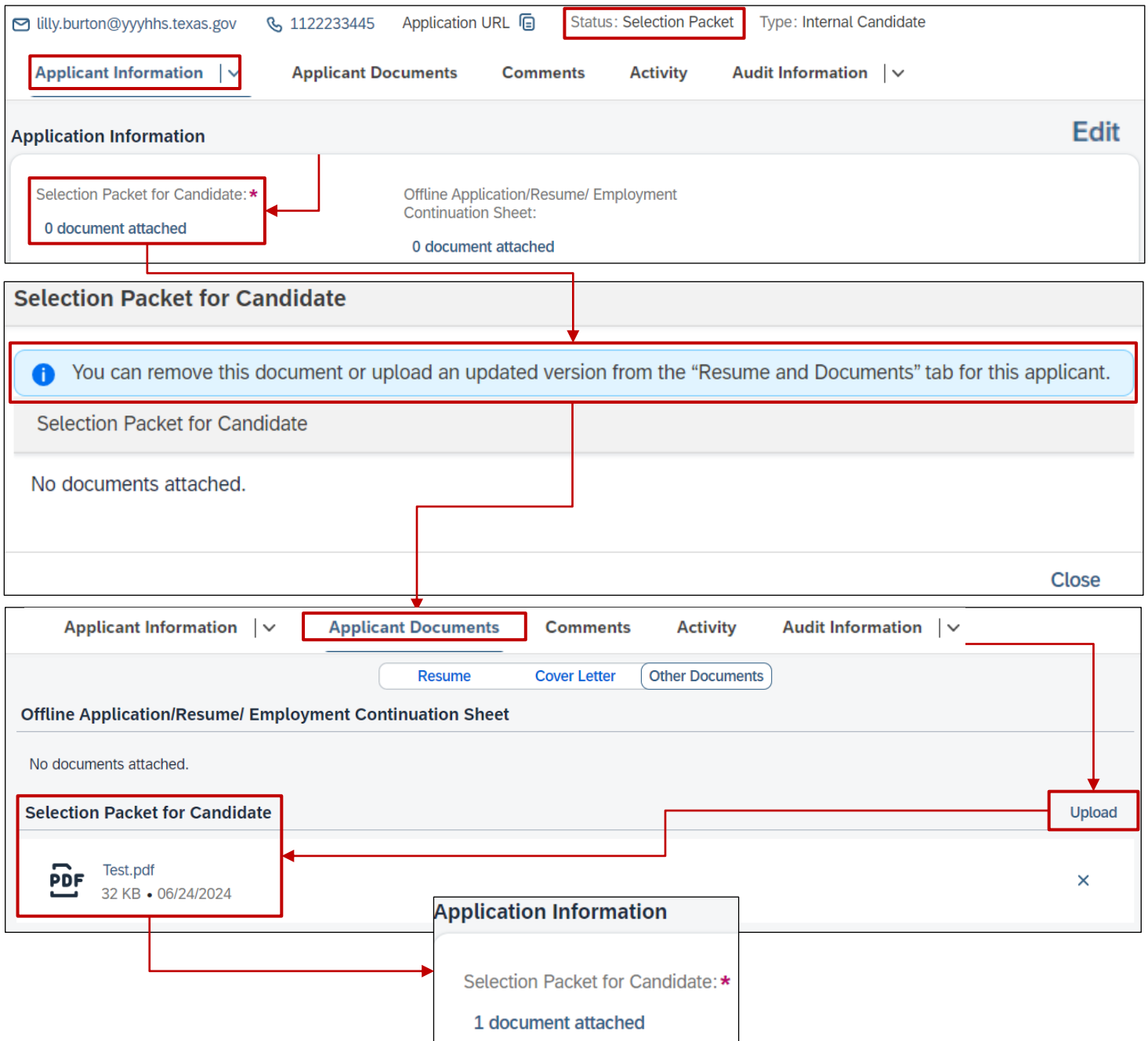
<input type="checkbox"/> Name	Status
<input type="checkbox"/> Ext Test Candidate	Application Submitted
<input type="checkbox"/> Lilly Burton	Selection Packet
<input type="checkbox"/> Test Radhika Chandramouli	Screening

The status is based on two mandatory sub-statuses:

8.9.5.1. Selection Packet *

The mandatory (*) field *Selection Packet for Candidate* will be displayed in the *Application Information* area of the applicant. An Edit button will be available on the right side. Attach documents via the *Resume and Documents* section. After uploading documents, you can select the *x icon* on the right side to remove documents. If a selection packet document was uploaded, review the field under Applicant Information, it now shows one attached document.

Note: Attached documents can only be uploaded and removed in the *Selection Packet* status. Once this status was passed, those documents can not be updated anymore.






The screenshot illustrates the workflow for uploading a document to the Selection Packet for Candidate field. At the top, the user's email (lilly.burton@yyyhhs.texas.gov) and phone number (1122233445) are visible, along with the application URL and status (Selection Packet). The navigation menu includes Applicant Information, Applicant Documents, Comments, Activity, and Audit Information. The Applicant Information section shows the Selection Packet for Candidate field with 0 documents attached. A red box highlights this field, and an arrow points to a message box that says: "You can remove this document or upload an updated version from the 'Resume and Documents' tab for this applicant." Below this, the Selection Packet for Candidate field is shown with "No documents attached." A red box highlights the "Upload" button in the Applicant Documents section. An arrow points from the "Upload" button to a document card for "Test.pdf" (32 KB, 06/24/2024) in the Selection Packet for Candidate field. Another arrow points from this document card to the "Selection Packet for Candidate" field in the Applicant Information section, which now shows "1 document attached."

8.9.5.2. Selection Summary Form *

A new area inside the *Application Information* section will appear after moving the applicant to the *Selection Summary Form* status. Select the *Edit* button on the right side of the screen to insert information into the new fields highlighted in red. After entering the information, use the *Save* button to keep your data changes in the system.

Note: Do not enter dashes while entering the SS number.

Note: If you try to move a candidate before entering information into all required fields (*), you will receive an Error message in the *Move Applicants* window.

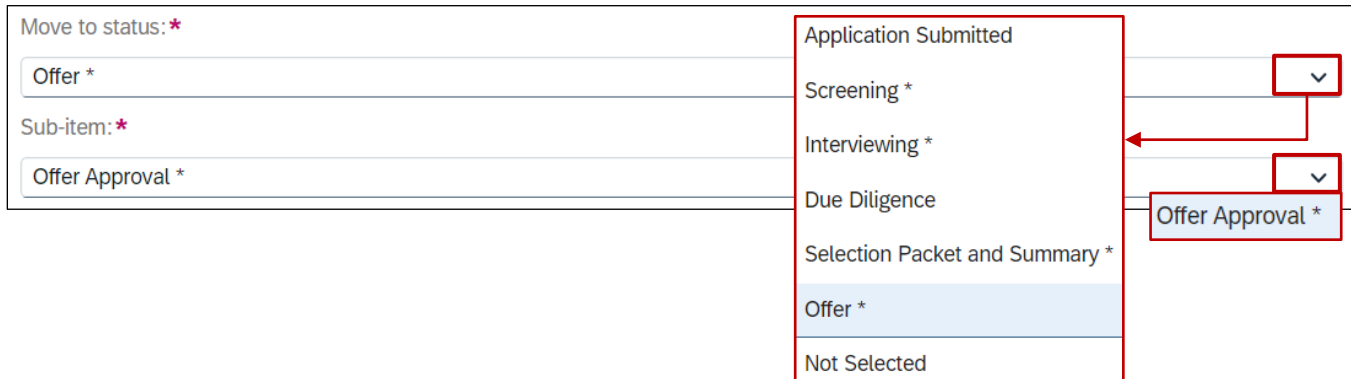
 0 out of 1 applicants moved to Offer Approval.		
All Applicants (1)		
Name	New Status	Eligibility
Lilly Burton	Selection Summary Form	 The applicant can't be moved until all required fields are completed. 

8.9.6. Offer *

When moving a candidate to the mandatory *Offer* stage, it is necessary to define job offer details and complete the internal approval process for the respective offer. There are two mandatory sub-statuses to update *Offer Approval* and *Offer Approval Complete*.

8.9.6.1. Offer Approval *

From the previous *Selection Summary Form* status, move the candidate to the *Offer Approval* sub-status to begin the *Offer* process for the candidate.



Move to status: *

Offer *

Sub-item: *

Offer Approval *

Application Submitted

Screening *

Interviewing *

Due Diligence

Selection Packet and Summary *

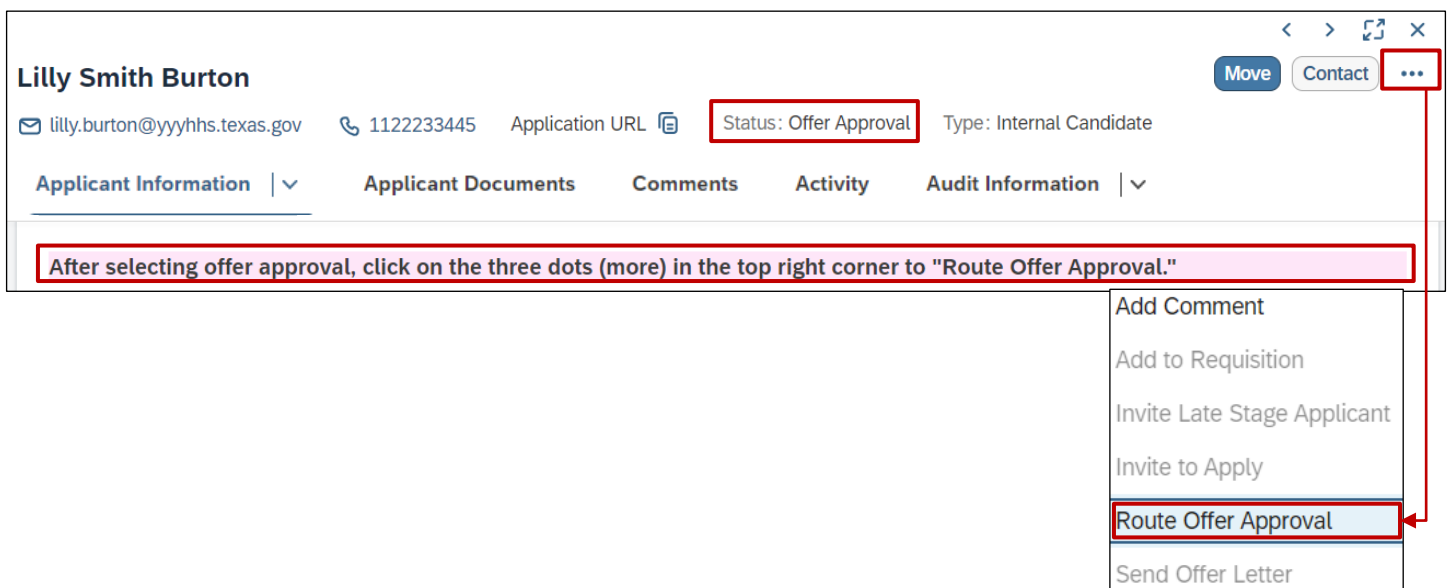
Offer *

Not Selected

Offer Approval *

To continue the process after landing in the *Offer Approval* sub-status, follow these steps:

1. Select the three-dot *More* menu at the top right corner of the area. This instruction will also be displayed at the top of the *Applicant Information* section when the *Application Status* is ***Offer Approval***.
2. Select *Route Offer Approval*.



Lilly Smith Burton

Move Contact ...

lilly.burton@yyyhhs.texas.gov 1122233445 Application URL Status: Offer Approval Type: Internal Candidate

Applicant Information Applicant Documents Comments Activity Audit Information

After selecting offer approval, click on the three dots (more) in the top right corner to "Route Offer Approval."

Add Comment

Add to Requisition

Invite Late Stage Applicant

Invite to Apply

Route Offer Approval

Send Offer Letter



8.9.6.2. Offer Approval: Offer Details

1. After clicking on *Route Offer Approval*, you will be on the Offer Details page and Click on *Edit Offer Detail* to complete the missing information.

Offer Details: Offer Version 1

Language: English US (English US)

Template Name: Offer Detail Template

Today's Date: 08/20/2024

First Name: Test Meg

Last Name: Seetharama

Functional Title: Pre Screening

Manager: Samuel Johnson

Hiring Position Number: APS INV Specialist I (00117481)

Hiring Position Number(Reporting): 00117481

Hiring Position Title: APS INV Specialist I

Salary Group Minimum:

Salary Group Midpoint:

Salary Group Maximum:

Posting Salary Minimum: 2,998.00

Posting Salary Maximum: 3,792.50

Anticipated Hire Date:

Offer Amount: 3,000.00

Candidate Quick View Resume: Resume

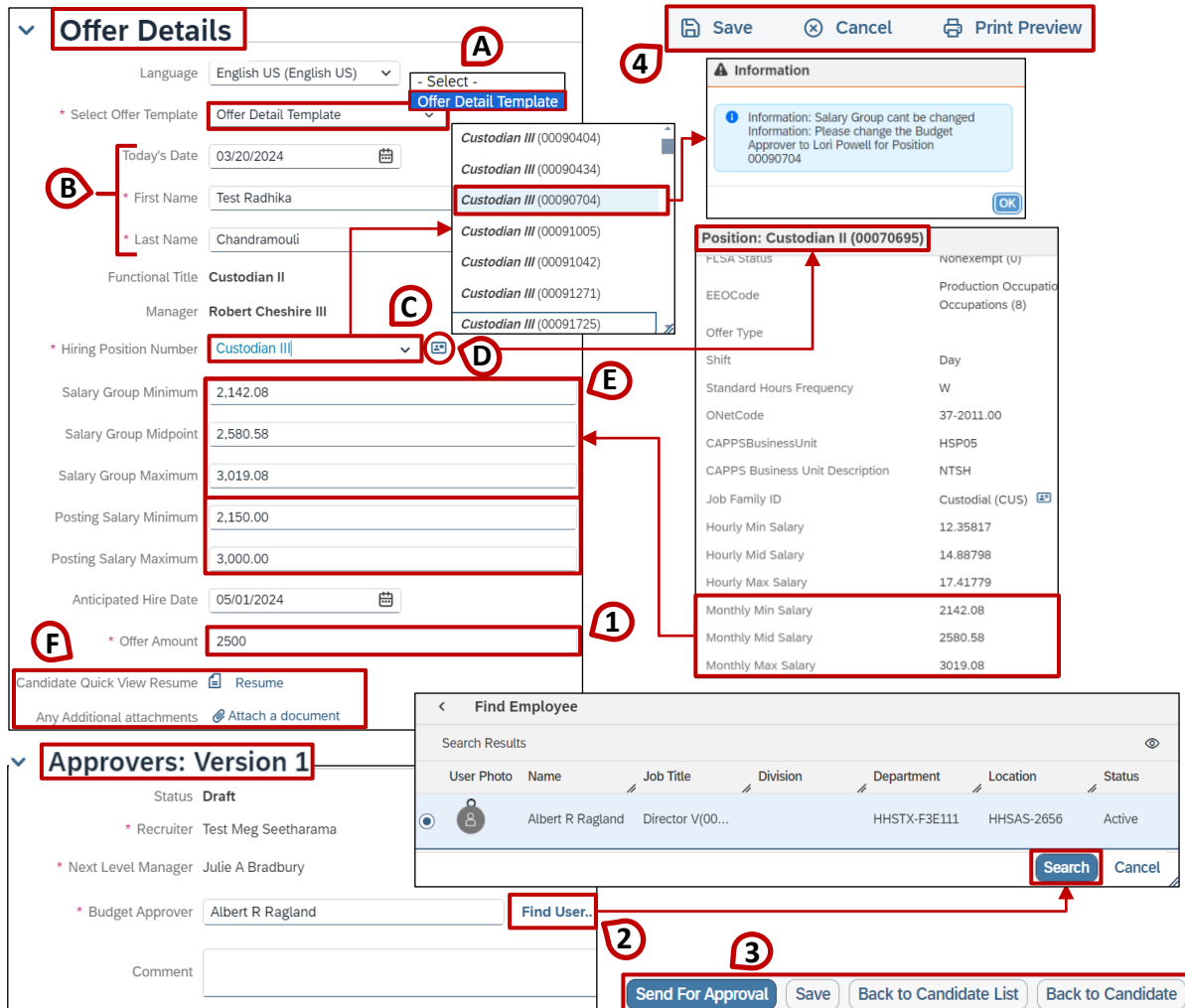
Offer Supporting Documents: 1 document attached

Application URL: https://hcm41.preview.sapsf.com/sf/recruiting/jobApplicationSummary?applicantid=680&jobapplicationid=2127&company=northgate0177

To set the offer details up for the approval process, follow these steps:

1. Fill out the *Offer Amount* field as it will appear empty. Take the position level and salary range defined as guidance. A value outside of the group range will result in an error message and the *Offer Amount* should be corrected.
2. In the **Approvers: Version 1** section, only the *Budget Approver* field will be editable and be prepopulated based on the position. Select/Confirm a *Budget Approver*. Select *Find User...* and search for a known user with the *Budget Approver* role. Select the user.
3. When all mandatory fields were filled, the offer can be *Send For Approval* or *Saved* for now. After you send out for approval, a *Confirmation* window will pop up to confirm and progress. By selecting *Back to Candidate List* or *Back to Candidate*, the entered offer details will **not** be saved and the system will redirect to the candidate application area.
4. Optionally, the *Save and Cancel* buttons on the top right can be utilized as well as the *Print Preview* option, which allows to print or save the offer details as a document.

Hiring Managers won't be able to move the candidate to next sub-stage until **all** approvers have approved the *Job Offer*.



Offer Details

Language: English US (English US) A

* Select Offer Template: Offer Detail Template Offer Detail Template

Today's Date: 03/20/2024

* First Name: Test Radhika B

* Last Name: Chandramouli

Functional Title: Custodian II

Manager: Robert Cheshire III C

* Hiring Position Number: Custodian III D

Salary Group Minimum: 2,142.08 E

Salary Group Midpoint: 2,580.58

Salary Group Maximum: 3,019.08

Posting Salary Minimum: 2,150.00

Posting Salary Maximum: 3,000.00

Anticipated Hire Date: 05/01/2024

* Offer Amount: 2500 F

Candidate Quick View Resume: Resume

Any Additional attachments: Attach a document

Find Employee

User Photo	Name	Job Title	Division	Department	Location	Status
	Albert R Ragland	Director V(00...		HHSTX-F3E111	HHSAS-2656	Active

Find User... Search Cancel

2 3

Send For Approval Save Back to Candidate List Back to Candidate

Information

Information: Salary Group can't be changed
Information: Please change the Budget Approver to Lori Powell for Position 00090704

Position: Custodian II (00070695)

FLSA Status	nonexempt (U)
EEOCode	Production Occupatio
Offer Type	Occupations (8)
Shift	Day
Standard Hours Frequency	W
ONetCode	37-2011.00
CAPPSBusinessUnit	HSP05
CAPPS Business Unit Description	NTSH
Job Family ID	Custodial (CUS)
Hourly Min Salary	12.35817
Hourly Mid Salary	14.88798
Hourly Max Salary	17.41779
Monthly Min Salary	2142.08
Monthly Mid Salary	2580.58
Monthly Max Salary	3019.08

Save Cancel Print Preview

4



- A) Select Offer Template: A preconfigured *Offer Template* needs to be selected. Currently there is only one template available (*Offer Detail Template*) to select in the system.
- B) Date, First and Last Name: Display of prefilled candidate name and current date (date of the offer). Update the date if needed. Updating the name will lead to error messages.
- C) Hiring Position Number: The Hiring Manager can update the offered position here, e.g. if the candidate meets the criteria for a higher-level position. After updating it, a pop-up message will appear, saying that the *Salary Group* values can't be changed, but they will get updated automatically based on the new position details anyway. The message might also remind the Hiring Manager to update the *Budget Approver* (if applicable).

Note: *Career Track* positions have multiple levels. Only lowest level positions get posted. Hiring Managers decide which higher-level position should be offered based on gathered information about a candidate (e.g. Project Manager II instead of Project Manager I).

The **position number** used as a base for the JP needs to be updated if the *Number of Openings* defined during the [initial updates of the JP](#) requires additional candidates to hire. Hence, Hiring Managers can use **same position title and level** with a **different code**.

- D) View Position: Review position details by selecting the card next to the *Hiring Position Number* field. Notice that the *Salary range* values get carried over to the offer details.
- E) Salary range: The *Salary Group* values are determined by the position details and can't be modified. *Posting Salaries* will be displayed based on the defined values in the JP.
- F) Resume and Attachments: Fields to review the resume and update attached documents.

Note: The *Approvers: Version 1* section will show *Version 1* the first time an Offer is sent for approval. If the Offer needs to be revised and sent again, the section will show as *Approvers: Version 2*. The number of the version continues to increase based on the times an Offer gets redone.

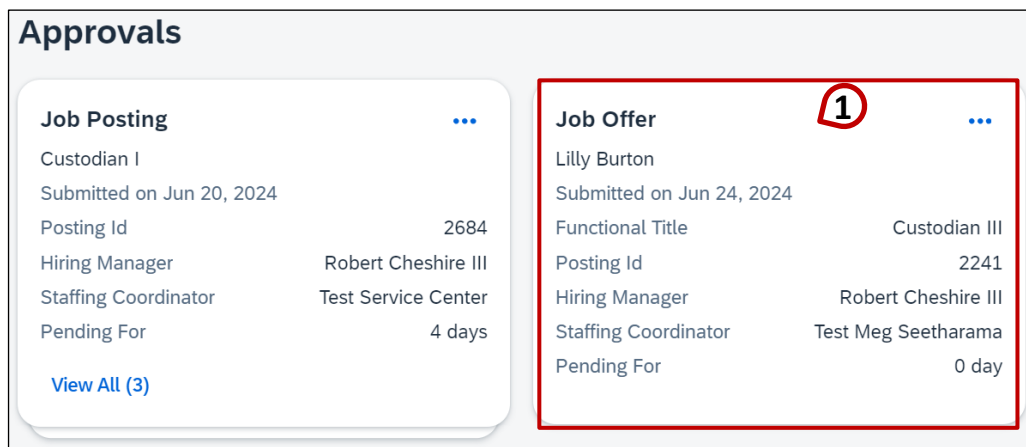
8.9.6.3. Offer Approval: Job Offer Approval

All assigned approvers in the *Approvers: Version 1* section will receive the pending approval, starting with the **Staffing Coordinator**, then the **Second Level Manager** and finally the **Budget Approver**.

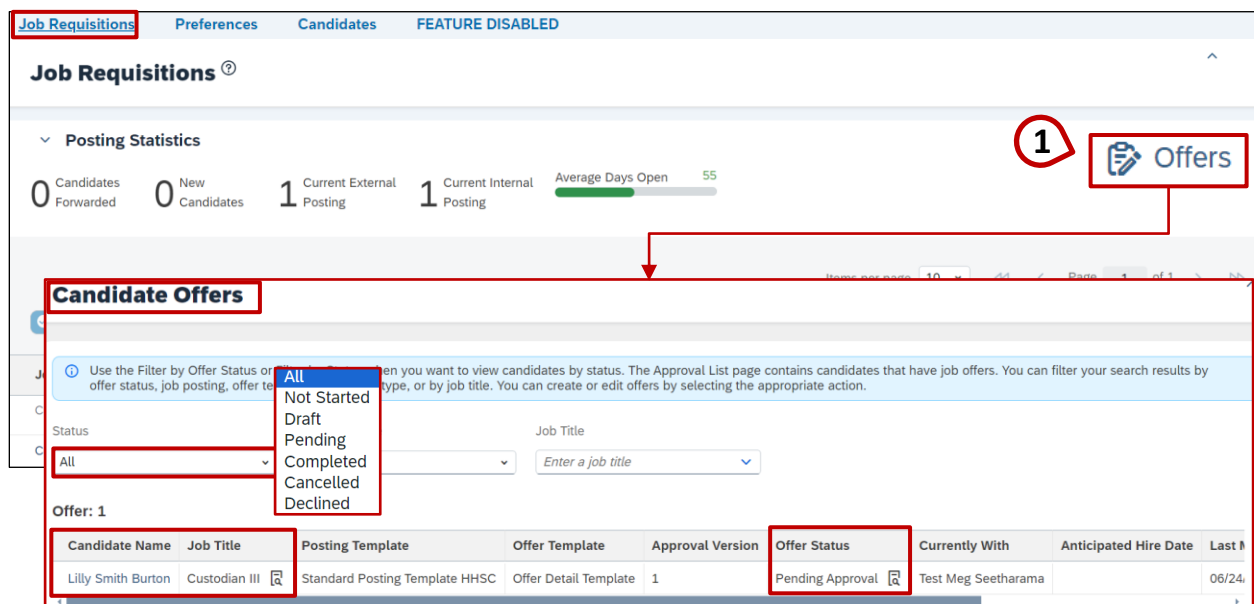
The process description refers to the approval process for *Job Offer Approvals*. It is applicable for **Second Level Managers** (second approver), but also for other approver roles (**Budget Approver**).

To approve the job offer, the approver should:

1. Select the pending *Job Offer approval card* on the *home page* **OR** review pending and completed offers by using the *Offers* icon (review **B** in [8.1.1. Job Requisitions](#)) in the general *Job Requisitions* tab of the *Recruiting* section.



OR



Candidate Name	Job Title	Posting Template	Offer Template	Approval Version	Offer Status	Currently With	Anticipated Hire Date	Last #
Lilly Smith Burton	Custodian III	Standard Posting Template HHSC	Offer Detail Template	1	Pending Approval	Test Meg Seetharama		06/24

Note: If multiple *Offers* with different statuses are listed, filter them by using the *Status* picklist.

- Before selecting **Approve** on the next screen, review the offer details and leave a comment for the other approvers if necessary. Optionally, the approval can be declined by selecting **Decline** and leaving a comment with an explanation (e.g. if identified that the **Offer Amount** was not calculated correctly by the Hiring Manager).
- After approving, the upcoming approver will be highlighted as **Current Approver**. Comments from previous approvers can be viewed by selecting the **dialog icons**.

Offer Approval: Test Radhika Chandramouli for Custodian II (2240)

Offer Details: Version 1 Print Preview

Language: English US (English US)

Template Name: Offer Detail Template

Today's Date: 03/21/2024

First Name: Test Radhika

Last Name: Chandramouli

Functional Title: Custodian II

Manager: Robert Cheshire III

Hiring Position Number: Custodian III (00090704)

Salary Group Minimum: 2,325.83

Salary Group Midpoint: 2,811.75

Salary Group Maximum: 3,297.58

Posting Salary Minimum: 2,350.00

Posting Salary Maximum: 3,250.00

Anticipated Hire Date: 05/01/2024

Offer Amount: 2,500.00

Candidate Quick View Resume: Resume

Any Additional attachments: 0 documents attached

Approvers: Version 1

Status: Pending Approval

Recruiter: Test Meg Seetharama 03/21/2024

Current Approver: Julie A Bradbury, Qual Intel Dev Disbty IV SSLC(00102251)

Budget Approver: Lori A Powell, Director III - ADOA(00096076)

Comment: [Redacted]

2 **Approve** Decline Back to Candidate List

3

Status: Pending Approval

Recruiter: Test Meg Seetharama 06/24/2024

Next Level Manager: Julie A Bradbury, Qual Intel Dev Disbty IV SSLC(00102251) 06/24/2024

Current Approver: Albert R Ragland, Director V(00094595)

After the **Job Offer** is fully approved, the status of the respective candidate application will be automatically moved into the (mandatory) sub-stage **Offer Approval Complete** and the **Final Offer Amount after offer approval field** will show the approved value.

Lilly Smith Burton Move Contact ...

lilly.burton@yyyhhs.texas.gov 1122233445 Application URL Status: Offer Approval Complete Type: Internal Candidate

Applicant Information | Applicant Documents | Comments | Activity | Audit Information

Application Information Edit

Selection Packet for Candidate: 1 document attached

Final Offer Amount after offer approval: 2,500.00

Offline Application/Resume/ Employment Continuation Sheet: 0 document attached

8.9.6.4. Create Offer Letter

This optional sub-status gives Hiring Managers the opportunity to send out *Offer Letters* that can be accepted by candidates. Single *Offer Letter Templates* in the system can be used for every agency of the State of Texas.

1. Go to the application area of the candidate. Move the applicant status to *Create Offer Letter*.

Move to status: *

Offer * ▼

Sub-item: *

Create Offer Letter ▼

Eligible to Move (1)

Name	Current Status	Eligibility
Lilly Burton	Offer Approval Complete	✔ Eligible for the next status.

Move
Cancel

2. From this status, select the three-dot *More* menu and select *Send Offer Letter*.

Lilly Smith Burton Move Contact ⋮

✉ lilly.burton@yyyhhs.texas.gov
☎ 1122233445
🔗 Application URL
Status: Create Offer Letter
Type: Internal Candidate

Applicant Information |
 Applicant Documents |
 Comments |
 Activity |
 Audit Information

Selection Packet for Candidate: 1 document attached	Final Offer Amount after offer approval: 2,500.00	Offline Ap Continuat 0 docum
--	--	------------------------------------

- Add Comment
- Add to Requisition
- Invite Late Stage Applicant
- Invite to Apply
- Route Offer Approval
- Send Offer Letter

- On the next page, the offer letter can be prepared and sent to the candidate. Use the *Template* picklist to select a predefined template (e.g. *HHSC Conditional Offer Letter*) that will be automatically update the subject name to be same as the template name and update and prepopulate the letter body, but **can also be manually updated**. *Attach a document* can be used for additional relevant documents and if changes should be reverted, use the *Reset Template* button, otherwise select *Next Step* to proceed.

Offer Letter: Lilly Smith Burton for Custodian III

Lilly Smith Burton
 1122233445
 lilly.burton@yyyhhs.texas.gov

Country/Region: United States
 Language: English US (English US)
 Template: **HHSC Conditional Offer Le...**
 Subject: HHSC Conditional Offer Letter

- DFPS - Conditional Offer Letter Template
- DFPS - INV Offer Letter Template
- DFPS - Offer Letter Template
- DSHS - Offer - Acceptance Letter (Regular Status Employees)
- DSHS - Offer - Acceptance Letter (Temporary Status Employees)
- DSHS - Offer Letter Template - Conditional
- DSHS Conditional Offer Letter
- HHSC Conditional Offer Letter**
- HHSC Formal Offer Letter
- Sample Offer Letter

[[TODAY]]

Attach a document

Reset Template

3

Next Step Preview Save As Draft Cancel

- A message at the top left will show that the offer letter was automatically *saved successfully* as a *Draft*. The preview of the letter body will be displayed. Send the offer as an *Online Offer*, *Verbal Offer*, *Email as text* or *Email as PDF attachment*. The *Print* button will allow you to print or save the offer letter as a PDF file locally.

TEXAS Health and Human Services

Draft is saved successfully

06/24/2024

* Send Offer to: lilly.burton@yyyhhs.texas.gov
 Subject: HHSC Conditional Offer Letter

Lilly Burton
 0 documents attached

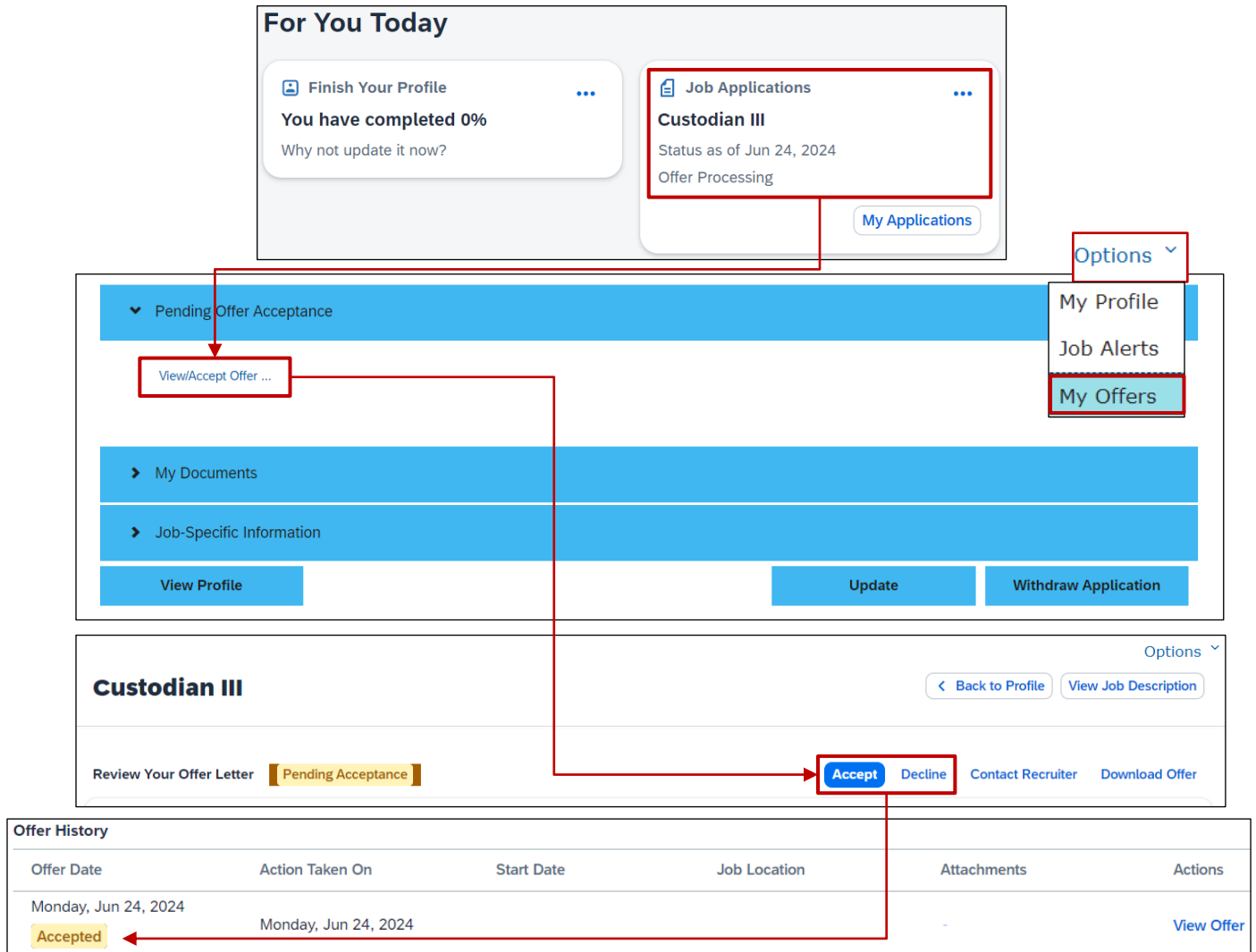
Back Cancel

4

Online Offer Verbal Offer Email as text Email as PDF attachment Print

5. After selecting e.g. *Online Offer*, check the message content again on the next page. Select the *Next* button on the bottom right of the screen to proceed.
6. The last preview of the Online Offer Letter will be visible. To proceed the process, select the *Send* button on the bottom right of the screen.

The candidate then needs to log into SuccessFactors system and will see a new quick card under the *For You Today* part of the home page. By clicking on the card, the candidate will be redirected to the *Internal Career Center* and can review the pending offer request to *Accept* or *Decline* it.



The screenshot illustrates the user interface for reviewing a pending offer. At the top, the 'For You Today' section contains two cards: 'Finish Your Profile' (0% completed) and 'Job Applications' (Custodian III, Offer Processing). A red box highlights the 'Job Applications' card, with an arrow pointing to the 'View/Accept Offer ...' button in the 'Pending Offer Acceptance' section. Below this, the 'Custodian III' job application details are shown, including a 'Review Your Offer Letter' button and a 'Pending Acceptance' status. A red box highlights the 'Accept' button, with an arrow pointing to the 'Accepted' status in the 'Offer History' table below. The 'Offer History' table has the following data:

Offer Date	Action Taken On	Start Date	Job Location	Attachments	Actions
Monday, Jun 24, 2024	Monday, Jun 24, 2024			-	View Offer

8.9.6.5. Offer Accepted and Offer Declined

Offer Accepted sub-stage: If the candidate **accepts** the offer online, the status of the candidate will be updated automatically to this status.

Offer Declined sub-stage: If the candidate **declines** the offer online, the status of the candidate will be updated automatically to this status. If this happens, further alignment or negotiations between candidate and Hiring Manager is required before disqualifying or cancelling the candidate application.

8.9.7. Hired/Accepted *

The next mandatory status is *Hired/Accepted*. Move the candidate from the application area of the saved *Create Offer Letter* sub-status.

Move to status: *

Hired/Accepted *

Eligible to Move (1)

Name	Current Status	Eligibility
Lilly Burton	Create Offer Letter	✓ Eligible for the next status.

Move Cancel

- 1) Back in the Application Area of the candidate, notice a *warning message* to keep the candidate in the Hired/Accepted status and align the move to the next status (*Ready to Hire*) **only if** the picked **Start Date** of the candidate will be **less than 30 days in the future**.
- 2) Review the new *Demographic Information (PII information)* fields visible under the *Applicant Information* section.
- 3) All fields should be already populated except the mandatory *Start Date* (Hire Date) field. Enter the desired date through the calendar icon and select *Save*.

lilly.burton@yyyhhs.texas.gov 1122233445 Application URL Status: Hired/Accepted Type: Internal Candidate

Applicant Information | Applicant Documents | Comments | Activity | Audit Information

Application Information Edit

Warning : Please do not move a candidate to the Ready To Hire stage until within 30 days of hire date.

Demographic information populated from information provided by the applicant to the HHS Employee Service Center at time of applicant submission

Gender (if the value is empty, please obtain from applicant): * Date of Birth (if the value is empty, please obtain from applicant): * Ethnicity (if the value is empty, please obtain from applicant): *

Female 03/27/1975 Hispanic

Veteran's status (if the value is empty, please obtain from applicant): * ERS retiree status (if the value is empty, please obtain from applicant): * State ID(SID) Number::

No Yes

Start Date: * Start Date: * Save Cancel

MM/dd/yyyy 07/01/2024

8.9.8. Ready to Hire *

This is the last mandatory status of the recruiting process. At this stage, the candidate is ready to be hired as an employee of the State of Texas. Follow the steps below to complete the process. Move the candidate from the *Hired/Accepted* to the *Ready to Hire* status. The *Applicant Status Pipeline* will be automatically updated and the onboarding/hire process can be started.

Move to status: *

Ready to Hire *

Eligible to Move (1)

Name	Current Status	Eligibility
Lilly Burton	Hired/Accepted	✓ Eligible for the next status.

Move
Cancel

Status and Filters Hide

Status (1)
 Filters (0)

- Invited To Apply 0
- Application Submitted 1
- > Screening * 1
- > Interviewing * 0
- > Due Diligence 0
- > Selection Packet and Summary * 0
- > Offer * 0
- Ready to Hire * 1**
- > Not Selected 0
- Automatic Disqualified 0
- Posting Closed 0
- Candidate Withdrew 0

Requisitions List / Custodian III (2241) /

Applicants

Search for name Status (Ready to Hire) ×

Applicants (1)

<input type="checkbox"/>	Name	Status	Applicant Type
<input type="checkbox"/>	Lilly Burton	Ready to Hire	

Note: If the candidate is moved and the *Hire Date* from the previous status (*Hired/Accepted*) is more than 30 days in the future, the system will show an *Alert* message when trying to move to the *Ready to Hire* stage. This will create a delay in Onboarding and will require additional steps. In such case, the Hiring Manager must contact the Staffing Coordinator of the Service Center for assistance or clarification.

If the candidate was the last one to fill the *Number of Openings* for this JP (review: letter **F** in [8.2.4. Basic Information](#)), the system will show a pop-up message to inform the user about the last opening, which gets filled with the movement of the candidate to the *Ready to Hire* stage.

When checking the JP afterwards, the user will see that it will be greyed out in the list of JPs. The status will have the value *Closed* and the *Number of Openings* will show *0 remaining*.

Job Requisitions
Preferences
Candidates
FEATURE DISABLED

Job Requisitions ?

▼ Posting Statistics

0 Candidates Forwarded

0 New Candidates

0 Current External Posting

0 Current Internal Posting

Average Days Open 70

✔ Approve
Filter Job Requisitions

All job requisitions

▼
Filter Options
Display Options

Job Title	Posting Id	Candidates	Status
Custodian II 🔗	2240	3	Closed
Custodian III 🔗	2241	3	Closed

Custodian III (2241)

📄
Job Requisition Details

👤 Candidates (3)

BASIC INFORMATION

Posting Id 2241

* Status Closed

* Title / Position Number Custodian III (00094550) 📄

* Descriptive Functional Title Custodian III ?

* Position Title

* Number of days Job Posting is Open 182 calendar days

* Posting Audience Internal and External ?

* Supervisory Non-Manager ?

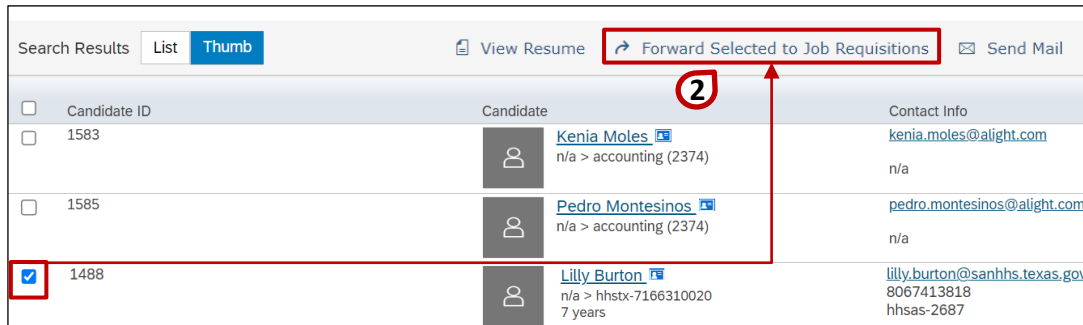
Number of Openings 0 of 1 remaining

8.9.9. Invited to Apply

Candidates can be searched and forwarded to a Staffing Coordinator so he/she can invite the candidate to apply for a specific JP.

There are two ways to utilize the candidate search functionality, the first one looks like this:

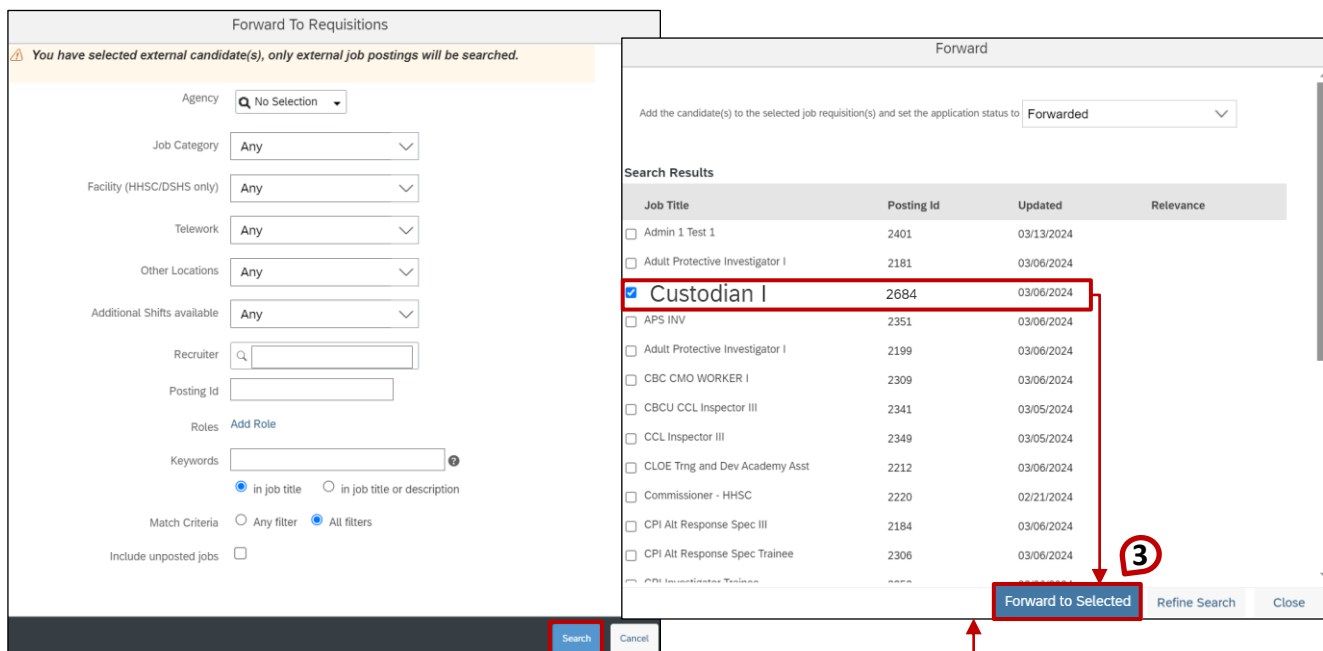
1. Utilize the *Candidate Search* in the general *Candidates* tab of the *Recruiting* section (further information: [8.1.3. Candidates](#)) and [8.5.5. Candidate Search sub-tab](#)).
2. In the specific search results, select one candidate by selecting the *check box* on the left and select *Forward Selected to Job Requisitions*.



The screenshot shows a table of search results with columns for Candidate ID, Candidate, and Contact Info. A red box highlights the 'Forward Selected to Job Requisitions' button at the top. A red circle with the number '2' is placed over the checkbox for candidate ID 1488. A red arrow points from this checkbox to the highlighted button.

Candidate ID	Candidate	Contact Info
<input type="checkbox"/> 1583	Kenia Moles n/a > accounting (2374)	kenia.moles@alight.com n/a
<input type="checkbox"/> 1585	Pedro Montesinos n/a > accounting (2374)	pedro.montesinos@alight.com n/a
<input checked="" type="checkbox"/> 1488	Lilly Burton n/a > hhstx-7166310020 7 years	lilly.burton@sanhhs.texas.gov 8067413818 hhsas-2687

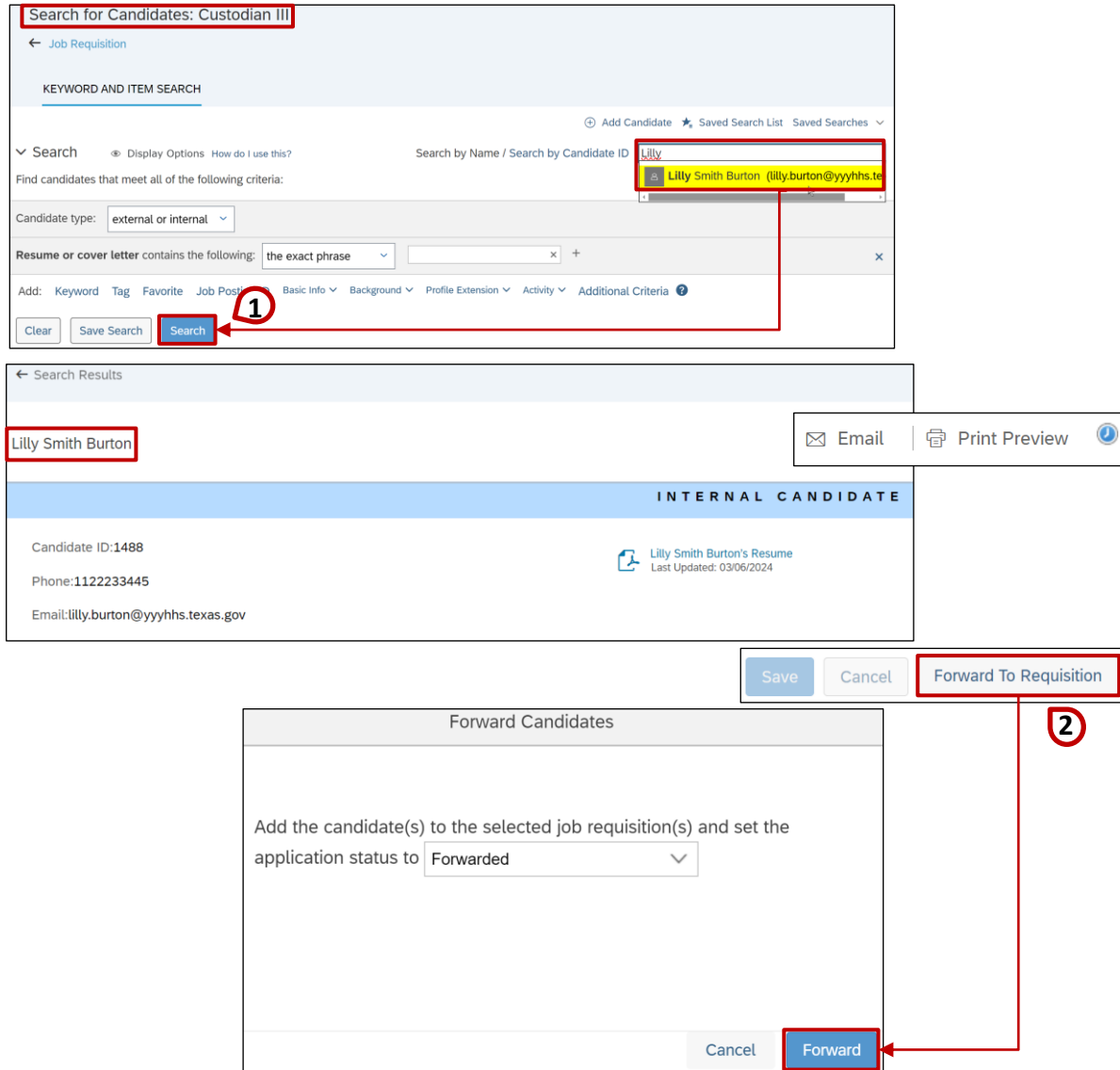
3. Refine the search by certain criteria shown below and select *Search*. From the *Search Results*, choose one or more JPs that the candidate should be forwarded/invited for and select *Forward to Selected*. (*Forwarded* = *Invited to Apply*; *Application Complete* = *Application Submitted*).



The screenshot shows two overlapping windows. The 'Forward To Requisitions' window on the left has various filters for Agency, Job Category, Facility, etc. The 'Forward' window on the right shows a list of search results. A red box highlights the 'Custodian I' job title in the search results. A red circle with the number '3' is placed over the 'Forward to Selected' button at the bottom right of the 'Forward' window. A red arrow points from the 'Custodian I' row to this button. At the bottom of the 'Forward To Requisitions' window, there are 'Search' and 'Cancel' buttons, with a red arrow pointing from the 'Search' button to the 'Forward to Selected' button.

The second way to utilize the candidate search is within the **specific JPs**:

1. Go into a specific (active) JP and then to the *Candidate Search* sub-tab (review: [8.4.5. Candidate Search sub-tab](#)) to *Search* for a candidate (e.g. search by candidate name).
2. The search should end at the candidate profile of a specific candidate. Select *Forward To Requisition* to complete the steps in the system as a Hiring Manager.



The screenshot illustrates the process of searching for a candidate and forwarding them to a requisition. It is divided into three main sections:

- Search for Candidates: Custodian III**: This section shows the search interface. The search term "Lilly" is entered in the "Search by Name / Search by Candidate ID" field. A dropdown menu shows the candidate "Lilly Smith Burton (lilly.burton@yyyhs.te)". The "Search" button is highlighted with a red box and a circled "1".
- Search Results**: This section shows the candidate profile for "Lilly Smith Burton". The candidate is identified as an "INTERNAL CANDIDATE" with ID 1488. Contact information includes phone number 1122233445 and email lilly.burton@yyyhs.texas.gov. A "Resume" link is also visible. The "Forward To Requisition" button is highlighted with a red box and a circled "2".
- Forward Candidates**: This dialog box prompts the user to "Add the candidate(s) to the selected job requisition(s) and set the application status to" with a dropdown menu set to "Forwarded". The "Forward" button is highlighted with a red box and a circled "2".

If the candidate gets forwarded for a JP and the **Staffing Coordinator** was contacted and moved the candidate into the *Invited to Apply* status of the respective JP, it will be reflected in the *Applicant Status Pipeline*.

Custodian III (2241)

Job Requisition Details Candidates Job Postings (2) Candidate Search

▼ Talent Pipeline View active candidates (1) View all candidates (1)

1 Invited To Apply	0 Application Submitted	0 Screening ▼	0 Interviewing ▼	0 Due Diligence ▼
------------------------------	----------------------------	------------------	---------------------	----------------------

Candidates: [View Invited To Apply \(1\)](#)

0 Selected Action ▼ Display Options Filter Options

<input type="checkbox"/>	Name ↑	New Status	Forwarded By	Forwarded from Requisition	Date Forwarded
<input type="checkbox"/>	Lily Burton	Invited to Apply	Arlene Acevedo		03/22/2024

If the candidate decides to apply for the JP, he/she needs to actively apply online or offline for the respective JP. Once the candidate has applied, he/she will be shown in the *Application Submitted* stage and the regular recruiting process will start (review: [8.9.1. Application Submitted](#)).

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SuccessFactors Recruiting Platform

8.10. Other Pipeline stages

Besides **active** Talent Pipeline stages, candidates can be moved manually or will be moved automatically to **passive** stages, e.g. because their application got rejected, disqualified, cancelled or withdrawn.

8.10.1. Not Selected

Here you will find the candidates who have been rejected from the selection process due to different reasons. As shown in the previous chapters for the status pipeline stages, candidates can always be moved to the *Not Selected* stage from any other stage they are currently in.

To move a candidate, utilize one of the methods described in chapter [8.8. Move Applicants](#).

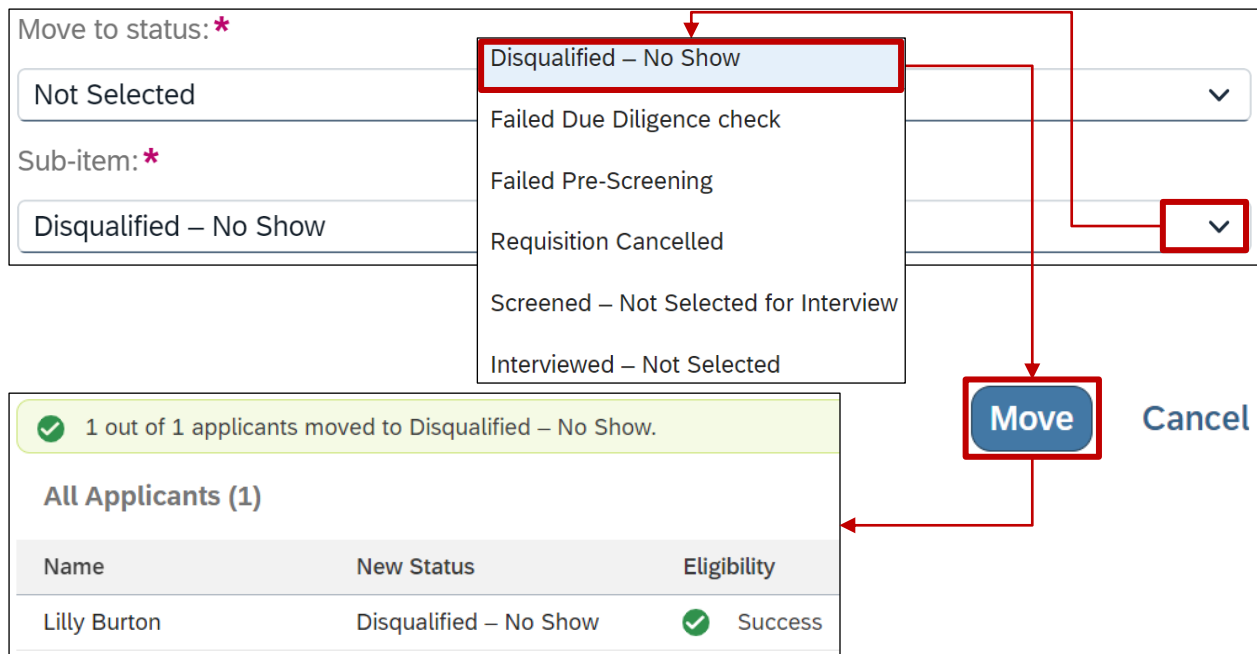
After the candidate is in the *Not Selected* stage, select one of the matching sub-statuses and move the candidate there.

8.10.2. Automatic Disqualified

This stage shows candidates who have been automatically disqualified from the application process if they have **failed** a required assessment during the process.

8.10.3. Posting Closed

If it is decided that a JP should be closed (e.g. after finding a suitable candidate, cancelling the position or the *Number of Openings* for a JP reach 0 remaining openings), there could still be candidates currently in an active application process. These candidates will be moved to the *Posting Closed* stage and therefore disqualified for the respective JP.



Move to status: *

Not Selected

Sub-item: *

Disqualified – No Show

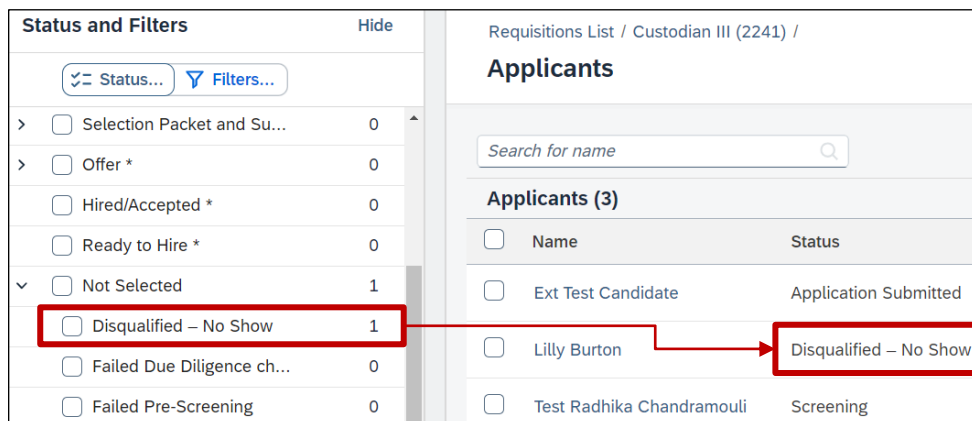
- Disqualified – No Show
- Failed Due Diligence check
- Failed Pre-Screening
- Requisition Cancelled
- Screened – Not Selected for Interview
- Interviewed – Not Selected

Move Cancel

1 out of 1 applicants moved to Disqualified – No Show.

All Applicants (1)

Name	New Status	Eligibility
Lilly Burton	Disqualified – No Show	Success



Status and Filters Hide

[-] Status... [Y] Filters...

- > Selection Packet and Su... 0
- > Offer * 0
- Hired/Accepted * 0
- Ready to Hire * 0
- Not Selected 1
- Disqualified – No Show 1**
- Failed Due Diligence ch... 0
- Failed Pre-Screening 0

Requisitions List / Custodian III (2241) / Applicants

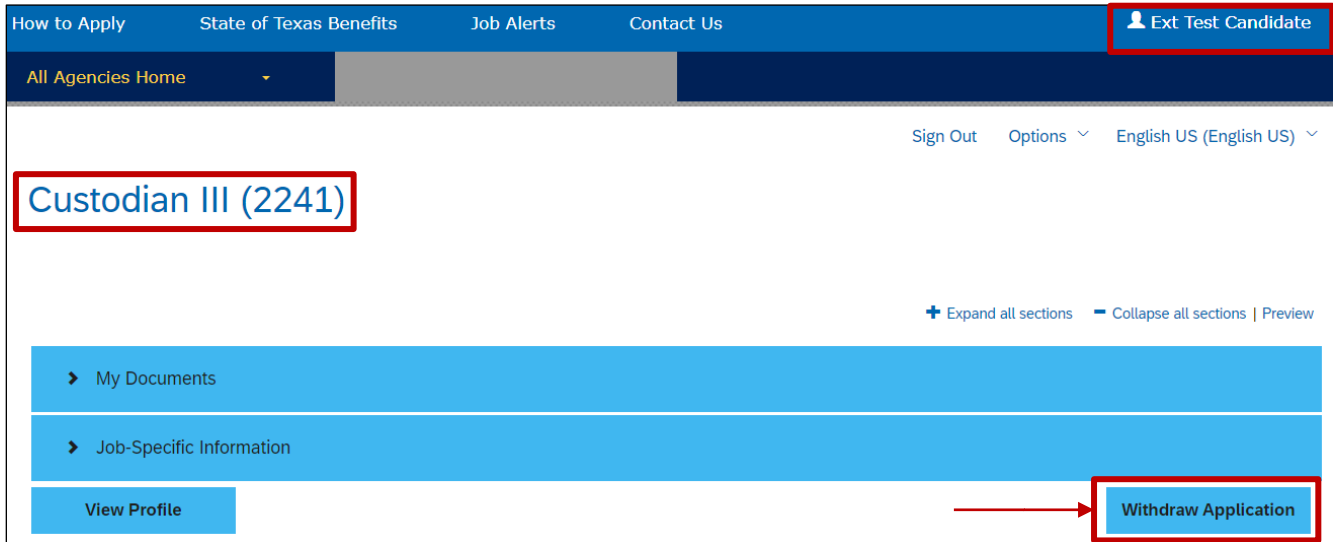
Search for name

Applicants (3)

Name	Status
Ext Test Candidate	Application Submitted
Lilly Burton	Disqualified – No Show
Test Radhika Chandramouli	Screening

8.10.4. Candidate Withdrew

If a candidate (who applied **online**) decides that a JP is not personally relevant anymore, there is the option to withdraw an active application through the internal or external portal (review SoT_Candidate_Guide). Those candidates will be automatically moved into the *Candidate Withdrew* stage and will not be considered for the job further on.



How to Apply State of Texas Benefits Job Alerts Contact Us **Ext Test Candidate**

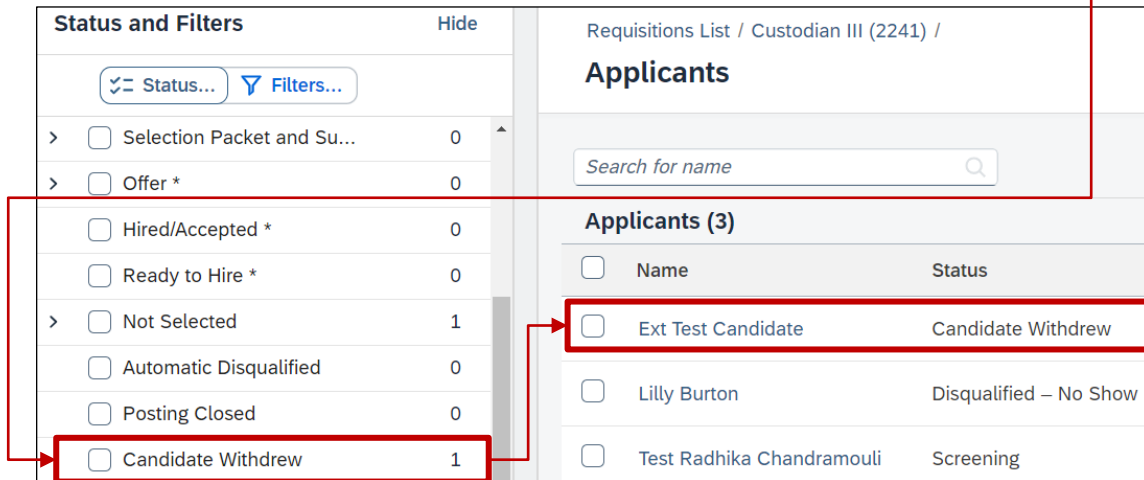
All Agencies Home

Sign Out Options English US (English US)

Custodian III (2241)

+ Expand all sections - Collapse all sections | Preview

- My Documents
- Job-Specific Information
- View Profile
- Withdraw Application**



Status and Filters Hide

Status... Filters...

- Selection Packet and Su... 0
- Offer * 0
- Hired/Accepted * 0
- Ready to Hire * 0
- Not Selected 1
- Automatic Disqualified 0
- Posting Closed 0
- Candidate Withdrew 1

Requisitions List / Custodian III (2241) / Applicants

Search for name

Applicants (3)

<input type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	Ext Test Candidate	Candidate Withdrew
<input type="checkbox"/>	Lilly Burton	Disqualified – No Show
<input type="checkbox"/>	Test Radhika Chandramouli	Screening

9. Reporting Center

This section will walk you through the **Reporting** section of the platform.

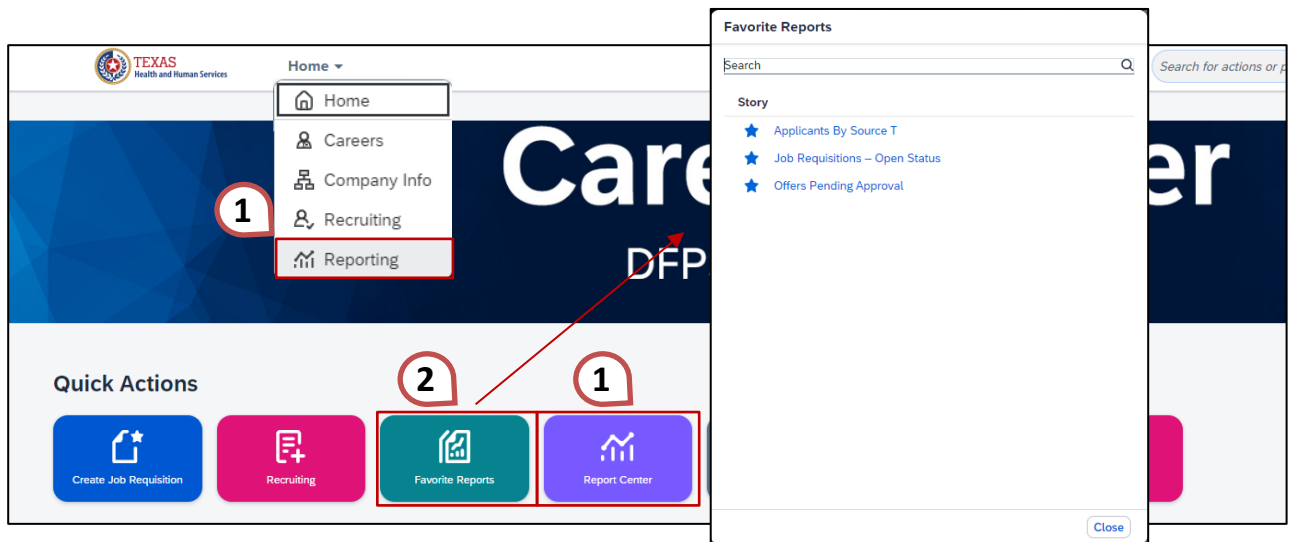
SuccessFactors *Reporting* will:

- D) Centralize all the reporting components from different analytical tools.
- E) Edit and run reports from a central location.

9.1. Overview of Report Center

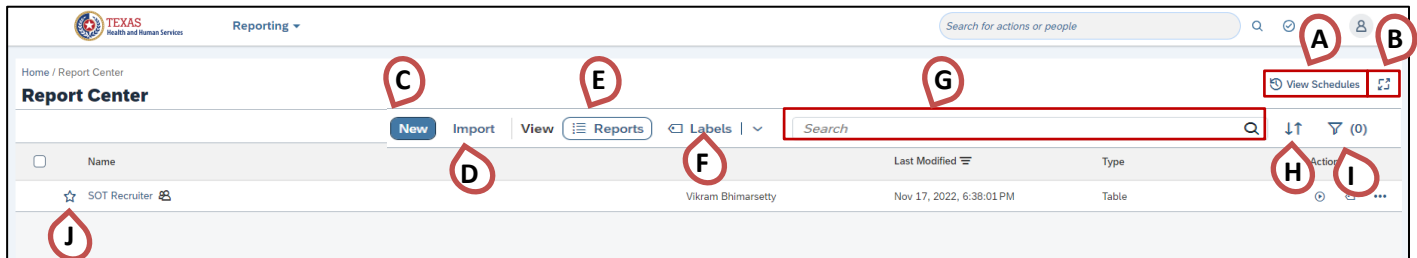
The Report Center centralizes all the reporting components from different analytical tools in Career Center. The analytical tools are, Tiles, Dashboards, Table, Canvas, and Story reports. This centralization allows you to edit and run reports from a central location.

9.1.1. Access to Report Center



1. Access to the Report Center from your homepage, click on the menu and then on Reporting, or go through the Quick Actions button.
2. In the Quick Actions button Favorite Reports, the user can access the reports saved previously as favorite reports.

9.1.2. Report Center basic navigation

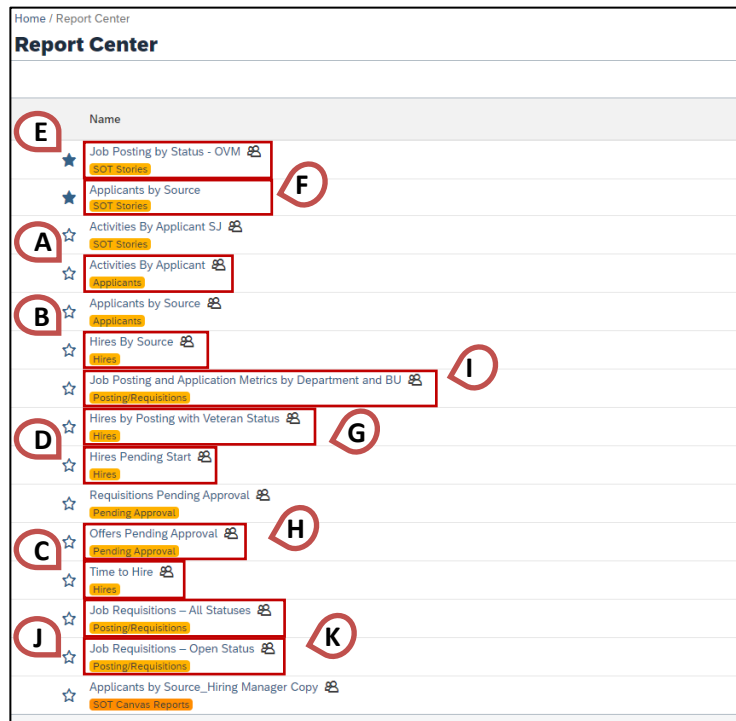


- A) View Schedules: Click the icon to view list of schedules available in your instance or created by you. You can also view the list of jobs based on its occurrence set by you while creating a scheduling.
- B) Full Screen: Click the icon to view the Report Center page in full screen.
- C) New: Click the button to create a new report.
- D) Import: Click the button to import an XML report in to Report Center.
- E) Reports: Click the button to view the report list independent of the label tagged to a report name.
- F) Labels: Click the button to view the reports under the label to which it is tagged.
- G) Search: Click the icon to search after typing the required report or author name in the Search field.
- H) Sort: Click the icon to sort the report list in ascending or descending order based on the column:
 - a. Name
 - b. Author
 - c. Last Modified
 - d. Type
- I) Filter: Click the icon to filter the report based on the:
 - a. Report type
 - b. Author of the report
 - c. Last modified date of the report
 - d. Labels tagged to the reports
- J) Favorites: This icon precedes the report name. If it's clear, it indicates that the report is not marked as favorite. When you select it, the report is marked as a favorite report that you can access from the home page.
- K) Shared: This icon next to a report name indicates that the report is shared with another user, group, or role.

9.2. Reports

With the Reporting Center Hiring Managers have access to eleven Standard Reports. There are presentation-style reports that use charts, visualizations, text, and images to describe the data. This data will be based on each person's access level.

The reports are categorized by labels: Hires, Posting/ Requisitions, SOT Stories; Pending Approval, Applicants and SOT Canvas Reports.



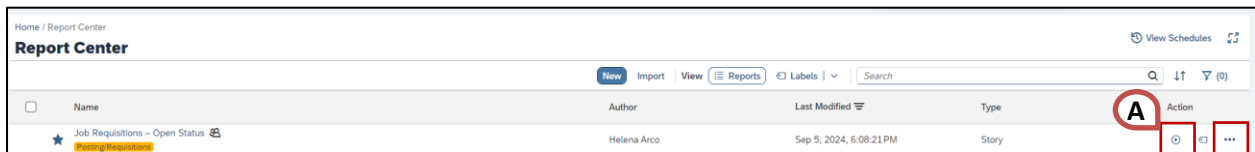
There are the Standard reports visible for the Hiring Manager:

- A) Activities By Applicant
- B) Hires By Source
- C) Time to Hire
- D) Hires Pending Start
- E) Job Postings by Status-OVM
- F) Applicants by Source
- G) Hires by Posting with Veteran Status
- H) Offers Pending Approval
- I) Job Posting and Application Metrics by Department and BU
- J) Job Requisitions – Open Status
- K) Job Requisitions – All Statuses

9.2.1. Reports by Label Category

1. **Hires**
 - a. Hires by Posting with Veteran Status
 - b. Hires By Source
 - c. Time to Hire
 - d. Hires Pending Start
2. **Posting/ Requisitions**
 - a. Job Requisitions – All Statuses
 - b. Job Requisitions – Open Status
 - c. Job Postings and Application Metrics by Department and BU
3. **SOT Stories**
 - a. Job Posting by Status - OVM
 - b. Activities By Applicant*
 - c. Applicants by Source*
4. **SOT Canvas**
 - a. Applicants by Source_Hiring Manager Copy
5. **Pending Approval**
 - a. Offers Pending Approval
 - b. Requisitions Pending Approval
6. **Applicants**
 - a. Activities By Applicant*
 - b. Applicants by Source*

9.3. Report Center Actions



- A) **Run:** Click on Run to run the report with the actual data and define the date requirements.
- B) **Actions:** Click on the actions button to select what to do with the report, run, duplicate, export, etc.

