Hiring Manager Guide

SuccessFactors Mobile App

TEXAS
Health and Human Services

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1. How to use this guide?

The purpose of this guide is to support hiring managers using the mobile app during the recruiting process.

After explaining how to install the SuccessFactors App, we will focus on how to use the App to:

- Approve a Job Requisition
- Approve a Job Offer

For better understanding, letters and numbers will be used in the screenshots of this guide, structuring a step-by-step approach to cover the different topics.

Revised: 11/2024

2. Introduction to SuccessFactors Recruiting Platform

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

There is a SuccessFactors Mobile App available for users. The IT Departments of all 3 agencies have approved the use of the SuccessFactors Mobile App on state issued phones, providing the SuccessFactors app is downloaded from HHS Apps (for HHSC and DSHS agencies).

3. Roles of this 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. How to get the SuccessFactors App

4.1 SuccessFactors Login

This section describes how to log into SuccessFactors as an internal candidate/employee.

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.
2. Enter your password.
3. Click on *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.

4.2 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 activities and helps users to prioritize their day and take action quickly.


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 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 and Greeting**: Appears with a greeting message based on the time of day.

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.

4.3 Navigation Menu

The *Navigation Menu* will help to navigate through different sections of the recruiting platform.
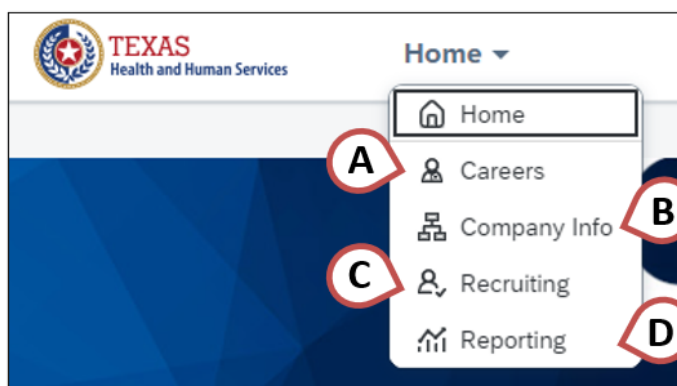
A. **Careers**: Internal candidates will use the *Careers* section to search for and apply to positions after being redirected to the *Internal Career Site*.

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.
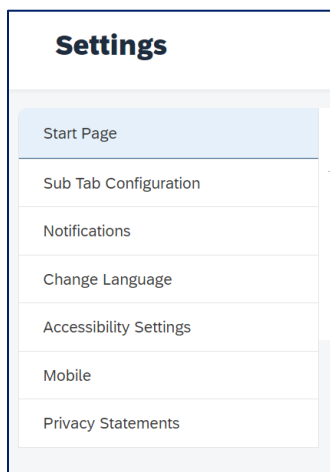
D. **Reporting**: Redirects to the *Report Center*.

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

4.4 Download and activate the SuccessFactors App

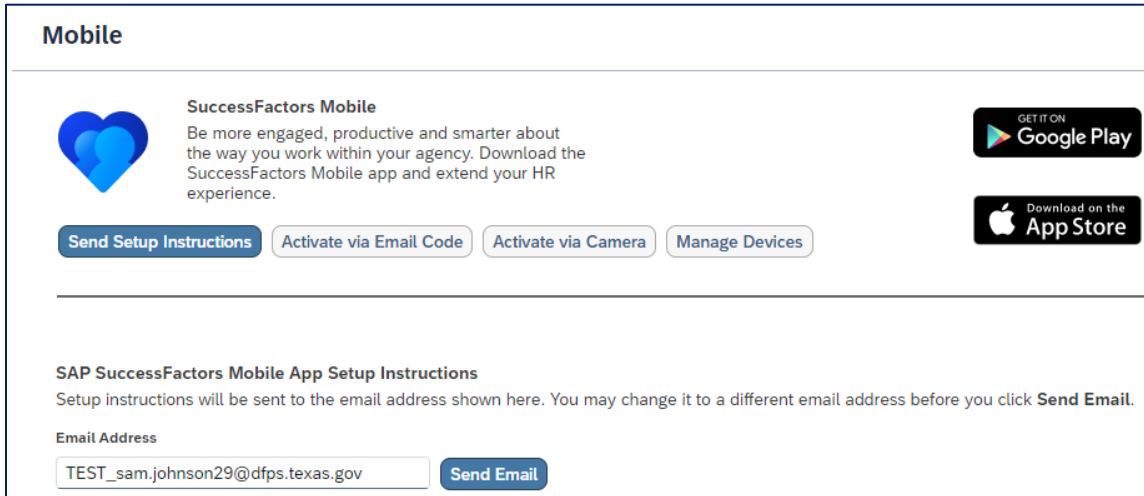1. Click on the profile in the top right corner and select *Settings*.
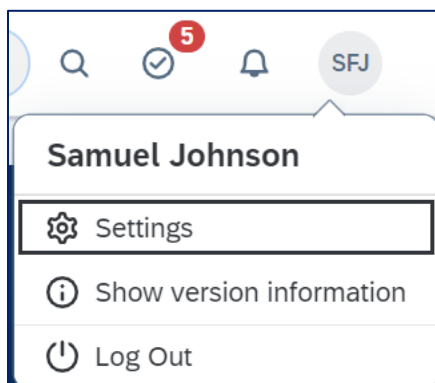
2. Go to *Mobile* in *Settings*.

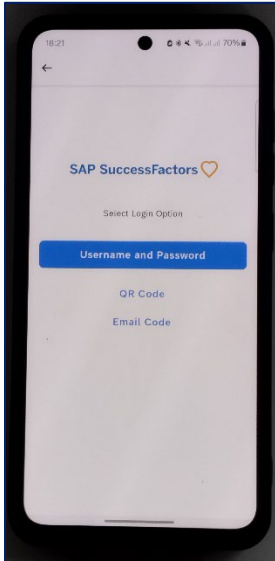3. Select the option Send Setup Instructions.
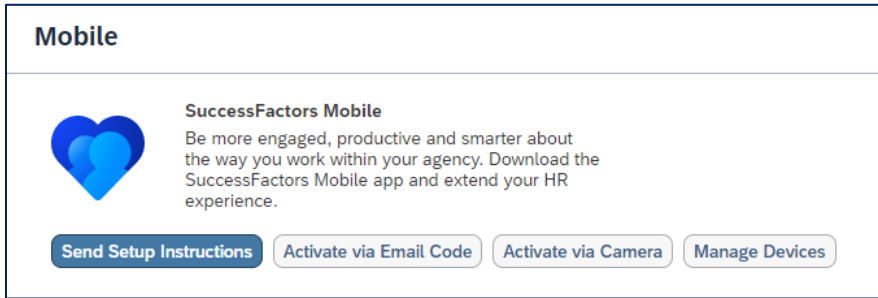
4. Check your Email address and click on *Send*.

5. On your personal phones, download the SuccessFactors app from the App Store on iPhone or iPad. The app is also available for Android on Google Play. For your state issued phones (DSHS and HHSC), you will need to download the app from the HHS Apps.
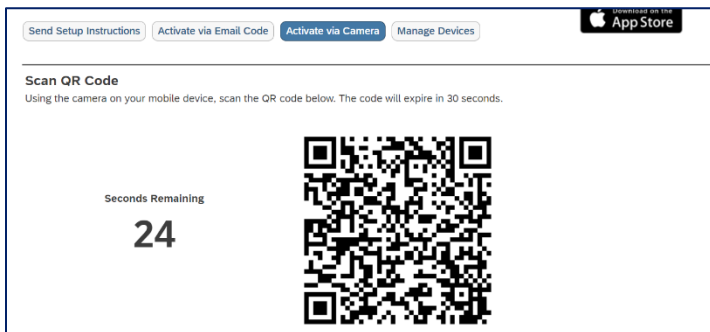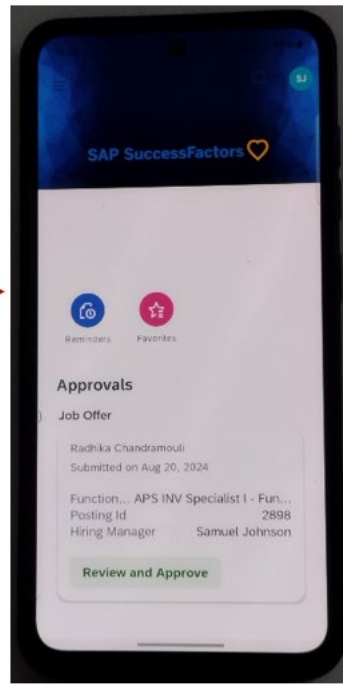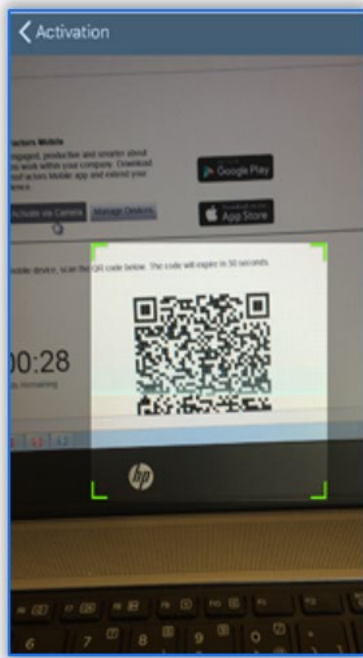
6. Open the app

7. Back on your PC, on the Career Center home page, go to Settings.

8. Click on *Mobile*, and then click *Enable with Camera*.
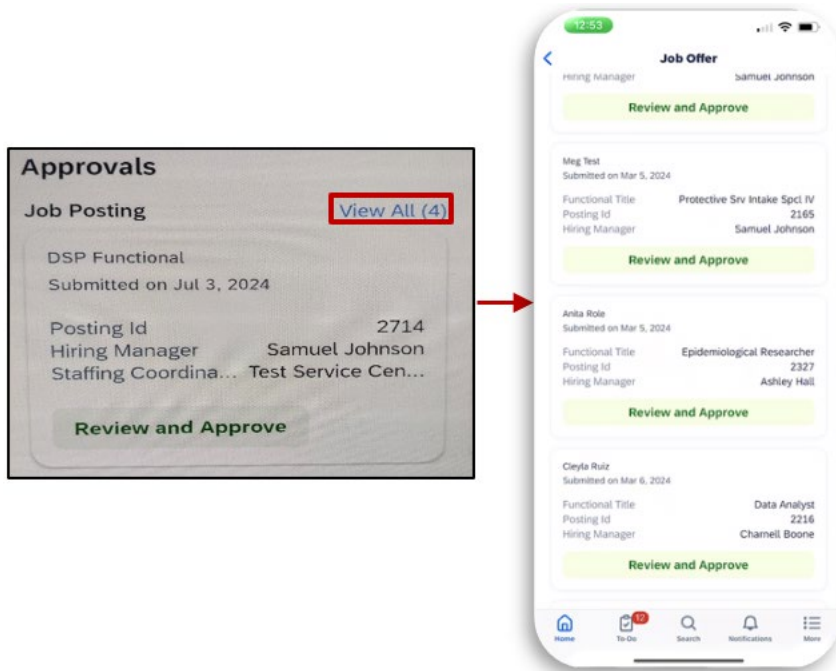
9. Return to your phone and scan the QR code.

You are now connected to SuccessFactors from your phone!

5. How to use the SuccessFactors App

5.1 Approve/ Decline Job Requisitions

1. On your Homepage, click on the pending Job Posting, if you only have one, or on View All.
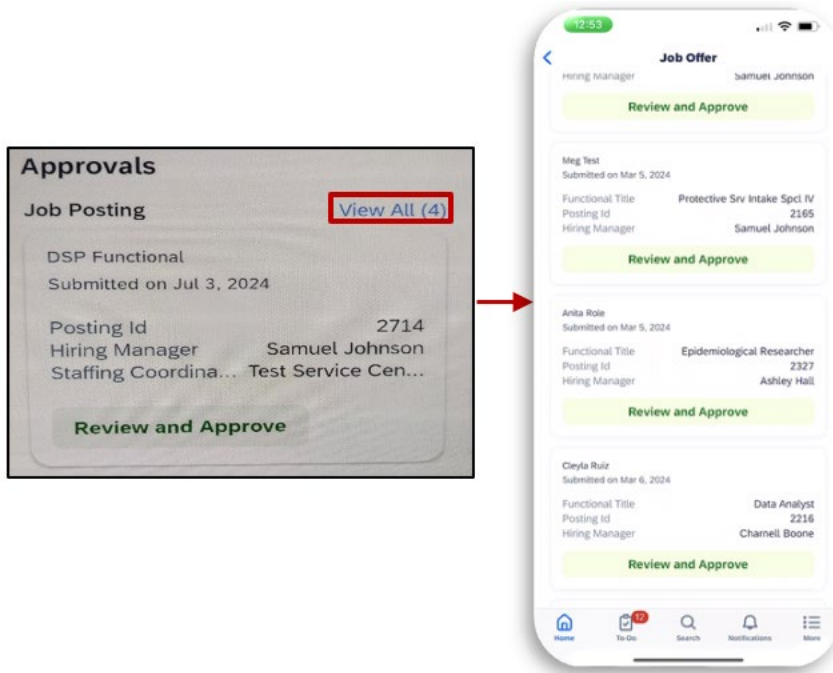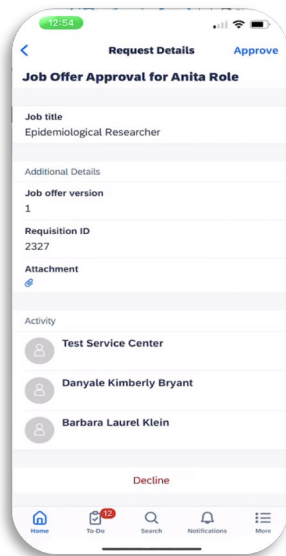

2. Select the one you want to approve.

3. Review the data and click on *Approve* or *Decline*.

5.2 Approve/ Decline Job Offers

1. On your Homepage, click on the pending Job Offers, if you only have one, or on View All.

2. Select the one you want to approve.

3. Review the data and click on *Approve* or *Decline*.