Success Factors
Recruitment Management
TODAY’S AGENDA

In this training we will introduce you to:

• The Recruiting system
• Creating Job Requisitions
• Requisition Approval Process
• Accessing Candidate Applications
• Rating Candidates
RECRUITING BASICS - GETTING STARTED

SuccessFactors recruiting management is the applicant tracking program used to initiate requisitions and to view all applicant information, as well as record interview results.

- Access through My Johns Hopkins system
  - Manage recruiting activities
  - Receive email notifications
Recruiting Management Process

From creating a job requisition to hiring a candidate, the typical job requisition progresses through the following steps:

- Define
- Approve
- Source
- Search
- Apply
- Evaluate
- Interview
- Decision
- Offer
- Accept
- Complete

Job Requisition Process

Job Post

Internal and External Portal

Candidate Application and Profile

Candidate Pipeline

Interview Assessment

Offer Approval and Letter
Recruiting Roles in SuccessFactors

- Originator
- Hiring Manager
- Others Invited to Interview
- Recruiter
Recruiting on the Home Page

SuccessFactors: Home - Windows Internet Explorer

File Edit View Favorites Tools Help

Favorites | Success Factors Tina Thomas | SuccessFactors Recruiter | Career Opportunities | SuccessFactors Interviewer

SuccessFactors: Home

Home
Performance Forms
Careers
Recruiting
Company Info
Reports
Admin Tools

Home
Performance Forms
Careers
Recruiting
Company Info
Reports
Admin Tools

To Do
Sorting by Date | Type
Due Now (1)
OVERDUE 8 DAYS
Update your Public Profile with a professional photo, click Home then My Employee Files.
Due Later (1)
Due Anytime (3)
Recently Completed (3)

Welcome
Welcome to the Johns Hopkins Health System Test Environment

My Team
Joseph 1 Megan 1 Secretary 1

My Goals
Currently there are no goal plans available.

https://performancemanager4.successfactors.com...
Resources in Recruiting module include:

1. Job Requisitions
2. Candidates
3. Interview Central
The Job Requisitions tab is used to:

- Review and manage job requisitions
- Use Filter and Display options
Job requisitions are listed by the internal job title along with system assigned Req ID and other information.

1. Create New link
2. Job requisitions title and Req id
3. Filter job requisitions
4. Filter and Display Options
5. Job title opens a job requisition
6. Candidates(#) link
7. Progress bar
Creating Job Requisitions

To create a job requisition:

• Create New Job Requisition From Blank Template
• Copy Existing Job Requisition
Each job requisition form contains fields to enter position details. The operators add information to the form to build the job requisition as it progresses through the approval process.
Creating Job Requisitions

1. Open the SuccessFactors Recruiting module.
2. Navigate to the Job Requisitions section.
3. Create a new requisition for a Sales Manager.
4. Define the job description and responsibilities.
5. Specify the number of openings, hiring manager, and other job details.

Johns Hopkins Medicine

[Image of SuccessFactors Recruiting interface with highlighted steps]
Job Requisition Approval Process

1. Add Modifier
2. When done, selects Submit for HR/Final Review
You can manage your Job Requisitions within the **Job Requisitions** tab.
Job Posting

When the job requisition is approved, the recruiter posts it to internal and/or external job sites.
External candidates will use our Career Opportunities website to search for and apply to positions.
Viewing Candidates

When the **Candidates** (#) link is clicked on the Job Requisitions tab a new window will open.
Candidate Application

Talent Pipeline
Processing Applications

1. Recruiter Review
2. Either dispositions or forwards to Hiring Manager
3. Hiring Manager reviews
4. Moves to Manager Disposition bucket and indicates whether they want to interview the candidate or why they are not interested in interviewing
From the Interview step, you can invite others to participate in the interview process and rate the candidates performance in the interview.
Setting up Interviewers

1. Select the candidate to be included on the interview list.
2. Add the candidate to the interview list.
3. Set the interview date.
4. Include the candidate's resume in the invitation email.
5. Save the interview schedule.
Invite Candidates to Interview Using Email Templates
Interview Central tab

**Interviewers** may access information regarding the candidate and the interview prior to conducting the interview. After the interview, **interviewers** assess the candidate. The **hiring manager** and **recruiter** then review the interviewers’ assessments.
Print and Go Pack

1. Dear Judy M. Hoffman,
2. You have been selected to interview.
3. Brett Colbert is the hiring manager for this position.
4. Sandy Harper for Sales Manager on 02/01/2012
5. Job Title: Sales Manager
6. Responsibilities:
   - The successful candidates will possess the following qualifications:
   - 8-10 year background of successful sales experience to Fortune 2000 accounts
   - Must have a history of exceeding annual sales quotas for last 3-5 consecutive years.
   - Ability to manage major account sales cycles to global Fortune 2000 organizations
   - Will have key contacts in the software industry.
   - Excellent written/verbal communication skills to interact with senior level corporate management.
   - Operates with a sense of urgency and has a positive, winning attitude.
   - Proven ability to prospect and manage a designated territory to maximize revenue growth.

7. The interview team is:
   - Name: Judy M. Hoffman
   - Interview Date: 02/01/2012

8. You will be assessing Sandy on the following competencies:
   - Competency: Communication
   - Competency Description: Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, conveys information and ideas with others, has good listening skills.
After the interviews, interviewers rate and comment on each candidate’s capabilities.
The Recruiter and Hiring Manager access the job requisition on the Job Requisitions tab to review the interviewers’ ratings and feedback on the candidates.
Completing the Recruiting Process
When the candidate accepts the offer, the **Recruiter** updates each candidate’s application status.
Candidate’s offer letter
The **Recruiter** removes the job posts and marks the job as filled.

### Job Postings: Sales Manager

<table>
<thead>
<tr>
<th>Posting Type</th>
<th>Posting Status</th>
<th>Posting Start Date</th>
<th>Posting End Date</th>
<th>Last Modified Date</th>
<th>Last Modified By</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Posting</td>
<td>Posted</td>
<td>02/01/2012</td>
<td>02/15/2012</td>
<td>02/01/2012</td>
<td>Mandy Sampson</td>
<td>Remove Post</td>
</tr>
<tr>
<td>External Posting</td>
<td>Posted</td>
<td>02/01/2012</td>
<td>02/15/2012</td>
<td>02/01/2012</td>
<td>Mandy Sampson</td>
<td>Remove Post</td>
</tr>
</tbody>
</table>

Note: Postings can take several minutes before they are returned in search results on the career sites.

**Job Site Source**

**Send Update**

**Job Board Postings**

This job is not being posted on any job boards.

Note: Updates for some boards might possibly fail on eQuest at a later time. Please check the external boards to see if the update has failed.

**Agency Listings**

<table>
<thead>
<tr>
<th>Name</th>
<th>Posting Status</th>
<th>Posting Start Date</th>
<th>Posting End Date</th>
<th>Last Modified Date</th>
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</thead>
</table>

**Add Agencies**
Resources Available


SuccessFactors
Recruiting Management for the Johns Hopkins Health System

Affiliates of the Johns Hopkins Health System who are currently on SAP (Johns Hopkins Hospital/Johns Hopkins Health System Corporation, Johns Hopkins Bayview Medical Center, Johns Hopkins HealthCare LLC, Johns Hopkins Community Physicians, Johns Hopkins Home Care Group, Johns Hopkins Medicine International and Suburban Hospital) will be transitioning to a new candidate application portal and tracking system called SuccessFactors.

SuccessFactors is designed to create a central portal for candidates to search and apply for all jobs in the Health System instead of visiting each individual website. Candidates will be able to check on their application status by logging into the recruitment portal. The Human Resource central recruitment team will be able to view and screen applications across the health system. Managers will be able to utilize the system to effectively create and track job requisitions and efficiently process candidates as they move through the recruitment process.

We encourage you to take advantage of the resources available on this page to begin to familiarize yourself with SuccessFactors and to check back often for updates on the upcoming training related to the system.