

### The Recruitment Process in SuccessFactors:



The Quick Hire Process allows one person to perform all steps from creating requisition, managing candidates, offer letter completion and moving candidate to onboarding. Your department head, DFA and employment or payroll center should discuss Lecturers and Post Docs hiring needs prior to initiating the process in SuccessFactors. Because the quick hire process does not route for approvals within SuccessFactors, most areas complete the Lecturer and Post Doc offer letters through the available templates on the [Provost website](#) and route to budget approver and department head for review and approval, and then to candidate. Some areas require Dean approval – please review your internal process with your Business Manager or DFA for further guidance.

Some areas utilize the various recruitment roles within SuccessFactors in order to provide others an opportunity to view hiring or candidate information. For example, a business manager or administrative assistant could be the initiator and assign someone from the employment or payroll center to be a department recruiter or recruiting coordinator. This would allow both to have access to requisition, candidate information and offer approval. Again, an internal process should be discussed within your college or school.

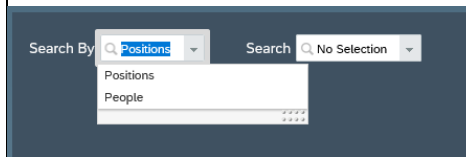
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<b>Access SuccessFactors</b>	
<ol style="list-style-type: none"> <li>1. Visit <b>OneCampus</b> at <a href="https://one.purdue.edu/">https://one.purdue.edu/</a> and select <b>Employee Launchpad</b>.</li> <li>2. Log in using <b>Purdue Career Account ID</b> and <b>password</b>.</li> </ol>	
<b>Identify Vacant Position</b>	
<ol style="list-style-type: none"> <li>1. Select <b>Company Info</b> from Home drop-down</li> <li>2. Select <b>Position Org Chart</b></li> </ol>	

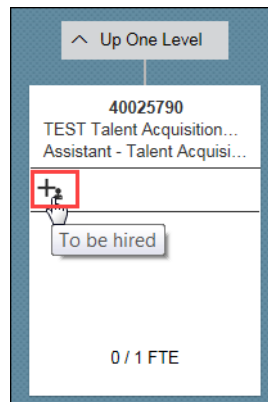
3. Search for Position by **Position (number)** or **People (Person Name)**
4. Find the correct position ID.



**Create Requisition**

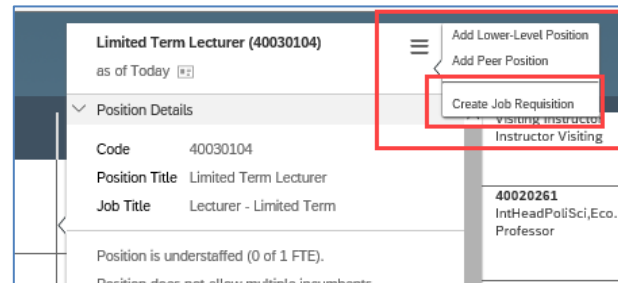
Click the **To be hired** icon on vacant position.

(If **To be hired** icon is not there, follow page 5 of the [Updating Position Details QRG](#) to update it 'to be hired'.)



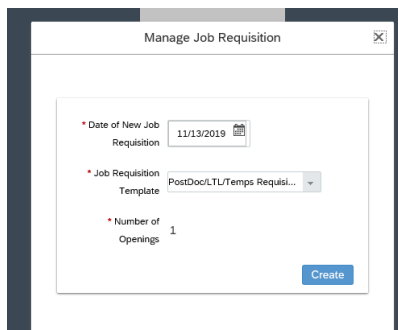
Click the **Show Menu** icon (3 horizontal lines).



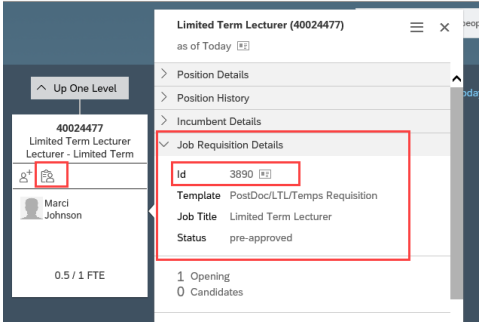
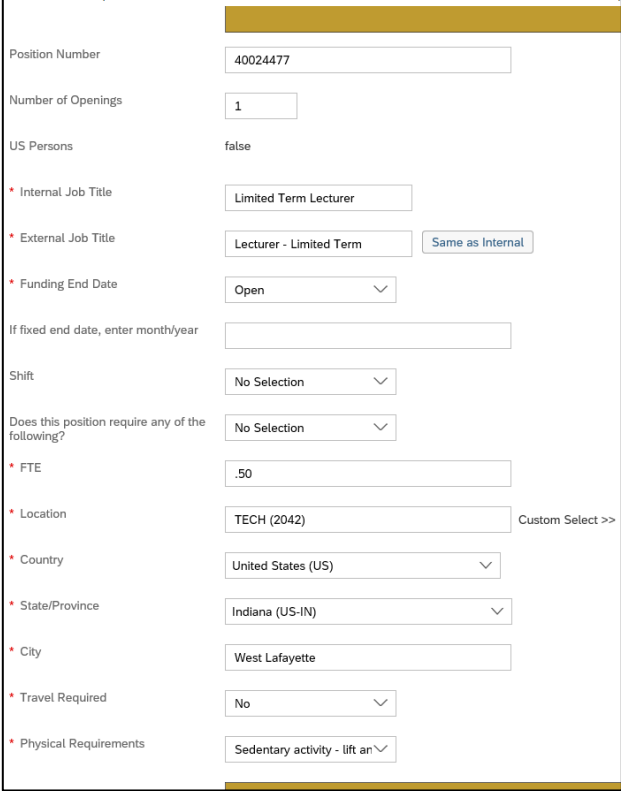
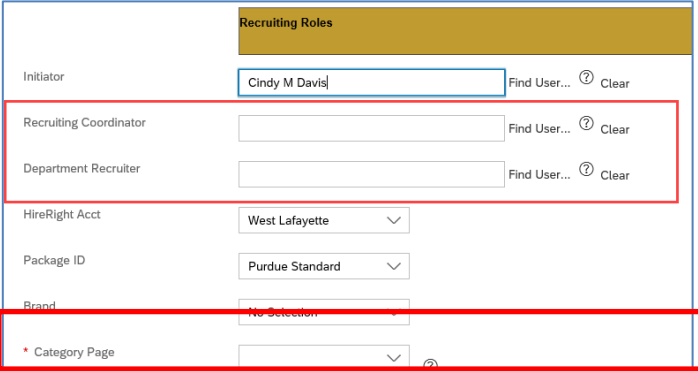
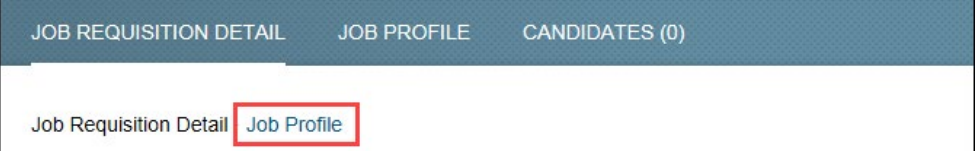
Select **Create Job Requisition**.



1. **Date of New Job Requisition** will populate as today's date
2. **Requisition Template** will match position. (Post Docs and Lecturer positions = Post Doc/LTL/Temps requisition template)

Click **Create**



<ol style="list-style-type: none"> <li>1. Click the <b>Requisition</b> icon  to open details</li> <li>2. Click <b>Open Job Requisition</b> icon </li> <li>3. Note: PostDoc/LTL/Temps Requisition Template should be used</li> </ol>	
<p>Scroll to view and complete the <b>Job Requisition</b> filling in all required fields marked with an * or a red outlined field.</p> <p>Consider adding Questions, when applicable.</p>	
<p>If College or Department internal process require other reviewers or others to view applicants, they can be added as Recruiting Coordinator or Department Recruiter.</p> <p><i>Most colleges add their Business Manager or DFA as Recruiting Coordinator or Department Recruiter so they can review/edit/approve requisition.</i></p>	 <div data-bbox="1300 1440 1495 1717" style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Select Lecturer as Category Page for Lecturer and Limited Term Lecturers.</p> </div>
<p>Review job details by clicking <b>Job Profile</b>. (Towards top of page)</p>	

The standard profile for the position is displayed.

Review the **Job Profile** and make edits to the text, as needed.

Click **I'm done**.

Req Id :314 View Details Job Profile Candidates(0)

**T** Job Summary  
Lead and be a key resource for University efforts to re-engineer business processes. Create project plans, oversee teams, and directly coordinate the planning and execution of business process re-engineering. Assist in developing a culture of continuous improvement through collaboration and implementation of sustainable process improvement. Grow capabilities of colleagues through knowledge transfer and training in lean process re-design.

**T** Core Responsibilities  
Identify and validate current business processes using information already gathered and integrate with additional information surrounding end-to-end processes. Align formal and informal policies with corresponding business process. Process map and create value stream analysis to ensure re-designed processes are lean, efficient and meet business requirements. Help identify process breakdowns. Align transactional metrics from the system with business processes. Lead and/or assist with process gap analysis efforts. Identify and prioritize processes with greatest need for redesign. Analyze, assess and evaluate process data for cost and savings of re-designed processes. Ensure all processes within scope are appropriately reviewed during design. Assist in large scale process improvement/redesign and lead small/medium sized process re-design activities. Follow designed processes through Build, Test and Go-Live phases with responsibility toward ensuring sustainable governance.

**T** Education

CSUCG **I'm done**

Optional:  
Click **Send to Next Step**

If another reviewer is needed and you want them to review this requisition - could utilize 'Get Feedback' and send to specific user. (Search has filters to narrow to correct user). This would allow a Budget Approver to review the requisition.

Limited Term Lecturer (3901)

Find: All Employees, All Divisions, All Departments, All Locations, All Groups

With: First Name, Last Name, Username

Using: Starts With, Search Users

Cancel & Return to Form

West Lafayette

Purdue Standard

No Selection

WL Faculty

Questions	Required	Disqualifier	Score	Weight	Actions
Add more questions					
Required Score:		0.0			

Save and Close Close Without Saving **Get Feedback** **Send to Next Step**

If **Send to Next Step** is selected:

Limited Term Lecturer (3901)

Route Map

1 Alternate Route User Step 2 Completed

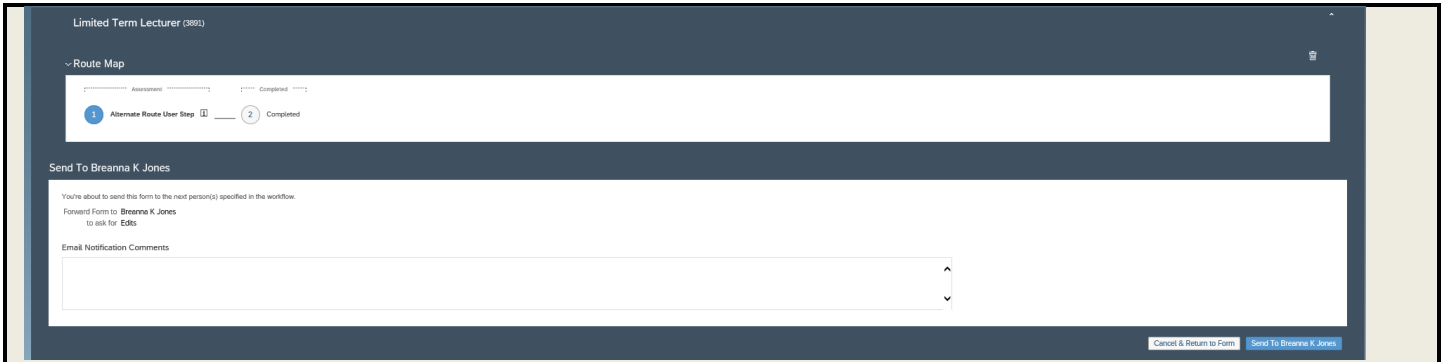
Send to Next Step

You are about to approve this requisition. Please note, this will not post the requisition.

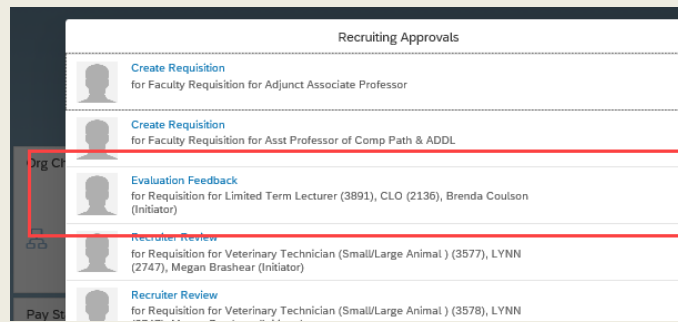
Cancel & Return to Form Send and Open Next Form Send to Next Step

Click **Send to Next Step** to approve this requisition.

If **Get Feedback** is used, the next screen provides opportunity to type comments and send requisition for their review.



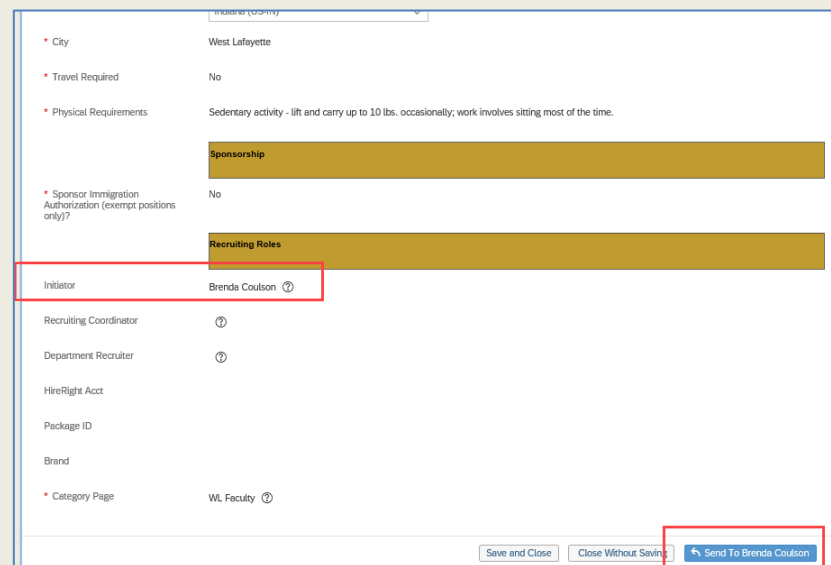
The person identified to review the requisition receives an 'Evaluation Feedback' in their Recruiting Approvals.



Similar to a Budget Approver role, they can edit pay information and add comments.

They can send the requisition back to the person who sent it to them.

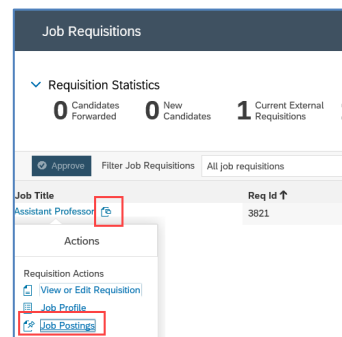
Once received by initiator, it will need to move to Next Step.



**Job Posting – Internal and External, Public and Private**

Once the Job Requisition is complete, the system is directed back to the **Job Requisitions** page.

Hover the cursor over the **Job Title** and select **Job Posting** from the pop-up menu.



The **Job Postings** page is displayed for the selected requisition.

For each desired **Posting Type**, enter the **Posting Start Date**.

Click **Post Job**.

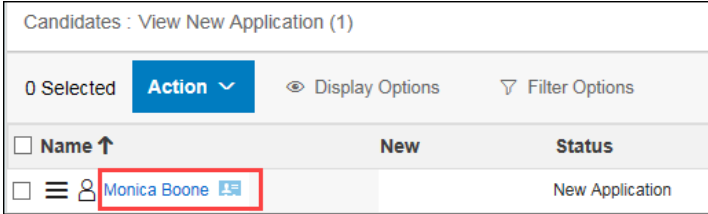
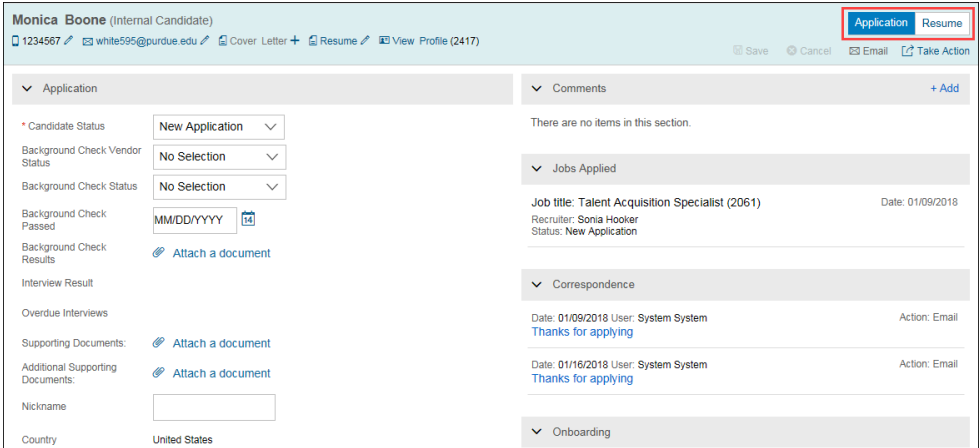
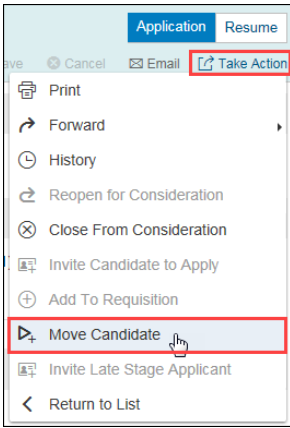
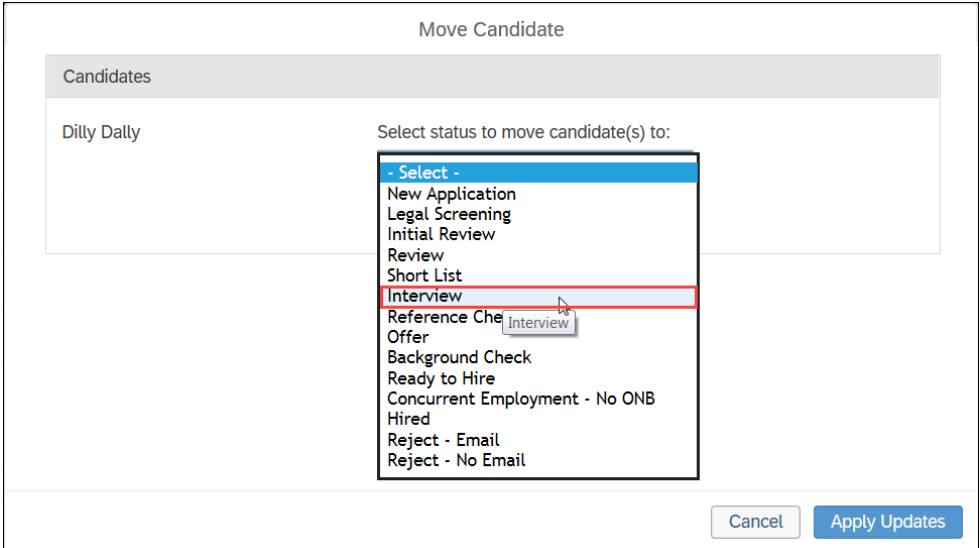
Hover the cursor over the **Posting Type** paperclip icon to view direct **URL** link to the posting.

This URL can be sent directly to an Internal or External Candidate if the requisition posting is Private.

## Managing Candidates

Candidates are seen through the Job Requisition listing. Under the **Candidates** column, click the **Number**.

The Talent Pipeline is across the top of the page. It is your tool in managing candidate process. Since this is a quick hire process, those tiles that make the most sense to use should be. It is not required to use all the tiles. In other words, you could move the candidate to hire in Background Check (if external candidate) and the rest to Not Selected.

<p>All candidates start under 'New Application.'</p> <p>To view candidate details, click candidate <b>Name</b>.</p>	 <p>Candidates : View New Application (1)</p> <p>0 Selected <b>Action</b> <span>Display Options</span> <span>Filter Options</span></p> <table border="1"> <thead> <tr> <th>Name ↑</th> <th>New</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> <b>Monica Boone</b> </td> <td></td> <td>New Application</td> </tr> </tbody> </table>	Name ↑	New	Status	<input type="checkbox"/> <b>Monica Boone</b>		New Application
Name ↑	New	Status					
<input type="checkbox"/> <b>Monica Boone</b>		New Application					
<p>Candidate details are displayed, including the <b>Application</b> and/or <b>Resume</b>.</p>	 <p><b>Monica Boone</b> (Internal Candidate)</p> <p>Application Resume</p> <p>1234567 white595@purdue.edu Cover Letter + Resume View Profile (2417)</p> <p>Save Cancel Email Take Action</p> <p>Application</p> <p>* Candidate Status: <b>New Application</b></p> <p>Background Check Vendor Status: <b>No Selection</b></p> <p>Background Check Status: <b>No Selection</b></p> <p>Background Check Passed: MM/DD/YYYY</p> <p>Background Check Results: Attach a document</p> <p>Interview Result</p> <p>Overdue Interviews</p> <p>Supporting Documents: Attach a document</p> <p>Additional Supporting Documents: Attach a document</p> <p>Nickname</p> <p>Country: United States</p> <p>Comments: There are no items in this section.</p> <p>Jobs Applied</p> <p>Job title: Talent Acquisition Specialist (2061) Date: 01/09/2018</p> <p>Recruiter: Sonia Hooker Status: New Application</p> <p>Correspondence</p> <p>Date: 01/09/2018 User: System System Action: Email Thanks for applying</p> <p>Date: 01/16/2018 User: System System Action: Email Thanks for applying</p> <p>Onboarding</p>						
<p>To move a candidate from the current status, to a different status along the Talent Pipeline, click <b>Take Action</b>.</p> <p>Select <b>Move Candidate</b>.</p>	 <p>Application Resume</p> <p>Save Cancel Email <b>Take Action</b></p> <ul style="list-style-type: none"> <li>Print</li> <li>Forward</li> <li>History</li> <li>Reopen for Consideration</li> <li>Close From Consideration</li> <li>Invite Candidate to Apply</li> <li>Add To Requisition</li> <li><b>Move Candidate</b></li> <li>Invite Late Stage Applicant</li> <li>Return to List</li> </ul>						
<p>Select new <b>Status</b> from the drop-down menu.</p>	 <p>Move Candidate</p> <p>Candidates</p> <p>Dilly Dally</p> <p>Select status to move candidate(s) to:</p> <ul style="list-style-type: none"> <li>- Select -</li> <li>New Application</li> <li>Legal Screening</li> <li>Initial Review</li> <li>Review</li> <li>Short List</li> <li><b>Interview</b></li> <li>Reference Check</li> <li>Offer</li> <li>Background Check</li> <li>Ready to Hire</li> <li>Concurrent Employment - No ONB</li> <li>Hired</li> <li>Reject - Email</li> <li>Reject - No Email</li> </ul> <p>Cancel Apply Updates</p>						

Enter **Comments**, if necessary.

Click **Apply Updates**.

Move Candidate

Candidates

Dilly Dally

Select status to move candidate(s) to:

Interview ▾

Sub item:

First Interview ▾

Please comment on the status change (optional):

Cancel
Apply Updates

Candidates can also be moved within the Talent Pipeline by:

- Selecting the icon next to the candidate name,
- Dragging it across the pipeline, and
- Dropping it into the respective bucket.

Talent Pipeline [View active candidates \(3\)](#) [View all candidates \(3\)](#)

0	0	0	0	0	0	0	1	0	Ref
Forwarded	Invited To Apply	New Application	Legal Screening	Initial Review	Review	Short List	Interview ▾		

Candidates : View Short List (1)

0 Selected Action ▾ Display Options Filter Options

	Name ↑	New	Status	Forwarded By	Candidate Type	Rating	Source
<input type="checkbox"/>	Dilly Dally <span style="font-size: small;">[E]</span>		Short List		External	N/A	Corporate

Items per page: 10 Page 1 of 1

The usability of the following steps is dependent on candidate pool and number of interviewers:

- Schedule interviews and download resumes (Interview Central)
- Rating candidates (Interview Central)

[\(Click here to skip this section and move to the next step – offer\)](#)

Once candidates are moved to **Interview** tile, other interviewers can be set up and the interview can be scheduled.

Click the candidate **Name** to open profile.

Talent Pipeline [View active candidates \(1\)](#) [View all candidates \(1\)](#)

0	0	0	0	0	0	0	0	1
Forwarded	Invited To Apply	New Application	Initial Review	Review	Legal Screening	Short List	Interviews ▾	

Candidates : View Multiple Application Status (1)

0 Selected Action ▾ Display Options Filter Options

	Name ↑	New	Status	Forwarded By	Candidate Type
<input type="checkbox"/>	Sonia Diaz <span style="font-size: small;">[E]</span>		First Interview		Internal



From the **Interviewers** section, click **Set up Interviewers**.

Application: Interview, First Interview, No Selection, No Selection

Comments: There are no items in this section.

Interviewers: [Set up Interviewers](#)

Jobs Applied: Student NonPU Service - Wind DC Storekee (3768), Student Service - Ford DC SMTI (3770)

Correspondence: [Send Email](#)

Click **Add Interviewer**.

Enter interviewer name in the text box and select from auto-populated search results.

Repeat for all interviewers.

Name ↓	Date-Time (US/Eastern)	Notes	Action
Brenda L. Coulson	MM/dd/yyyy Hr Min AM		
Sonia E. Hooker	MM/dd/yyyy Hr Min AM		
tiffany eathe	MM/dd/yyyy Hr Min AM		
Tiffany LB Weatherford (tweather)			

[Add Interviewer](#) Same people as last time [Apply Interviewer List To All Applicants](#)

Enter **Date** and **Time** of the interview.

Name ↓	Date-Time (US/Eastern)	Notes	Action
Brenda L. Coulson	02/01/2018 09:00 AM		
Sonia E. Hooker	02/01/2018 09:00 AM		
Tiffany LB Weatherford	02/01/2018 09:00 AM		

Click the **Resume** checkbox to include candidate resume in the interview email.

Click **Send Email** to notify interviewers.

Include in the invitation email:

Sonia B Diaz Resume

[Close](#) [Save](#) [Send Email](#)

**NOTE:** Clicking **Save** will save the information but will not send notifications.

Click **Interview Central** to print interview packets

Job Requisitions Sources Preferences Candidates **Interview Central** Help & Tutorials

Student Service - Ford DC SMTI (3770)

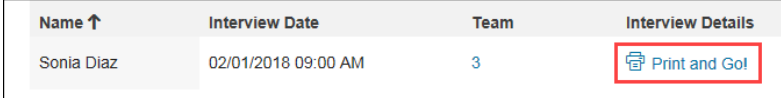
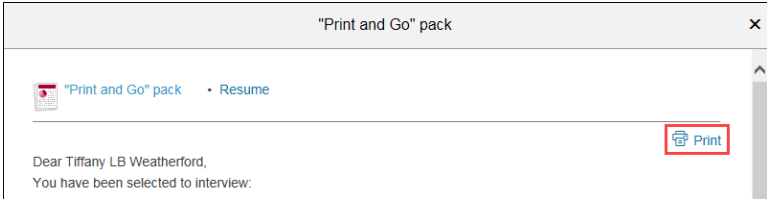
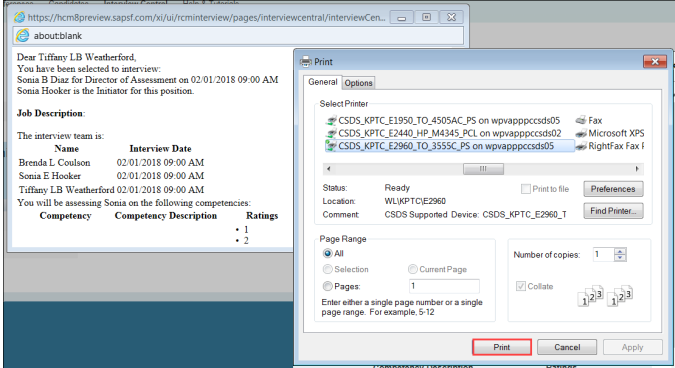

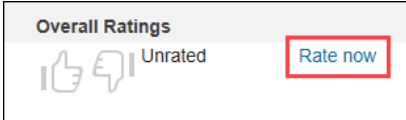
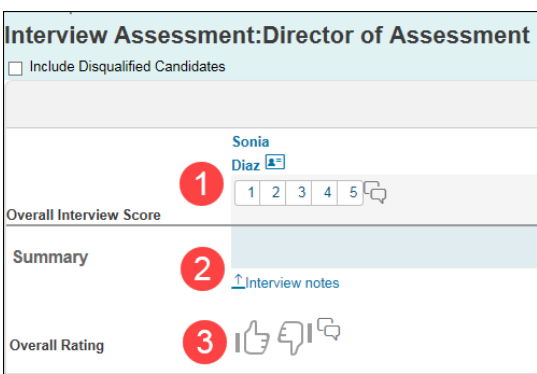
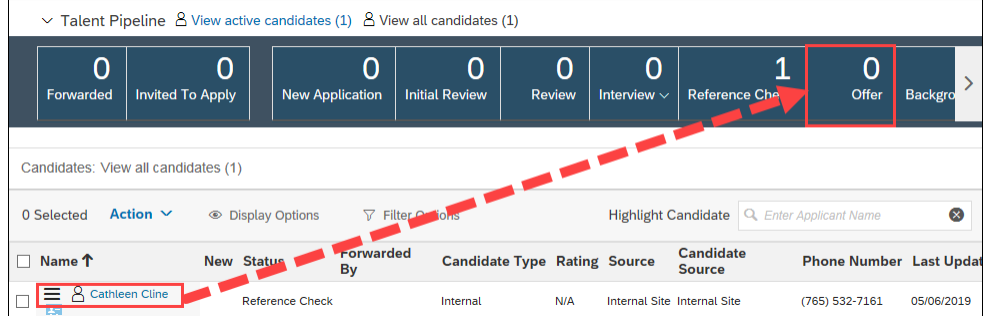
JOBS REQUISITION DETAILS JOB PROFILE CANDIDATES JOB POSTINGS (0) CANDIDATE SEARCH MARKET JOB

Talent Pipeline View active candidates (3) View all candidates (3)

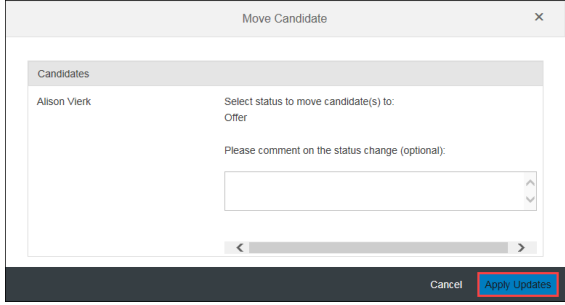
Forwarded 0 Invited To Apply 0 New Application 0 Initial Review 0 Review 0 Short List 0 Interview 3 Offer 0 Background Check 0 Ready to Hire 0 Hired 0 Not Selected 0 Candidate Withdrawn 0

Candidates: View First Interview (3) **Bhavana Penta** (Internal Candidate)

1 Selected [Action](#)

<p>Under <b>Interview Details</b>, click <b>Print and Go!</b></p>	
<p>Click <b>Print</b>.</p>	
<p>Select desired printer and number of copies. Click <b>Print</b>.</p>	
<p>Candidates can also be rated through <b>Interview Central</b>, after interviews take place.</p>	
<p>Click <b>Rate now</b>.</p>	
<ol style="list-style-type: none"> <li>1. Select a <b>Numerical Rating</b> (from 1-5), with 5 being the best.</li> <li>2. Upload any <b>Interview Notes</b>. <b>NOTE:</b> Existing interview notes are deleted by submission of the next round of interview notes.</li> <li>3. Provide an overall <b>Thumbs Up</b> or <b>Thumbs Down</b> rating of the candidate.</li> <li>4. Click <b>I'm Done</b>.</li> </ol>	
<p><b>Move Candidate Offer</b></p>	
<p>Click candidate <b>Name</b> and drag and drop candidate into the <b>Offer</b> status of the <b>Talent Pipeline</b> Or, Select Candidate and use <b>Action</b> to move to Offer.</p>	

Click **Apply Updates**.



**Create Offer Letter and Approval Details**

Review offer approval process with your DFA or payroll center. Both the Budget Approver and Department Head must approve the offer letter. In some areas, Dean approval is required. The offer letter can be created in SuccessFactors and approved by adding them as approvers. If the letter is created outside SuccessFactors – it must capture the Budget Approver and Department Head and Dean, when applicable.

The below steps outline how to create and route offer letter in SuccessFactors.

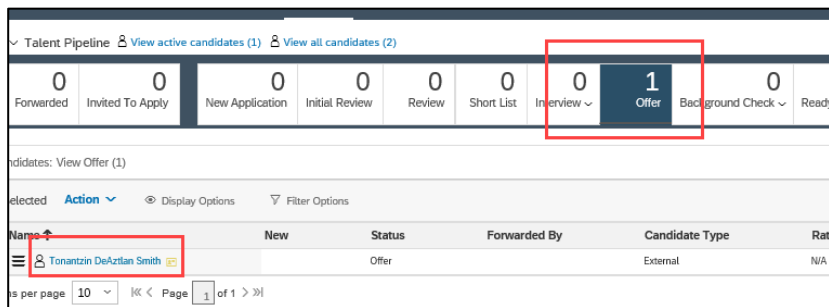
The same templates on the Provost website are used within SuccessFactors. Most areas work with Department Head and Budget approver on the offer details and then route for approval.

- [Offer letter template from Provost Offer Letter webpage](#)

**Templates For Lecturer, PostDoc, and Visiting Scholar Offer Letters (Route through Success Factors)**

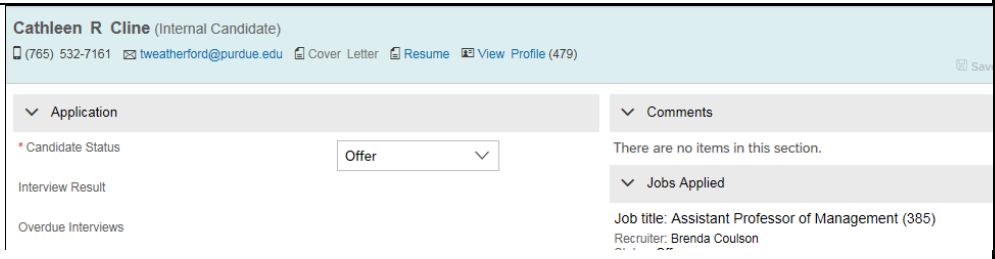
- [Lecturer Offer Letter](#)
- [Limited-term Lecturer Offer Letter](#)
- [Post Doctoral Employee Offer Letter](#)
- [Visiting Scholar Offer Letter](#)

Move candidate to **Offer**, if haven't already.  
Click **Name** to open.



Name	New	Status	Forwarded By	Candidate Type	Rate
Tonantzin DeAztlán Smith		Offer		External	N/A

The candidate application is displayed.

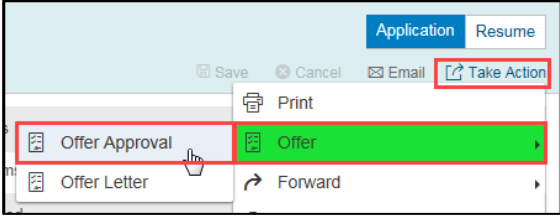
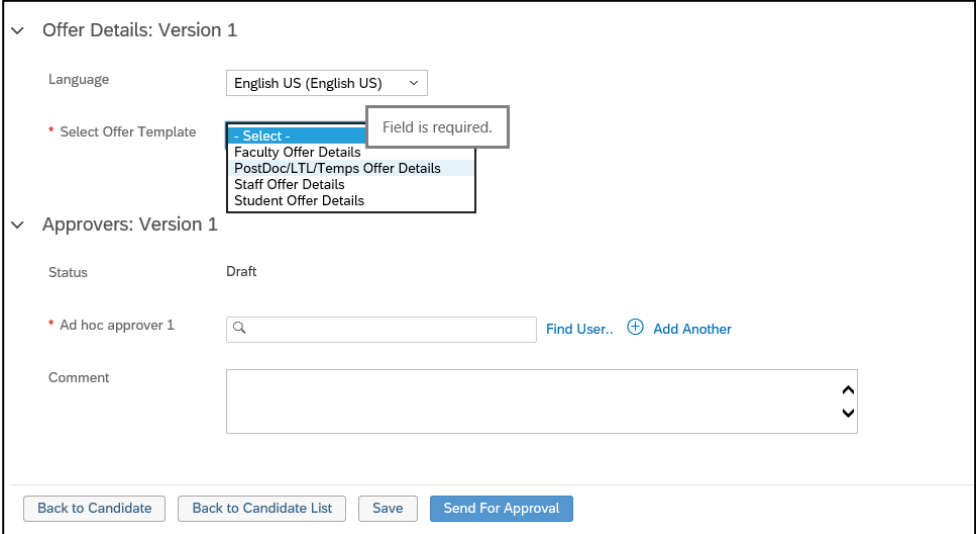
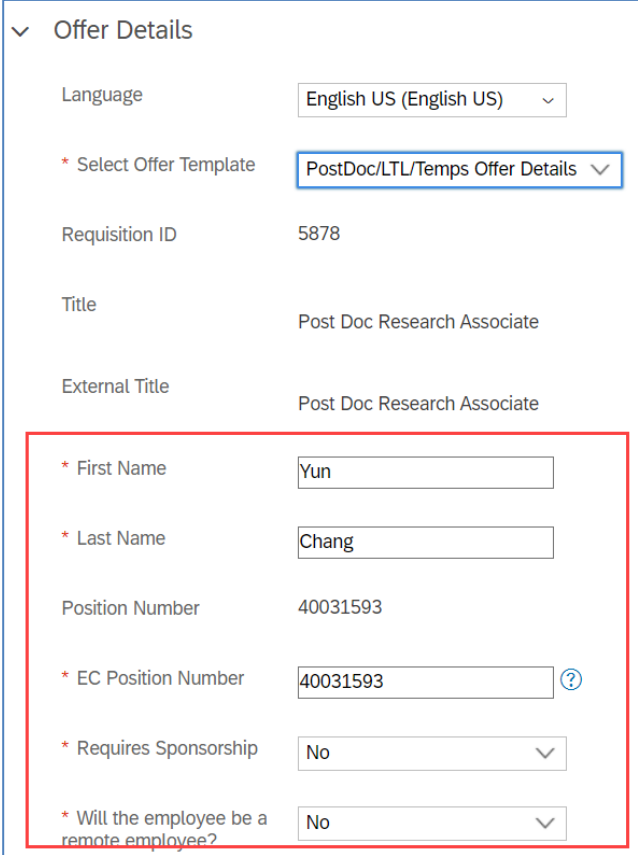


**Cathleen R Cline** (Internal Candidate)  
 (765) 532-7161 | tweatherford@purdue.edu | Cover Letter | Resume | View Profile (479)

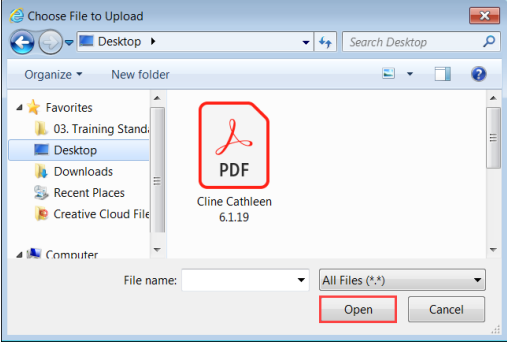
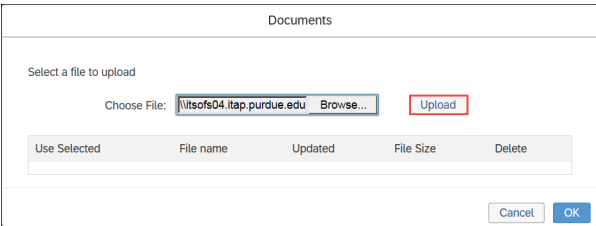
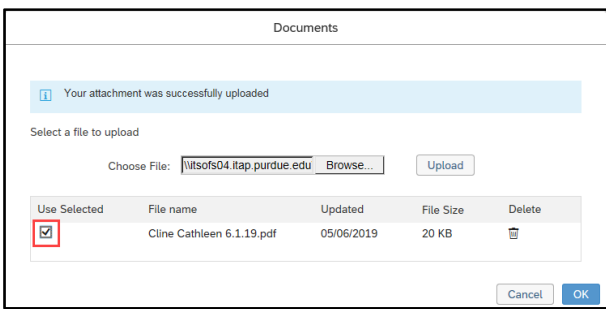
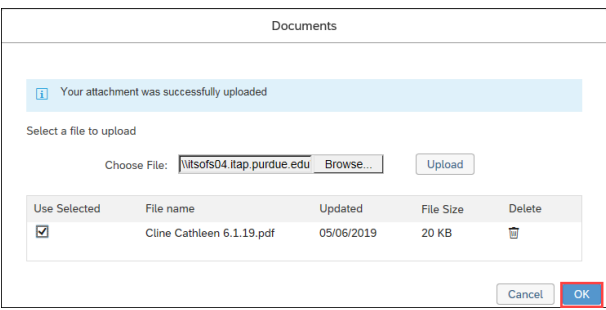
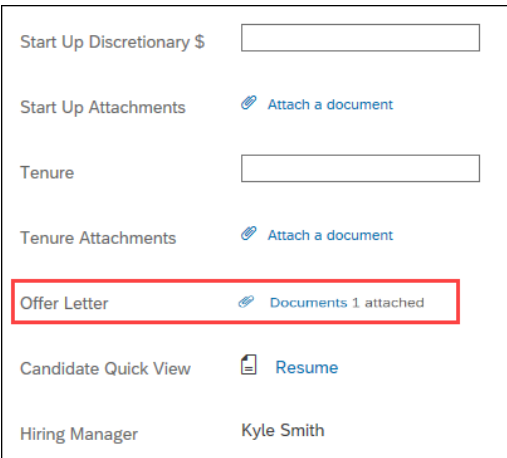
Application: Candidate Status: **Offer**

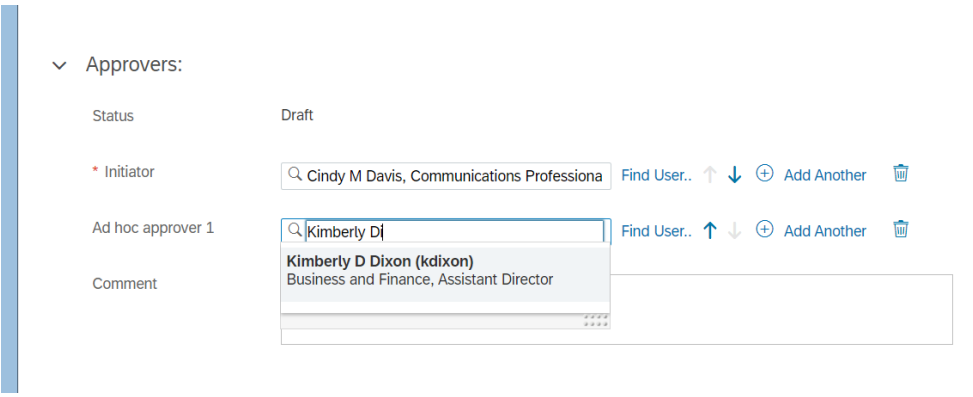
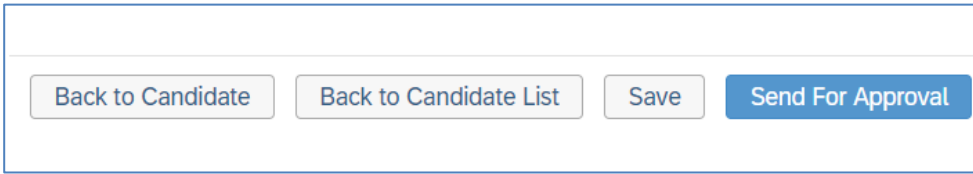
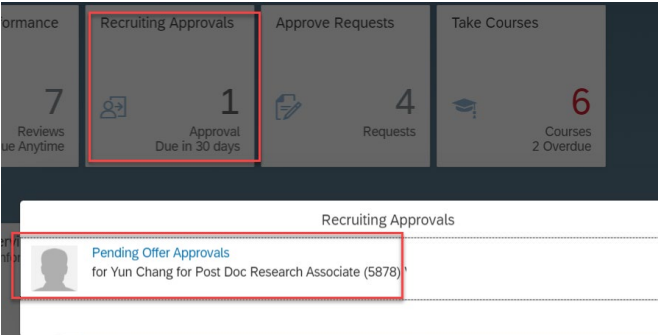
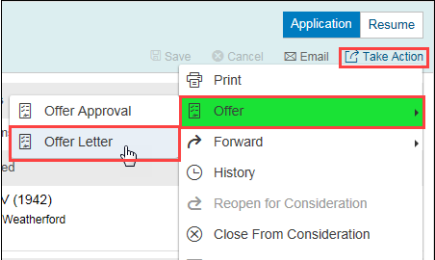
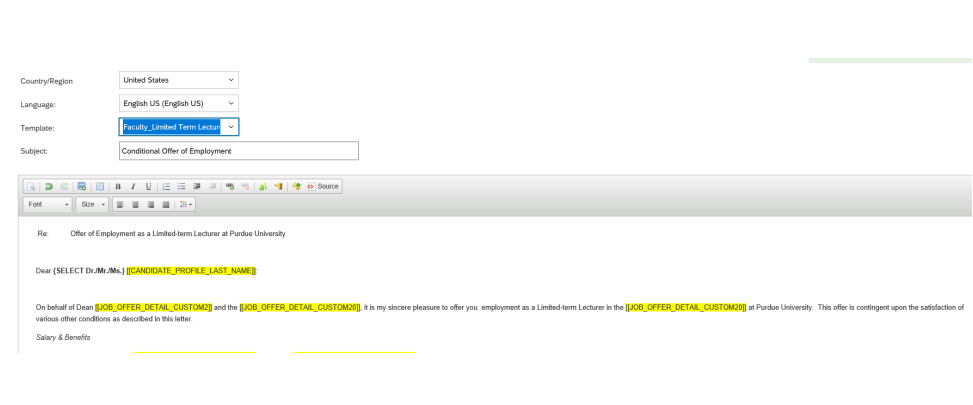
Comments: There are no items in this section.

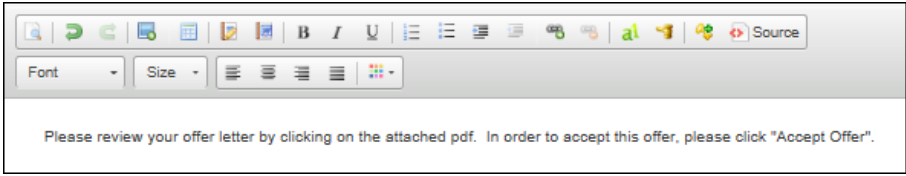
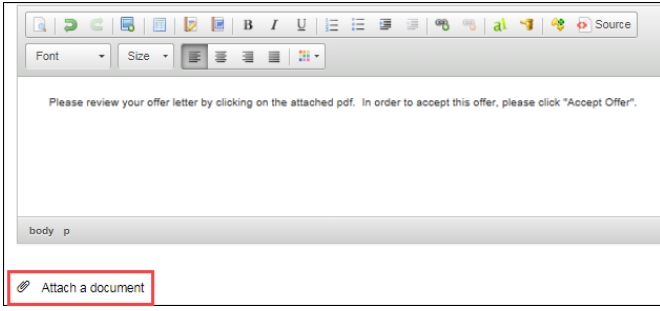
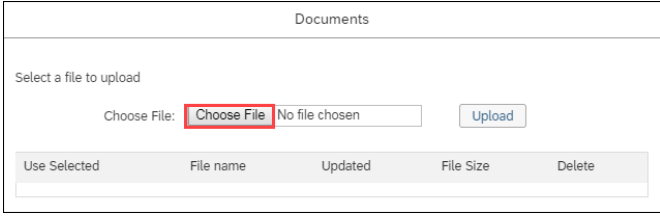
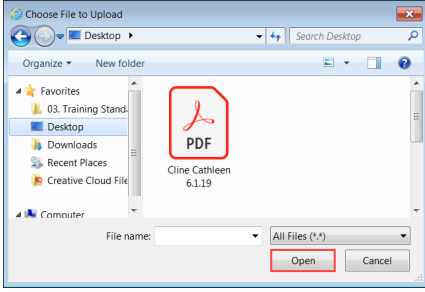
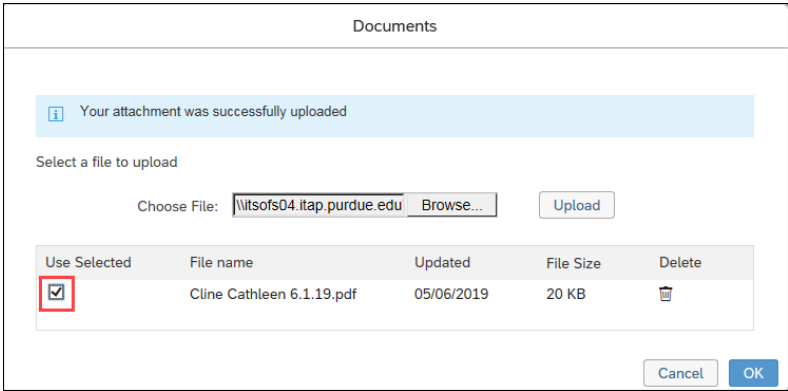
Jobs Applied: Job title: Assistant Professor of Management (385)  
 Recruiter: Brenda Coulson

<p>Towards the upper right corner:</p> <ul style="list-style-type: none"> <li>• Click <b>Take Action</b>.</li> <li>• Select <b>Offer</b>.</li> <li>• Select <b>Offer Approval</b>.</li> </ul>	
<p>Select <b>PostDoc/LTL/Temps Offer Details</b> to complete based on the template.</p> <p>The additional Ad hoc approvers - Budget Approver, Department Head (and Dean when applicable) can be added here or towards the end of the template.</p>	
<p>Complete the required and necessary <b>Offer Details</b>. It is crucial that the values entered into these fields are accurate and reflect the information from the offer letter.</p> <p>The required fields, marked with an * are:</p> <ul style="list-style-type: none"> <li>• Offer Template</li> <li>• First Name</li> <li>• Last Name</li> <li>• EC Position Number (position number in the Org chart – where you created the requisition)</li> <li>• Requires Sponsorship? (yes or no)</li> <li>• Will the employee be a remote employee? (yes or no) A remote employee lives and works outside the state of Indiana. Your employment or payroll center, HR-Payroll and Tax can offer guidance if</li> </ul>	

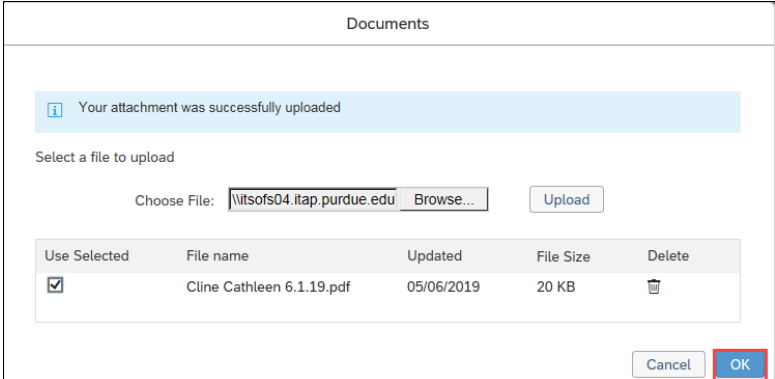
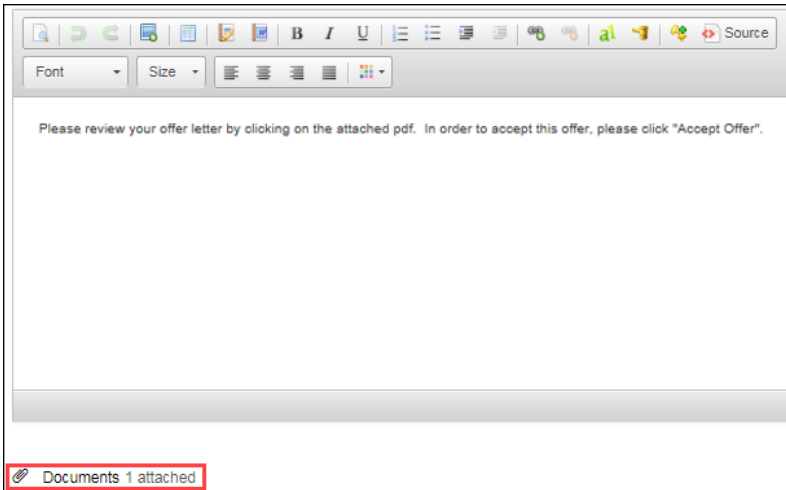
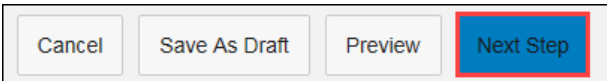

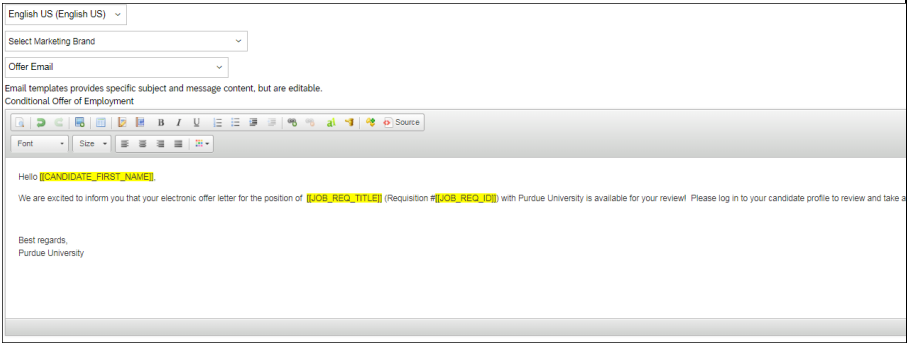

<p>your candidate will complete the I-9 as a 'remote' employee.</p> <ul style="list-style-type: none"> <li>• Department of Offer Letter</li> <li>• Appointment Start Date</li> </ul> <p>Additional required fields:</p> <ul style="list-style-type: none"> <li>• <b>Period Rate</b> – this flows to payroll and must be completed. The Period Rate equals the pay received every pay period (monthly salary). Please contact your DFA for assistance.</li> <li>• <b>NOTE:</b> Even though the <b>Approved Monthly/Hourly Rate</b> is prepopulated, the period rate is still required. This is what will flow over into payroll.</li> </ul>	<p>Position Number 40031593</p> <p>* EC Position Number <input type="text" value="40031593"/> ?</p> <p>* Requires Sponsorship <input type="text" value="No"/> ▾</p> <p>* Will the employee be a remote employee? <input type="text" value="No"/> ▾</p> <p>Type of Faculty (Offer Letter Template) <input type="text" value="No Selection"/> ▾</p> <p>College Name <input type="text"/></p> <p>* Department for Offer Letter <input type="text" value="Chemical Engineering"/></p> <p>Dean's Name <input type="text"/></p> <p>Full Name for Signature Line <input type="text"/></p> <p>* Appointment Start Date <input type="text" value="12/28/2020"/></p>										
<p>If you created and have the approved offer letter via Provost template – you can attach it</p> <p>Next to <b>Offer Letter</b>, click <b>Attach a document</b>.</p>	<p>Tenure <input type="text"/></p> <p>Tenure Attachments <a href="#">Attach a document</a></p> <p>* Offer Letter <a href="#">Attach a document</a></p> <p>Candidate Quick View <a href="#">Resume</a></p>										
<p>Click <b>Choose File</b>.</p>	<p>Documents</p> <p>Select a file to upload</p> <p>Choose File: <input type="text" value="Choose File"/> No file chosen <input type="button" value="Upload"/></p> <table border="1"> <thead> <tr> <th>Use Selected</th> <th>File name</th> <th>Updated</th> <th>File Size</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Use Selected	File name	Updated	File Size	Delete					
Use Selected	File name	Updated	File Size	Delete							

<p>Locate the final, approved Offer Letter</p> <p>Click to <b>Select</b>.</p> <p>Click <b>Open</b>.</p>	
<p>Click <b>Upload</b>.</p>	
<p>Click the <b>Use Selected</b> checkbox to attach.</p>	
<p>Click <b>OK</b>.</p>	
<p>Verify that the <b>Offer Letter</b> is now attached to the <b>Offer Approval</b>.</p>	

<p>Add approvers, as required by your area:</p> <ol style="list-style-type: none"> <li>1. Add Budget Approver first</li> <li>2. Add Department Head Approver second</li> <li>3. Add any additional approvers last</li> </ol>	
<ol style="list-style-type: none"> <li>1. Click <b>Save</b></li> <li>2. Then click <b>Back to Candidate</b> to complete Offer Letter next; and/or</li> <li>3. Click <b>Send for Approval</b> to send to the ad hoc approvers</li> </ol>	
<p>When <b>Send for Approval</b> is selected - the approver can select the <b>Pending Offer Approvals</b> to review and approve</p>	
<p><b>Complete Offer Template in SuccessFactors</b></p>	
<p>Towards the upper right corner:</p> <ul style="list-style-type: none"> <li>• Click <b>Take Action</b>.</li> <li>• Select <b>Offer</b>.</li> <li>• Click <b>Offer Letter</b>.</li> </ul> <p>This is the electronic offer letter that will be sent to the candidate.</p>	
<p>When electronically creating the offer letter, select appropriate template (<b>Lecturer and Limited Lecturer choose Faculty_Limited Term Lecturer or Post Doc choose Faculty_Post Doctoral Employment</b>)</p> <p>Information from the Offer Approval populates the fields. Click <b>Preview</b> to view offer letter, before clicking <b>Next Step</b>.</p>	


<p>This template was built based on the offer letter template on the Provost website.</p>											
<p>The <b>Offer Letter</b> template is displayed.</p>											
<p>Click <b>Attach a document</b>.</p>											
<p>Click <b>Choose File</b>.</p>											
<p>Locate the Offer Letter file you created earlier.</p> <p>Click to <b>Select</b>.</p> <p>Click <b>Open</b>.</p>											
<p>Click the <b>Use Selected</b> checkbox to attach.</p>	 <table border="1" data-bbox="574 1602 1289 1686"> <thead> <tr> <th>Use Selected</th> <th>File name</th> <th>Updated</th> <th>File Size</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Cline Cathleen 6.1.19.pdf</td> <td>05/06/2019</td> <td>20 KB</td> <td></td> </tr> </tbody> </table>	Use Selected	File name	Updated	File Size	Delete	<input checked="" type="checkbox"/>	Cline Cathleen 6.1.19.pdf	05/06/2019	20 KB	
Use Selected	File name	Updated	File Size	Delete							
<input checked="" type="checkbox"/>	Cline Cathleen 6.1.19.pdf	05/06/2019	20 KB								



<p>Click <b>OK</b>.</p>	
<p>Verify that the Offer Letter is now attached.</p>	
<p>Click <b>Next Step</b>.</p>	
<p>Click <b>Online Offer</b> to email candidate for acceptance.</p> <p>If Candidate already accepted offer (outside the system) click <b>Verbal Offer</b> and move onto <a href="#">Background Check</a>.</p>	
<p>When Online Offer is chosen, the <b>Offer Letter Email</b> template is displayed.</p> <p>All items highlighted in <b>yellow</b> will be prepopulated from the candidate application and profile data.</p> <p>Customize as needed.</p> <p>Click <b>Next</b>.</p>	
<p>A preview of the <b>Offer Letter Email</b> is displayed.</p>	

Perform a final review prior to sending email.

Click **Send**.

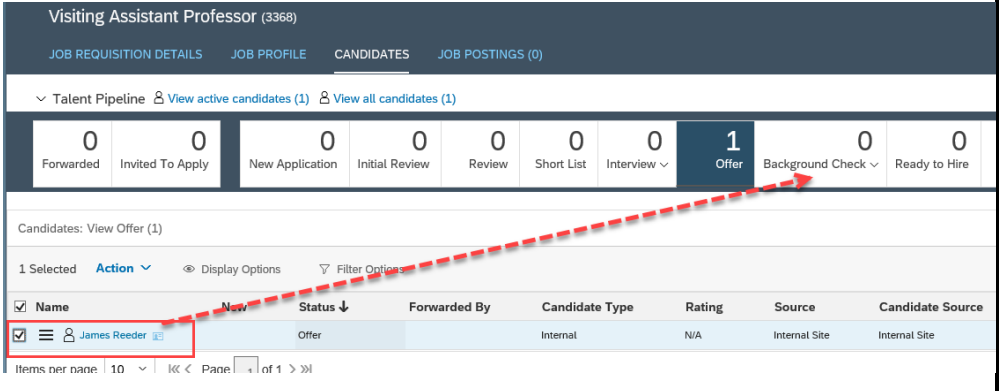


1. If online offer is selected, the candidate will receive an email notification to log in, review offer and take action. Please consider communicating with candidate to notify them they will need to electronically accept the offer.
2. Once candidate accepts offer, move individual from offer to **background check**.
3. The offer letter is uploaded to the Payroll SharePoint site as outlined in the process. Some areas provide the offer letter to their business office or employment or payroll center to upload. Please review internal process with them.

Click candidate **Name** to select.

Drag and drop in the **Background Check** status on the Talent Pipeline.

Talent Acquisition will let you know when the check is completed and candidate can be moved to **Ready to Hire** (or if they already moved the candidate there).



**Email Non-Selected Applicants, when applicable**

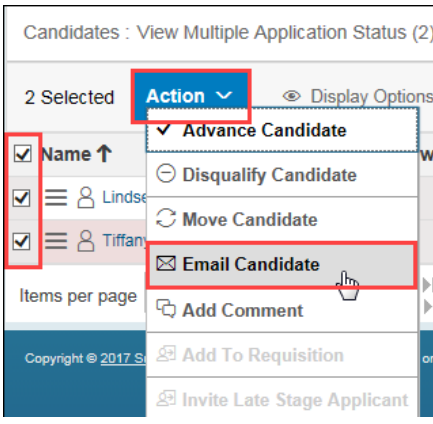
Applicants who weren't selected will be in the **Not Selected** or **Not Selected (HM)** statuses.

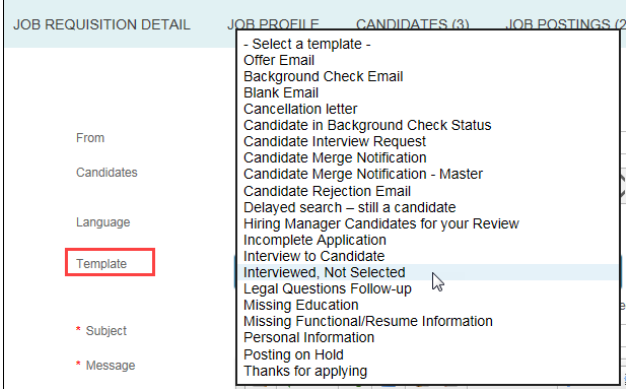
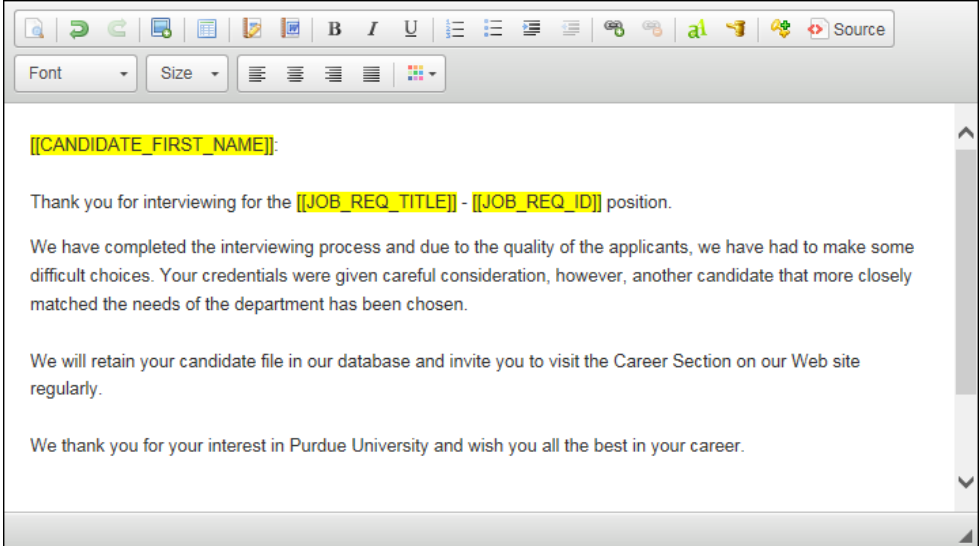
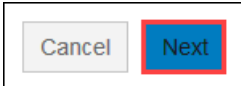
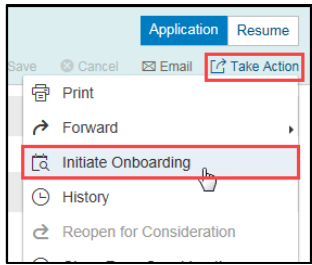
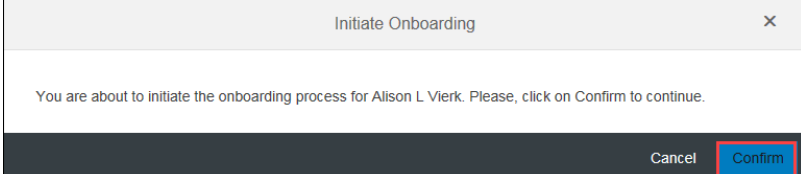


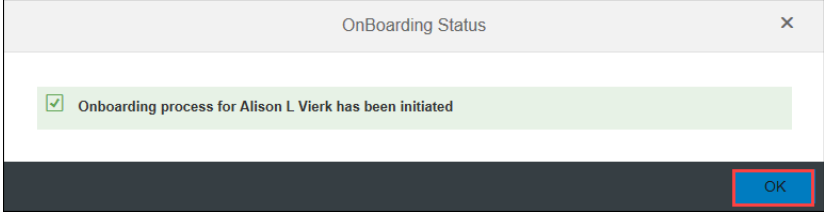
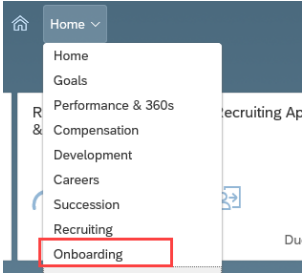
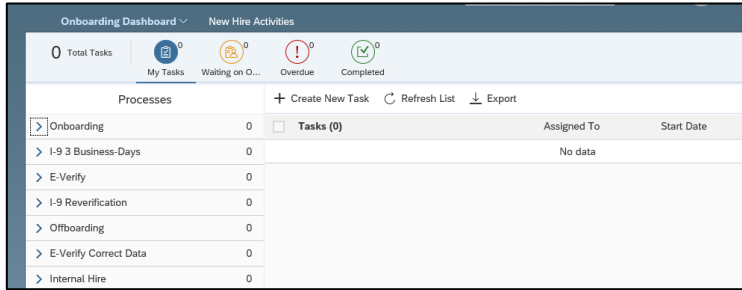
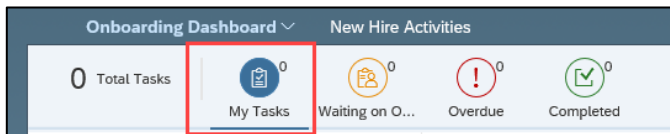
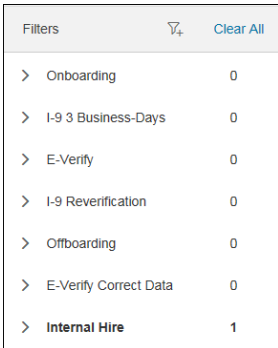
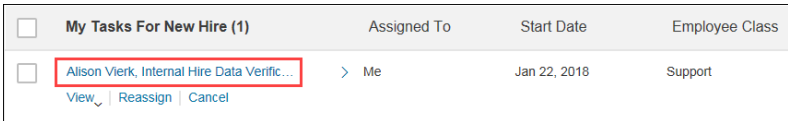
Click the checkbox next to the **Name** column header to select all applicants.

Click **Action** drop-down.

Select **Email Candidate**.



<p>Select appropriate email <b>Template</b> from the drop-down menu.</p>	
<p>The selected template is displayed.</p> <p>All items highlighted in <b>yellow</b> will be prepopulated from the candidate application and profile data.</p> <p>Review template and make edits, if needed.</p>	
<p>Click <b>Next</b>.</p>	
<p><b>Initiate Onboarding</b></p>	
<p>Once candidate is moved to Ready to Hire (after background check) onboard needs to be initiated. This step triggers the creation of the employee record in SuccessFactors and the collection of employee hire information such as the I-9 completion.</p>	
<p>From the candidate profile, click <b>Take Action</b>.</p> <p>Select <b>Initiate Onboarding</b>.</p>	
<p>Click <b>Confirm</b>.</p>	

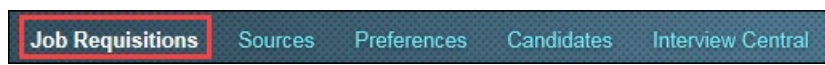
<p>A notification that Onboarding has been initiated is displayed.</p> <p>Click <b>OK</b>.</p>	 <p>The screenshot shows a window titled "OnBoarding Status" with a green notification bar that says "Onboarding process for Alison L Vierk has been initiated". A red box highlights the "OK" button at the bottom right.</p>																																
<p><b>Complete Post-Hire Data Verification in the Onboarding tile</b></p>																																	
<p>This important step moves candidates from recruitment to onboarding.</p>																																	
<p>From Home drop-down, select <b>Onboarding</b>.</p>	 <p>The screenshot shows a navigation menu with "Onboarding" highlighted in a red box.</p>																																
<p>The <b>Onboarding</b> dashboard is displayed.</p>	 <p>The screenshot shows the "Onboarding Dashboard" with a table of processes. The "Onboarding" process is selected.</p> <table border="1" data-bbox="537 955 1274 1127"> <thead> <tr> <th>Processes</th> <th>Tasks (0)</th> <th>Assigned To</th> <th>Start Date</th> </tr> </thead> <tbody> <tr> <td>Onboarding</td> <td>0</td> <td></td> <td>No data</td> </tr> <tr> <td>&gt; I-9 3 Business-Days</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>&gt; E-Verify</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>&gt; I-9 Reverification</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>&gt; Offboarding</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>&gt; E-Verify Correct Data</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>&gt; Internal Hire</td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table>	Processes	Tasks (0)	Assigned To	Start Date	Onboarding	0		No data	> I-9 3 Business-Days	0			> E-Verify	0			> I-9 Reverification	0			> Offboarding	0			> E-Verify Correct Data	0			> Internal Hire	0		
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<p>Tasks directly assigned to an employee can be filtered by clicking the <b>My Tasks</b> icon.</p>	 <p>The screenshot shows the "Onboarding Dashboard" with the "My Tasks" icon highlighted in a red box.</p>																																
<p>Additional filter options are located on the left side of the screen.</p>	 <p>The screenshot shows a "Filters" sidebar with a list of processes and their counts. "Internal Hire" has a count of 1.</p> <table border="1" data-bbox="537 1306 813 1642"> <thead> <tr> <th>Filters</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>&gt; Onboarding</td> <td>0</td> </tr> <tr> <td>&gt; I-9 3 Business-Days</td> <td>0</td> </tr> <tr> <td>&gt; E-Verify</td> <td>0</td> </tr> <tr> <td>&gt; I-9 Reverification</td> <td>0</td> </tr> <tr> <td>&gt; Offboarding</td> <td>0</td> </tr> <tr> <td>&gt; E-Verify Correct Data</td> <td>0</td> </tr> <tr> <td>&gt; Internal Hire</td> <td>1</td> </tr> </tbody> </table>	Filters	Count	> Onboarding	0	> I-9 3 Business-Days	0	> E-Verify	0	> I-9 Reverification	0	> Offboarding	0	> E-Verify Correct Data	0	> Internal Hire	1																
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<p>Click the link of the desired new hire to open <b>My Tasks For New Hire</b>.</p>	 <p>The screenshot shows a table titled "My Tasks For New Hire (1)". The first row is highlighted with a red box.</p> <table border="1" data-bbox="537 1659 1320 1778"> <thead> <tr> <th></th> <th>Assigned To</th> <th>Start Date</th> <th>Employee Class</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> <a href="#">Alison Vierk, Internal Hire Data Verific...</a></td> <td>Me</td> <td>Jan 22, 2018</td> <td>Support</td> </tr> </tbody> </table>		Assigned To	Start Date	Employee Class	<input type="checkbox"/> <a href="#">Alison Vierk, Internal Hire Data Verific...</a>	Me	Jan 22, 2018	Support																								
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<p>Review and verify the following:</p> <ul style="list-style-type: none"> <li>• <b>New Hire Name</b></li> <li>• <b>Dates</b></li> <li>• <b>Hire Information</b></li> </ul> <p>Please validate the new hire's email address is current and correct.</p> <p>This email address will be used in Onboarding communications.</p> <p>Click <b>Next</b></p>	
<p>Review and verify the following:</p> <ul style="list-style-type: none"> <li>• <b>Job Location</b></li> <li>• <b>Position Information</b></li> <li>• <b>Onboarding Coordinators</b></li> </ul> <p>Click <b>Next</b></p>	
<p>Review and verify the following:</p> <ul style="list-style-type: none"> <li>• <b>Salary</b></li> </ul> <p>Click <b>Finish</b></p>	
<p>Scroll to conduct a final review of the new hire data.</p> <p>Click <b>Finish</b></p>	

Onboarding is now triggered for the new employee, which includes new hire data collection. The requisition can now be closed.

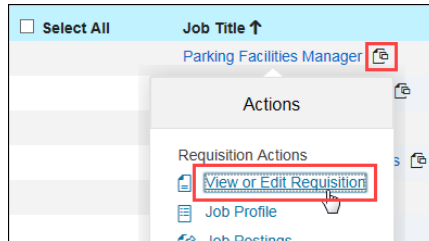
**Close Requisition**

Click **Job Requisitions** from Recruitment.



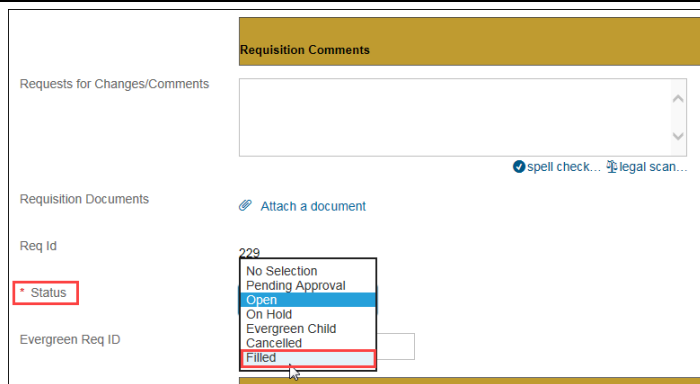
Find requisition and click the **Action** icon.

Select **View or Edit Requisition**.

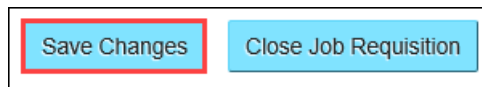


The job requisition is displayed.

Select **Filled** from the **Status** drop-down.



1. Click **Save Changes**.
2. The page will reload once saved.
3. Click **Close Job Requisition**



The job requisition is filled and the posting is removed from all sites.