



# SUCCESSFACTORS USER GUIDE

**This Guide is For:**



Appointing Authorities or Delegates



# TABLE OF CONTENTS

[3. First Time Logging in to SuccessFactors](#)

[7. Appointing Authority or Delegate's role in Requisition Approval \(2 options\)](#)

[9. Reviewing and Approving a New Requisition](#)

## First Time Log On – State of Vermont Employees

This section will provide information on your access as a State of Vermont Employee.

humanresources.vermont.gov



State of Vermont Employee  
Career Site



[First Time Login](#)

[Login](#)

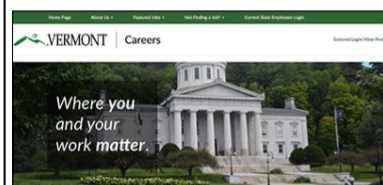
### CAREERS

humanresources.vermont.gov/careers

#### We have Transitioned to our New Careers Site!

- We are very excited about this new site and are confident you will find it much more user-friendly!
- You will see below how to access Career Opportunities and other information whether you are an External Candidate or a current State Employee.
- All the other content that was currently under the "For Job Seekers" section has been moved over to the new site: [careers.vermont.gov](http://careers.vermont.gov).

#### For External Candidates



External applicants [enter here](#) to search and apply online for job openings that match your skills and goals.

The new website is [careers.vermont.gov](http://careers.vermont.gov). You can bookmark for direct access.

#### For State Employees



[First Time Login](#)

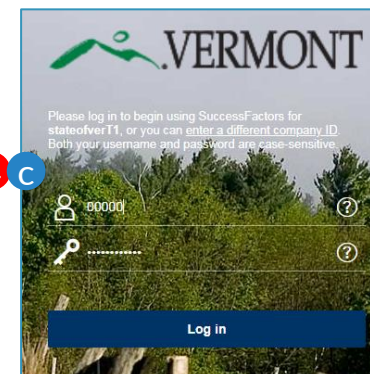
[Login](#)

Current employees can now use our new Career Site, SuccessFactors, to search and apply for jobs online. If

4b

Current State Employees Login

4c



- 1) As state employees, you will be able to access the new SuccessFactors Recruiting and Careers Site from the DHR website, ([humanresources.vermont.gov](http://humanresources.vermont.gov)) either by going to the login widget on the right hand column of the Home page (adjacent to the VT HR Login) or
- 2) Going to the "For Job Seekers" Page ([humanresources.vermont.gov/careers](http://humanresources.vermont.gov/careers))
- 3) You must select 'First Time Login' the very first time you attempt to access the system. This will take you to a page (not shown here) that will:
  - I. Review the new site's terms of use.
  - II. Take you through the first time login instructions explained on the next 3 pages.
  - III. Link you to help/user guides.
- 4) **Only after you have set your password** you may access the site in the future by:
  - a) Using the login link on the DHR Website widgets.
  - b) Using "For Current State Employees Login" Link on the external careers site.
  - c) Bookmarking the SuccessFactors Login Page.



# FIRST TIME LOG ON

## Logging In/Setting Password– State of Vermont Employees

Please log in to begin using SuccessFactors for stateofverT1, or you can [enter a different company ID](#). Both your username and password are case-sensitive.

[Activate Mobile App Using QR Code](#)

1

Forgot Password?

Enter your username:

2



### No State of Vermont Email?

If you don't have a State of Vermont email, you won't be able to set your password in this way.

**Please contact Recruitment Services at:**  
**802-828-6700 or toll free at 855-828-6700**  
**Select Option 1, then Option 4**

**Email: [DHR.Recruitment@Vermont.gov](mailto:DHR.Recruitment@Vermont.gov)**

1

For the initial log in, you are required to change your password. Passwords can be changed/reset by the user with the "?" link beside the password login box.

2

You will be sent to the Forgot Password Screen. Enter your **User ID (Your State of Vermont Employee ID)** and click "Reset"



# RESETTING PASSWORD

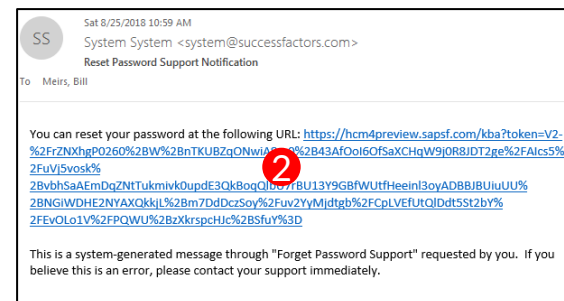
## Logging In/Changing/Resetting Password– State of Vermont Employees

1

An email notification will be sent to your **State** email with a hyperlink to reset your password. See password requirements on Reset screen. Please close out of the browser completely.

2

Click the hyperlink that was emailed to you or **Copy** and paste into your browser. Complete the fields as required then select the 'submit' button.



### Reset Your Password

- Passwords must be from 8 to 18 characters long.
- Passwords are case sensitive. They are required to be mixed case.
- Passwords must contain at least one numeric character.
- Password cannot be same as any of the previous 10 passwords.
- Passwords may contain any combination of letters and digits.

Type your new password

Type your new password again

**Submit** →





# RESETTING PASSWORD

## Logging In/Changing/Resetting Password– State of Vermont Employees

1

You will get a “Reset Successful” Screen if you have successfully chosen a password and they match. You can then proceed to login by clicking **Back to Log In** button.

2

You will now be directed back to the login screen. You can proceed with your new password to log in to the SuccessFactors Recruiting system. If your computer is not used by anybody else or a public computer, you can store your login information in your browser.

### Reset Successful!

Your password has been successfully reset. Click the button below to return to the login page.

1

**Back to Log in** →



VS.

SAP SuccessFactors

### WHAT'S THE DIFFERENCE?

The New SuccessFactors Recruiting system is only for:

- Searching and applying for positions at the state.
- Creating and Managing Job Requisitions.

All other functions you currently do in VT HR (timesheets, etc.) will remain the same.

## Appointing Authority or Delegate's role in Requisition Approval

Depending on your departmental processes, you will need to communicate to your hiring managers the role you as the appointing authority (or delegate) will have in your requisition approval process. Here is a chart that shows the scenarios and what actions you would take based on your internal processes.

As Appointing Authority or Delegate, you have given approval to your hiring managers to recruit prior to creating a requisition and you only need to be notified and do not need to approve in the system.



### Action :

You will get a system generated notification that a requisition was created in the system by one of your hiring managers (see next page.) You don't need to take any action in the system to approve, the requisition will proceed forward. If you feel this requisition should not move forward, you can notify the requisition creator or Field HR Representative to stop the process. (See sample system notification next page.)

As Appointing Authority or Delegate, you require your hiring managers to obtain your approval of new requisitions in the system when they are created.



### Action :

Hiring Manager will add you to the approval path when creating the requisition. You will become a "hard stop" and the requisition will not be able to proceed without you logging into the system and approving. (See instructions on how to approve a requisition in the system later in this document.)



# NEW REQUISITION

## Notification of Requisition Created



September 21, 2018

Hello,

Please be advised that Job Req ID # 1457 for AOT Technician III has been submitted. The hiring manager listed on this requisition is David Blackmore and the Field HR Administrator is Jennifer Cliche. If you have any questions or guidance about this recruitment, please contact David Blackmore or Jennifer Cliche directly.

Thank you,  
Denice Henrich

This is a sample of the system generated notification to you as an Appointing Authority would receive if one of your hiring managers created a new requisition in SuccessFactors.

If your process is that you have already given approval to recruit for this position and don't need to approve in the system, this is all you will receive and you needn't take any further action. You always are able to stop the process if you need to by contacting the hiring manager or the HR Field Administrator.





# NEW REQUISITION APPROVAL

## Notification of Approval Required

Please be advised that the Job Requisition for AOT Technician III, has been sent to you. The job requisition is now available for your review and approval.

The comments from David Blackmore are:

You can access this document at the following URL:

1 <https://hcm4preview.sapsf.com/sf/jobregreview?fid=2188&company=stateofverT1&username=33397>

If you require your Hiring Managers to have you be an approver of a new requisition in the system you will still get the notification from the previous page, but you will also get this notification that you need to log into the system and approve the requisition in order for it to proceed.

1. You can click the link or copy/paste into your browser to log in and approve.



# NEW REQUISITION APPROVAL

## Approving Requisition in the System

~ Route Map

Assessment

1 Create Requisition 2 HR Field Administrator 3 John Rowe

Actions

Job Requisition Detail - Job Profile  
Req Id 30601

**2 Position Details**

The hiring manager is requested to provide as many details as possible in this section. Human Resources will validate all entries and resolve any discrepancies before proceeding. Please use the comments section to provide any special instructions regarding this job opening. If you have any questions, please call the Talent Acquisition Team at 828-6700, option 1, then option 4 or email dhr.recruitment@vermont.gov.

\* Position #/Position Title TEST AOT Maintenance Worker I

New Position/Replacement New Position

Previous Incumbent

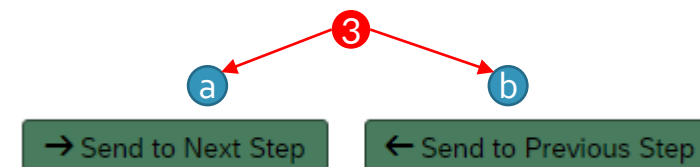
\* Will this position supervise? No

\* Department Name Transportation Agency

\* Posting Location Barre

\* Posting State VT

1. When you log in, you should see the Route Map with your name as one of the approvers (it will be highlighted in orange to show that this is whom the requisition approval currently with.)
2. You can review the position details if you wish to validate.
3. After review, you can take a couple actions:
  - a) Approve ("Send to Next Step.")
  - b) Send back to hiring manager for changes/inaccuracies or to reject. ("Send to Previous Step.") You will be able to comment on why you are rejecting.





# NEW REQUISITION APPROVAL

## Approving Requisition in the System

1. An alternative way to get to your requisition approvals is through the “To-Do” list on your SuccessFactors home page. If you have something to approve (Requisition or Offer) you will see a notification over the “Check Box” in the top right of your screen. Click on “To-Do” to get started.
2. A dialog box will pop up on your screen that indicates you have an approval to review. Click on the “Create Requisition” Link to be taken to the review and approval page.

### Recruiting Approvals

 John Rowe <sup>2</sup>  
Requisition for 81010T\_AOT Maintenance Worker II - Temporary (30601), Jason Tremblay (Hiring Manager)

No Due Date

Close