



SUCCESSFACTORS USER GUIDE

This Guide is For:



Current State of Vermont Employees

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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](#)

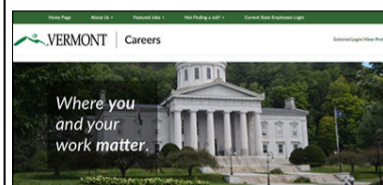
CAREERS

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.

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. You can bookmark for direct access.

For State Employees



[First Time Login](#)

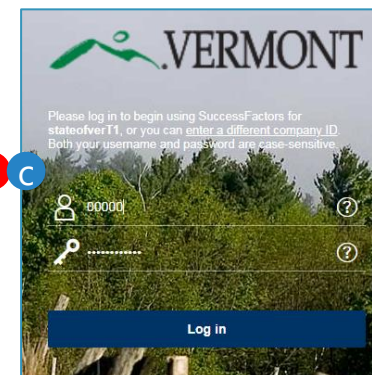
[Login](#)

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) 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)
- 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

- 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

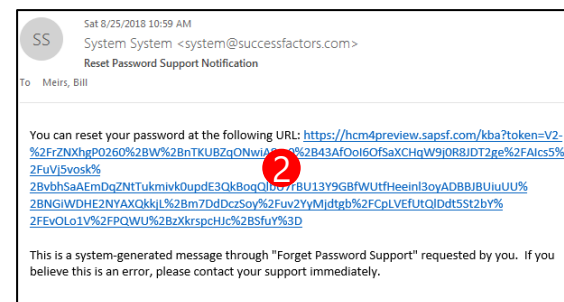
Logging In/Changing/Resetting Password– State of Vermont Employees

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 **VTHR** (timesheets, etc.) **will remain the same.**

HOME PAGE NAVIGATION

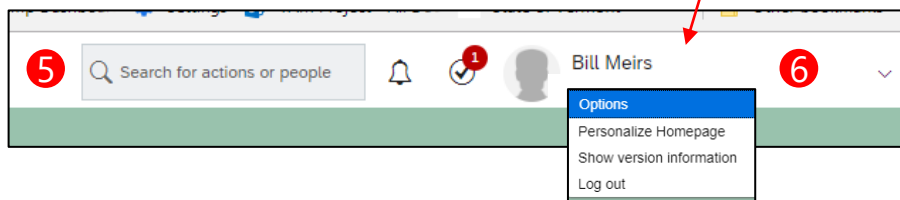
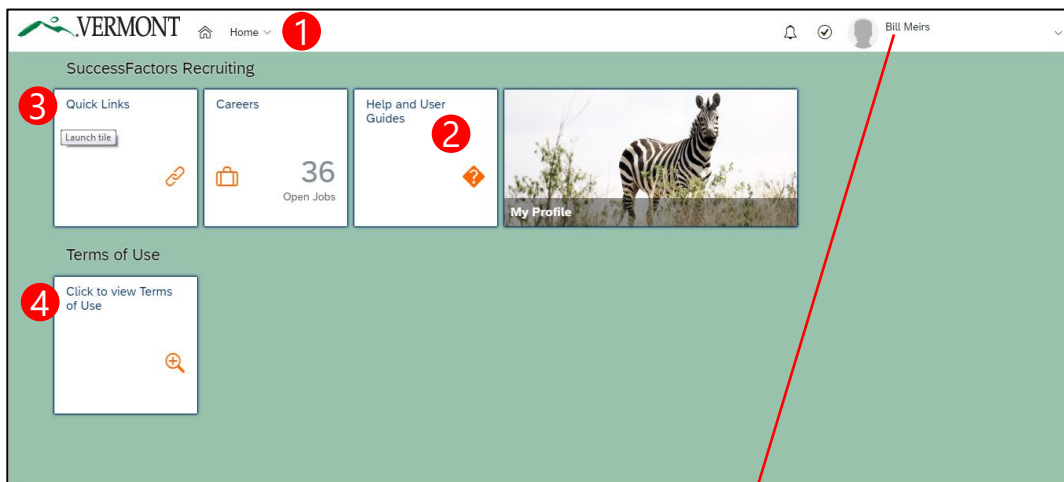
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HOME PAGE NAVIGATION

Tour of the State Employee Home Page



Upon logging into the Success Factors Recruiting portal, you will be directed to your **home page**. The Home Page is a **Tile Catalog**, with blocks of tiles. Each tile created is accessible to users based on specific role created in the portal.

1) Home Tab – All users have at least 3 dropdown options. All users will have “Home”, “Careers” and “My Employee File”. Click on “home” to show the dropdown options, then hover over each drop-down menu and click to select. Based on your role, you may have others options.

- **Home.** Is your home page for accessing any “To Do’s”, easily accessible job aid documents, and Quick Links.
- **“Careers”** brings users to any current jobs posted within the State of Vermont for internal or external applicants. Searching and applying for jobs is detailed further in this document.
- **“My Employee File”** brings users to their personal information in relation to work experience, previous employment, education and courses/continuing education.

2) Help and User Guides: This tile will display useful help resources. For example, you may see a Job Aid for navigating through the SF Recruiting Portal.

3) Quick Links Tile: This tile brings user to other areas of the portals through links available to them.

4) Terms of Use for logging into SuccessFactors System. You should review upon your first login.

5) Search Bar: The search bar allows users to search by category on the job they are seeking. After typing in the search bar, a list of possible items will drop down where users can choose what they are looking for.

6) Account Navigation – “Employee Profile” (the picture icon) has a drop down to select one of the following: “Options”, “Personalize Homepage”, and “Log Out”.

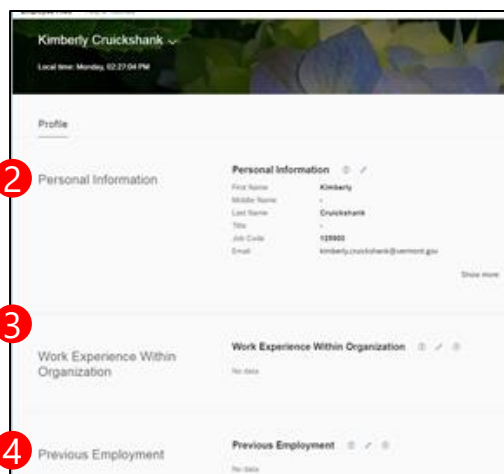
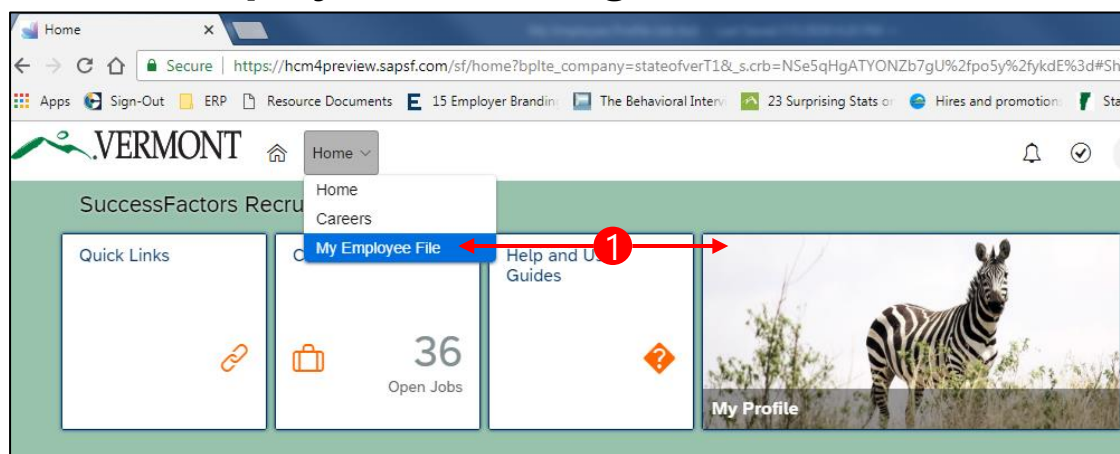
- **Options** allows users to reset their passwords, enable mobile, and receive notifications.
- **Personalize Homepage** is a feature to move your tiles around on your home page.
- **Log Out** allows users to logout of the system.

MY EMPLOYEE PROFILE

[10. Tour of Employee Profile](#)

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Tour of the Employee Profile Page



Employee Profile: Allows a user to build on their employee profile.

- 1) **The "My Employee Profile"** can be found in the upper left-hand corner of the "Home Page" (the image of the home). Click on the Home button, hover over My Employee Profile and click to select or click on the "My Profile" Tile on your home page.
- 2) **Personal Information** – This section includes the users email and location. This information is generated by a feed from the VTHR system.
- 3) **Work Experience within Organization** – Users may create a professional bio about their work history, clicking on the pencil on the right-hand side of this section.
- 4) **Previous Employment** – Users may update their previous employment records, by clicking on the pencil on the right-hand side of this section.
- 5) **Education** – This section allows users to list their education or update as completed. Users may do so by clicking on the pencil on the right-hand side of this section.
- 6) **Course/Continuing Education** – Users may can frequently update this section upon completion of any additional education completed. Please refer to SOV LINC for a complete transcript.
- 7) **Certificates/Licenses** – This connects users to other parts of the system connected to them.

NOTE: Only **Courses and Certificates** sections added here will also be reflected in your **Candidate Profile**, and vice versa.

NAVIGATING THE CAREER SECTION

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[16. Managing Applications and Checking Status](#)

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[18. Saved Searches & Setting up a Job Alert](#)

[19. Managing Your Candidate Profile](#)

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[23. Viewing and Accepting Offers](#)

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NAVIGATING THE CAREER SECTION

Tour of Career Section Home

The screenshot shows the Vermont Career Section Home page. At the top is the Vermont logo and a navigation bar with links: Job Search, Job Applications, Saved Jobs, Saved Searches/Alerts, My Candidate Profile, Saved Applications, Referral Tracking, and My Offers (highlighted in yellow). Below the navigation bar is a green banner with the text "Career Opportunities" and eight numbered red circles (1-8) indicating key features. The main content area includes a search section on the left with fields for Keywords, Department, Location, and Posted within the last, and a "Search Jobs" button. The right side features a large image of the Vermont State House with the text "Where you and your work matter." Below this is a message from the State of Vermont and a list of links for users to explore open positions.

1 Career Opportunities

2 Managing Applications and Checking Status

3 Saved Jobs

4 Saved Searches, Joining a Talent Pool & Setting up a Job Alert

5 My Candidate Profile

6 Saved Applications

7 Tracking your Employee Referrals

8 Tracking your Job Offers (this link will only be seen if you have a pending offer in the system)

Search for Openings

Keywords:

☐ Exact Match

☒ in job title

☐ in job title or description

Department:

Location:

Posted within the last: days

Requisition Number:

36 Jobs match the selections

Where you and your work matter.

As an employee of the State of Vermont, we value your contribution to serving our citizens.

This Career Platform offers you the ability to search for and easily apply to opportunities to grow within the State.

Please take the time to:

- Update or create your resume.
- Access resources available to you on your home page by clicking on the tile "Help & User Guides."
- Create your Profile in the system.
- Explore the open positions that may interest you!

The career section is used to search and apply to positions. The Career Page displays summary information about a logged in users saved jobs, saved applications, jobs applied for to accepting job offers. We will go into each in more depth in the following pages.

- 1) Searching and Applying to Job Postings
- 2) Managing Applications and Checking Status
- 3) Saved Jobs
- 4) Saved Searches, Joining a Talent Pool & Setting up a Job Alert
- 5) My Candidate Profile
- 6) Saved Applications
- 7) Tracking your Employee Referrals
- 8) Tracking your Job Offers (this link will only be seen if you have a pending offer in the system)



SEARCHING AND APPLYING TO JOB POSTINGS

Searching and Applying for State of Vermont Jobs

VERMONT

Job Search Job Applications Saved Jobs

Career Opportunities

Search for Openings

Keywords:

☐ Exact Match

☒ in job title

☐ in job title or description

Department:

Location:

Posted within the last: days

Requisition Number:

36 Jobs match the selections

Clear Search Jobs

36 Jobs matched your search

Items per page 10 Page 1 of 4

Sort by: Date Posted

UAT TEST 11
Req ID 1347 - Posted 09/07/2018 - Children and Families - Barre

UAT TEST 12
Req ID 1348 - Posted 09/07/2018 - Children and Families - Barre

Trooper - Certified LEO
Req ID 1346 - Posted 09/07/2018 -

Job Listing: Transportation Journeyman Maintenance Worker (1274)
Req ID 1274 - Posted 09/07/2018 - Education Agency - Barre

Return to List Refer Friend to Job Save Job Apply Using LinkedIn Apply

Job Listing Detail

Job Code 820101

Overview

Who May Apply

Class Definition
Maintenance work for the Agency of Transportation involving a variety of tasks relating to the state transportation system. Incumbents are often responsible for routine maintenance and repair work. Duties typically require the use of a variety of tools and vehicles. Overtime work is required, particularly during the winter months, and is considered a condition of employment. A newly hired employee must complete all VTTC training requirements for the Job Development Plan (JDP) and demonstrate knowledge and skills in a minimum of six areas of maintenance or construction activities. Work is performed under the supervision of an AOT Area Maintenance Supervisor or higher level maintenance worker.

Environmental Factors
Duties require the ability to withstand exposure to extreme outdoor weather. An incumbent must be available for considerable overtime during heavy snowfall or other emergencies. Employees may be required to report to work outside of their work schedule and must be reachable by phone. An employee must be able to use tools and lift materials commonly used in routine maintenance work. Normal dangers associated with work on or near heavy equipment, hazardous materials, and debris from roadside litter are present. May be exposed to blood or airborne pathogens. Hazards are always present when working on roads with moving traffic. Participation in a random drug and alcohol-testing program is required. Overtime work is required, particularly during the winter months, and is considered a condition of employment.

Minimum Qualifications
High School diploma or equivalent AND two (2) years or more of work experience in construction, equipment operation, or related manual labor INCLUDING EITHER one season or more of operating a snowplow with wings OR six (6) months or more operating medium or heavy equipment, such as graders, rollers, and backhoes.

Job search is the first selection on the Careers navigation bar for users of the SuccessFactors portal to view any new job postings within the State of Vermont.

- 1) User can set the filters on the left-hand side of the screen, to view and/or apply for jobs of interest, by typing in keywords, location, Department, job openings posted within so many days.
- 2) Once you set your filters or leave all blank to search all jobs click "Search jobs" button
- 3) Scroll through the job postings for the specific career listing to apply for. Click the Job Title to view the Job Posting Detail.
- 4) You can also apply Directly from the job listing page by clicking on "Take Action" Button
- 5) A new page will display the specific details of the position. Navigate to the far right of the screen of the job posting and select the "Apply" button. It is always recommended to read the details of the position before applying.



In addition to applying, a candidate can also select any one of the following options:

- Refer a Friend to this job (current employees or external candidates)
- Save Job for future review
- Apply Using LinkedIn (must have a LinkedIn account)



SEARCHING AND APPLYING TO JOB POSTINGS

Applying for State of Vermont Jobs

Data Privacy Consent Statement

Data Privacy

The User agrees that all personal information, applications, attachments and draft applications the User creates will be used by the State of Vermont for recruitment purposes. User further understands the State considers the described information to be confidential, and does not intend to disclose it. The State of Vermont may produce the information when required by law, judicial authority, other valid authority, or when the State believes it reasonably necessary.

1

Print Decline Accept

Upload Resume

The first step in applying for the **Psychiatric Admissions Specialist (Temporary)** position is to upload your resume. We'll automatically organize it to make it searchable by our recruiters and maximize your chance of finding a match.

Accepted File types: DOCX, PDF, Image and Text

Choose File:

2

Cancel Upload

My Candidate Profile

Bill Meirs

Candidate ID: 929

* Phone:

3a

Previous Employment

3b

Yes
ABC Cyber Security
2 years, 9 months
01/16 - Present

Details

* Present Employer? Yes
* Company Name ABC Cyber Security
* Title Cyber Security Analyst
* From Date 01/01/2016
* End Date MM/DD/YYYY

Close Details

No
Green Mountain Pet Care
1 year, 11 months
03/14 - 01/16

Details

Documents

There are no items in this section.

More Information

* Street Address 123 Main Street
* City Burlington
* Postal Code 12345
* Country United States
* State Vermont
* Does your spouse, roommate, domestic partner, civil union partner, any relative of any of the foregoing, or any relative of yours work for the State of Vermont? No

3a

Education

3c

B.S. Computer Science
Champlain College

Details

Field of Study/Major B.S. Computer Science
School Champlain College
Degree No Selection
From Date MM/DD/YYYY
End Date MM/DD/YYYY
Graduated? No Selection

Close Details

Certifications/Licenses

There are no items in this section.

Courses/Continuing Education

3d

Next

1 After selecting "Apply", if you are applying for the first time in SuccessFactors, you must accept the Data Privacy Consent Statement.

2 You will then be directed to update your candidate profile. The first step is uploading a new resume. (refer to "My Candidate Profile" section later in this document).

3 Review 'My Candidate Profile' to ensure all details from the resume are listed (a. contact information, b. previous employment, c. education and certifications) . Update any information in the dropdown sections as necessary. Scroll to the bottom right of the page, select d. next.



SEARCHING AND APPLYING TO JOB POSTINGS

Completing your Candidate Profile and the Application

Apply Psychiatric Admissions Specialist (Temporary) (1256)

1

Application

* Legal First Name:

* Legal Last Name:

* Primary Phone:

* Country:

Cover Letter: [Your Cover Letter is not on file. Click here to attach your Cover Letter](#)

Attach Resume/CV: [Bill Meirs's Resume](#)

Last Updated: 09/10/2018

Attached Documents: [Attach a document](#)

Additional Documents: [Attach a document](#)

If you did not upload a resume, please use this area to list all relevant work experience/job responsibilities relevant to this position.

* What is the highest level of education you have earned?

2

Application Certification

By submitting this application, I certify that all information I entered is correct and complete to the best of my knowledge. I understand that the State of Vermont may verify information, and that untruthful or misleading answers are cause for rejection of this application, or dismissal if employed with the State of Vermont.

* Typed Signature:

* Today's Date:

Qualifications Questionnaire

Qualifications Questionnaire

1. * Have you carefully read the minimum qualifications for this position and do you attest that you possess the required education and/or experience to meet the specified minimum qualifications?

☒ Yes

☐ No

3

[Back](#) [Cancel](#) [Save](#) [Apply](#)

- 1 The Job Application will populate requesting the candidate to complete the required fields.
- 2 Answer any specific questions, then finish by e-signing the application prior to selecting apply.
- 3 Once you have successfully answered all the questions, select the apply button.
- 4 A new window will populate letting you know you have successfully submitted a application. You will receive a email notification.

Apply Psychiatric Admissions Specialist (Temporary) (1256)

Your application has been sent. Thank you!

4

[Return to Job search page](#) [Return to Jobs applied](#)



MANAGING APPLICATIONS AND CHECKING STATUS

Managing Applications and Checking Status

Job Title ↓	Actions	Req ID	Date Applied	Status	Status Date	Next Step	Division	Department	Location
Psychiatric Admissions Specialist (Temporary)	Select	1256	09/10/2018	Application received	09/10/2018	Review		Mental Health	Berlin

- Select
- 1256
- 09/10/2018
- View Resume
- Withdraw Application
- View/Edit Application



Tip: If you are notified by DHR that your application is incomplete or you would like to make a change to the application, you may follow the steps on the right to make those changes only when you are in "Application Received" status. (Add, edit or delete resumes or other documents, change your screening question responses, etc.) After your application has been moved to the next step ("Review") you will not be able to make any further changes. When you're done editing, Make sure to click **update** button to save your changes!

IMPORTANT NOTE: The changes you make to the application do not update your candidate profile, only the specific application you are editing.

Job Applications is the second selection on the **Careers navigation** bar for users of the SuccessFactors portal to edit/update applications and to view/monitor the application status. Upon clicking on 'Job Applications' from the navigation bar, the page will populate with all the applications a candidate has submitted and their status to date.

Candidates can review the 'Status' column for any updates on applications submitted. This column will be updated as a candidate's application is processed or rejected in the application process.

You can make any updates you need to make to your application such as the following:

- Change your application info (see tip box on left)
- Update application questions as required for Pre-Offer status – answer additional application questions as required.
- Update the resume
- Withdraw an application

Under 'Actions' column, select View/Edit Application, to withdraw your application, then reapply prior to the application deadline. No changes can be made to a candidate's application after the application deadline.



SAVED JOBS

Saving Jobs for Later Review

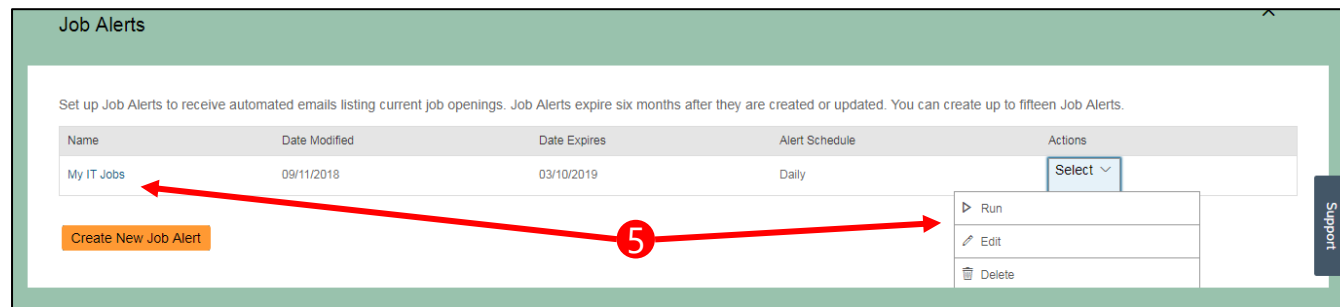
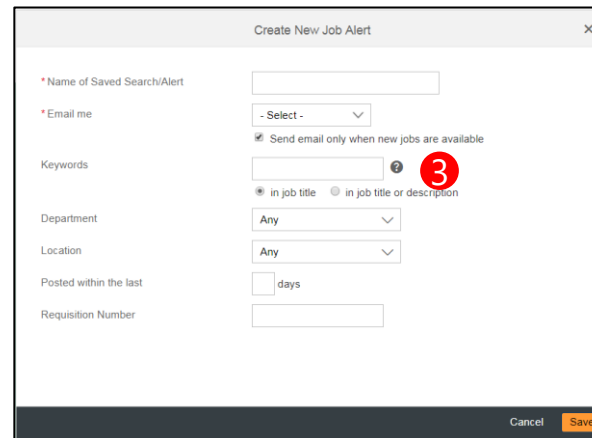
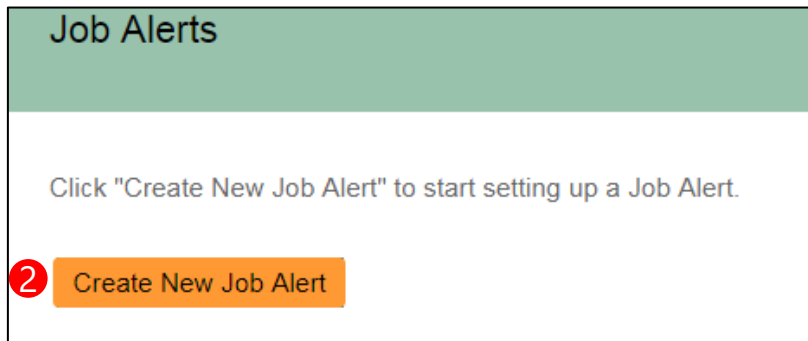
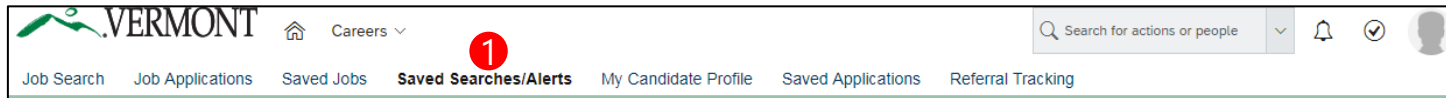


- 1 **Saved Jobs** is the third selection on the Careers navigation bar, which allows users of the SuccessFactors portal to review job postings, then save, to apply at a later date. These are jobs you have not applied for, you may apply for a future time or forward a job to a friend, coworker or another individual.
- 2 To capture jobs postings on the 'My Saved Jobs', select Find More Jobs button at the bottom of the screen.
- 3 The Careers Opportunities Page will populate with all the current Job postings in the State of Vermont. Navigate to the far right of the screen, hover over the 'Select Action' button. Then select 'Save Job' from the drop down.
- 4 Navigate back to the 'Saved Jobs' from the Careers main menu (refer to Step 1) to view the listing of job postings you have saved. Refer back to the list to apply for a specific job posting saved by hovering over the select then click on Apply from the drop down.



SAVED SEARCHES & SETTING UP A JOB ALERT

Creating Saved Searches/Job Alert



Saved Search's/Alerts: Select Saved Searches/Alerts to create a manage alerts that provide notifications when job opportunities meeting your search criteria are posted. A candidate must create a candidate profile in order to 'Create a new job Alert.

1

You can create and save searches so they can easily re-use search criteria they like. Searches may be saved as job alerts to inform them when new jobs are posted that match their interest.

2

To set up a Job Alert, select 'Create New Job Alert'.

3

Complete the necessary information in the popup window. For any assistance click on the "?" icon for further information.

4

Once completed, click the save button.

5

You will now see your saved search/job alert. From here you can click on the alert name to see the alert/search criteria you set up. From the 'Actions' column, you can choose to run the search, edit it or delete it.



MANAGING YOUR CANDIDATE PROFILE

Managing Your Candidate Profile

The screenshot shows the SAP SuccessFactors 'My Candidate Profile' page. At the top, a navigation bar includes links for Job Search, Job Applications, Saved Jobs, Saved Searches/Alerts, **My Candidate Profile** (highlighted with a red circle 1), Saved Applications, and Referral Tracking. Below this, the profile header for Kimberly Cruickshank is visible. A red circle 2 points to an 'Upload Resume' modal window that is open. Inside this modal, a red circle 3 points to the 'Choose File' button. Below the modal, the profile sections are listed: Previous Employment, Education, Certifications/Licenses, and Courses/Continuing Education. A red circle 4 points to the 'Previous Employment' section. At the bottom of the page, a green bar contains the text 'My Candidate Profile' and a yellow warning box stating 'Changes pending. You must save your changes in order to keep them.' A red circle 5 points to the 'Save' button in the bottom right corner of the page.



My Candidate Profile: Select My Candidate profile for your up to date contact details and current resume. Users of the portal have the option to update their My Candidate Profile at any time. Upon selecting the My Candidate Profile, users are prompted to upload their resume. **Internal Candidates who complete an application for a position automatically create a candidate profile.**

NOTE: Only **Courses and Certificates** sections added here will also be reflected in your **My Employee Profile**, and vice versa.

- 1 Navigate to Home, select Careers, then select My Career Profile.
- 2 Users are immediately prompted to upload a resume. (See guidance on resume details).
- 3 To upload a resume, select the 'Choose File' button in the middle of the screen, find your resume on your computer, then select the upload.
- 4 Review the following sections to ensure all the details populated from the resume parsing:
 - Previous Employment
 - Education
 - Certification/Licenses
 - Courses/Continuing Education
 - Documents
 - More Information Section
- 5 Once all the changes are completed, select the save button at the top right hand corner.



MANAGING YOUR CANDIDATE PROFILE

Understanding the Difference between Documents in your Candidate Profile and your Application

- Your candidate profile is the foundation of your account. All the information in your profile is a part of each application that you submit. This includes your resume and any other documents that you upload to your profile, your contact information, and the work and education history that you have entered.
- Most hiring managers expect to see a cover letter with your application. You can upload a general cover letter (not recommended) to your profile or upload a unique one for each application that you submit.
- When you upload a cover letter or resume to an application, the last one submitted is visible on your profile and will be shared if your application is forwarded to other hiring managers.
- Once you have submitted an application, changes that you make to your profile or to a new application will not affect an existing application.
- When you upload a new cover letter to your next application, although that letter is the one now on your profile, it does not replace the one on your earlier application(s).

The Graphic on the right will show you the different scenarios.

Your Candidate Profile

In your candidate profile, you can upload a resume and a cover letter, but you can also upload a different resume or cover letter on a job application.



Job Application without a different resume or cover letter

If you decide not to upload a resume or cover letter different from your profile resume/cover on a job application, the resume/cover in your profile will be attached to the application for hiring manager review.



Job Application with a different resume or cover letter

If you decide to upload a resume or cover letter different from your profile resume, the new resume/cover will be attached to this application AND they will replace the resume and/or cover letter in your profile.



Your Candidate Profile (Updated)

Your candidate profile will now have the “new” resume or cover letter you used in the application. If you complete future applications, the same process will occur if you decide to upload new resumes or cover letters.



Changing Resumes or Cover Letters on your Candidate Profile

If at any time you decide to change or delete the resume or cover letter on your candidate profile, they WILL NOT replace or delete any resumes or cover letters in any of your job applications.

When your Candidate profile is forwarded to another Hiring Manager

If a hiring manager forwards your profile to another hiring manager because they feel you may be a good fit for their need, the last cover letter/resume submitted will be the one sent to the receiving hiring manager



SAVED APPLICATIONS

Saving Applications and Managing Saved Applications

VERMONT

Home Careers

Search for actions or people

Job Search Job Applications Saved Jobs Saved Searches/Alerts My Candidate Profile **Saved Applications** Referral Tracking

Saved Applications

Job Title	Actions	Status	Requisition ID
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* What is the highest level of education you have earned? No Selection

Application Certification

By submitting this application, I certify that all information I entered is correct and complete to the best of my knowledge. I understand that the State of Vermont may verify information, and that untruthful or misleading answers are cause for rejection of this application, or dismissal if employed with the State of Vermont.

* Typed Signature:

* Today's Date: MM/DD/YYYY

Qualifications Questionnaire

Back Cancel **Save** Apply

Saved Applications

Job Title	Actions	Status	Requisition ID
Financial Administrator II	3 Select Apply Delete Application	Saved - Not Submitted	1341

Saved Applications: The Careers module allows a user to save an in-progress application and return at a later time complete it. Use the Actions Menu to apply or delete the draft application.

- 1 Navigate to Home, select Careers, then select Saved Applications.
- 2 If you need to leave the application and return to complete later, click the 'Save' button in the lower right hand side of the application form. Anything you had already input will be saved, so you won't have to start from the beginning again when you return.
- 3 When you return to your Saved Applications page, you will see the position in your list. From here you can select actions to perform (continue and complete your application, or delete the application.) If you delete, you can always go back and start the application again before the application deadline.

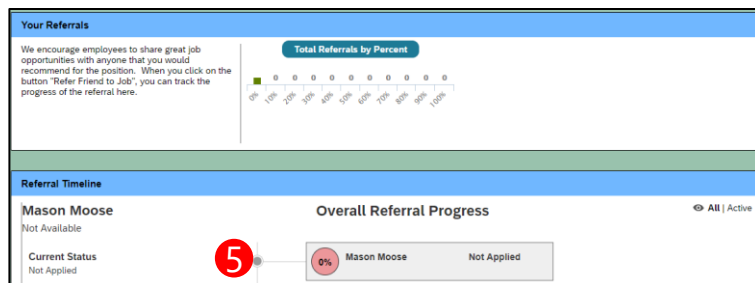
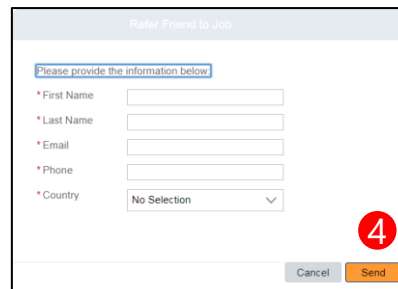
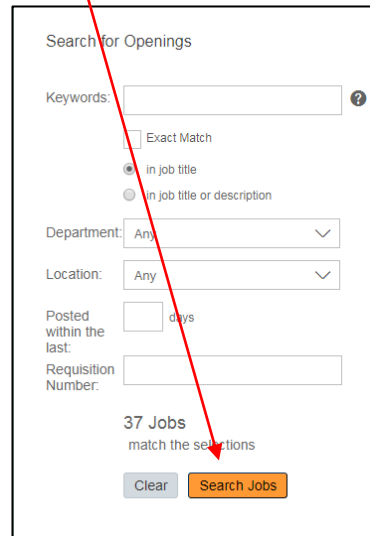
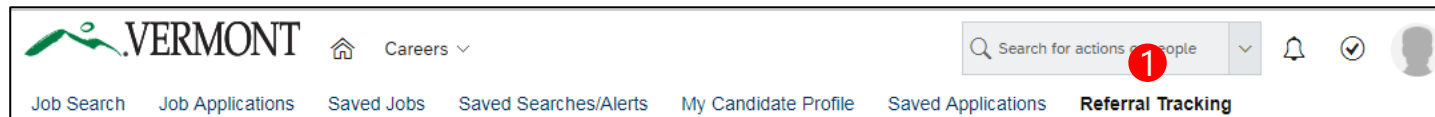


Tip: Candidates can only finish the in-progress application prior to the application deadline. Candidates are not able to apply to closed requisitions.



TRACKING YOUR EMPLOYEE REFERRALS

Your Employee Referrals



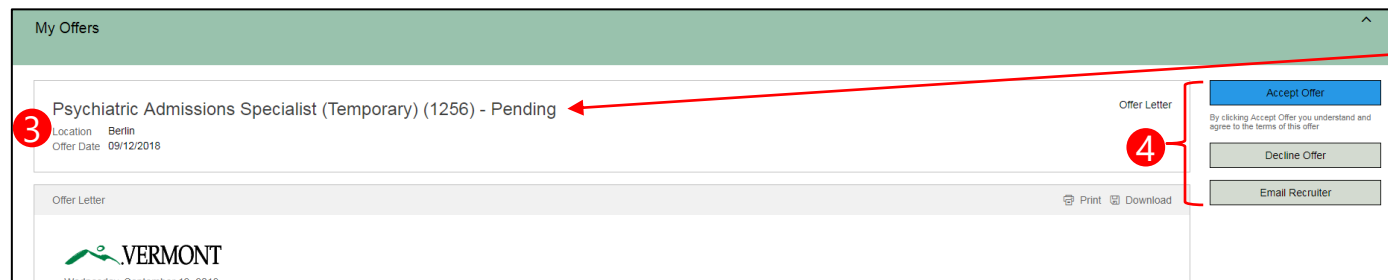
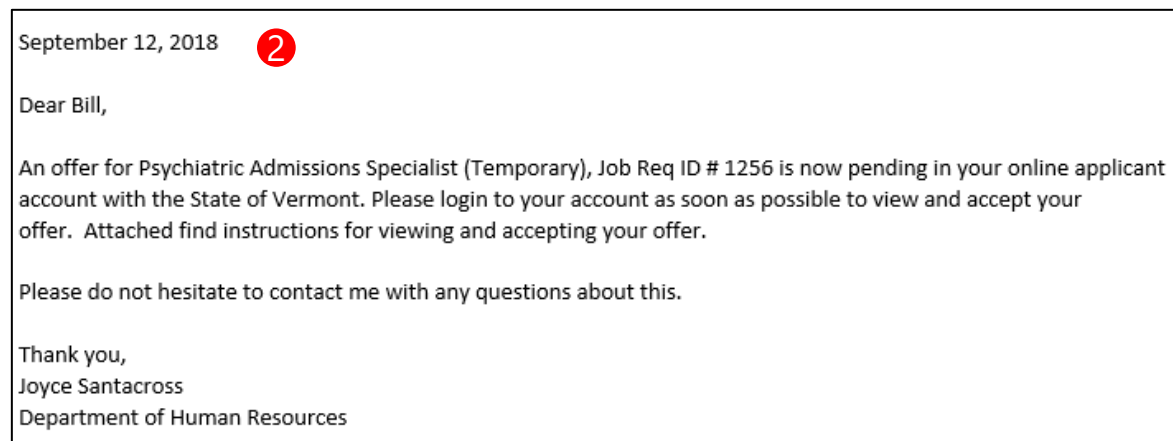
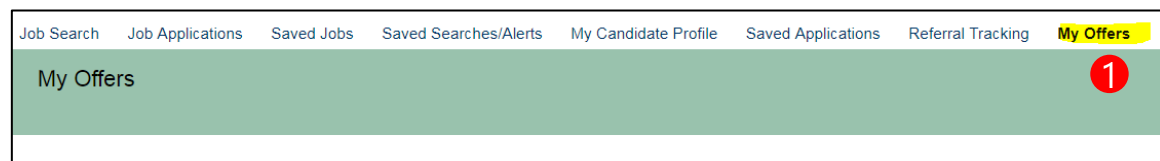
We encourage employees to share great job opportunities with anyone that you would recommend for the position. When you click on the button "Refer Friend to Job", you can track the progress of the referral here.

- 1 Navigate to Home, select Careers, then select Referral Tracking to view your referrals.
- 2 To add a referral, navigate to Careers, >Job Search and click search jobs button
- 3 Review the job posting you want to share to a friend. Navigate to the Select Action to the far right hand side of the screen, click on 'Refer Friend to Job.'
- 4 Provide some further details to send the job posting to a candidate. Once completed, select the send button.
- 5 When you return to the Referral Tracking Page, you will see your referral and the status.



VIEWING AND ACCEPTING OFFERS

Reviewing Offers



1

My Offers is off to the far right hand side of the **Careers Module** navigation bar. **This will not show up on the navigation bar until an Offer letter has been sent to a candidate to preview prior to accepting or declining.**

2

You will get an email to your State of Vermont Email notifying you of an online offer letter that you need to review

3

Click the 'My Offers' link as shown in Step 1, you will see your offer letter.

4

From here, you can Accept, Decline or Email the Talent Acquisition Team if you have questions.

Once you take an action (Accept or Decline) you will get an on screen confirmation of your offer status (it will say 'Accepted' or 'Declined' instead of 'Pending')

ADDENDUM

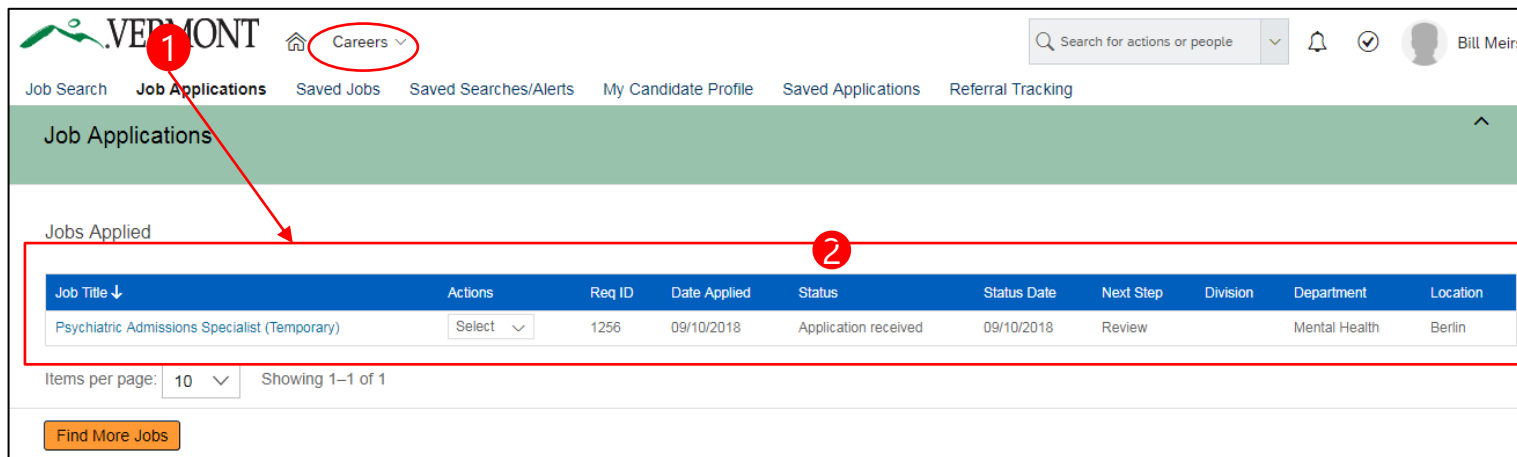
25. Updating Pre-Offer Details

Table of Contents

Updating Your Pre-Offer Details

- 1** **Job Applications** is the second selection on the **Careers navigation** bar for users of the SuccessFactors portal to edit/update applications and to view/monitor the application status. Upon clicking 'Job Applications' from the navigation bar, the page will populate with all the applications a candidate has submitted and their status to date.
- 2** Click on the Job Title of the position with the status of "Update Application."

- 3** A Job Description will appear.
 - Scroll to the bottom of the page and click on "View/Edit Application."
 - Update application questions under the "Job-Specific Information" section as required.
 - Once you have completed all required fields, **click the "Update" button.**



Job Applications

Jobs Applied

Job Title ↓	Actions	Req ID	Date Applied	Status	Status Date	Next Step	Division	Department	Location
Psychiatric Admissions Specialist (Temporary)	Select ▼	1256	09/10/2018	Application received	09/10/2018	Review		Mental Health	Berlin

Items per page: 10 ▼ Showing 1–1 of 1

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