



# SUCCESSFACTORS USER GUIDE

**This Guide is For:**



Field HR Staff

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# FIRST TIME LOG ON/ RESETTING PASSWORD

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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

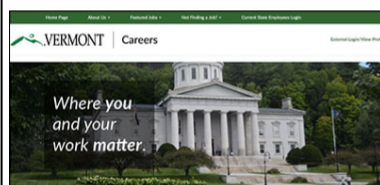
### CAREERS

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](#)

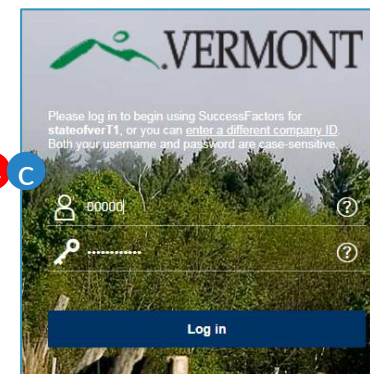
[Login](#)

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 VTHR 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

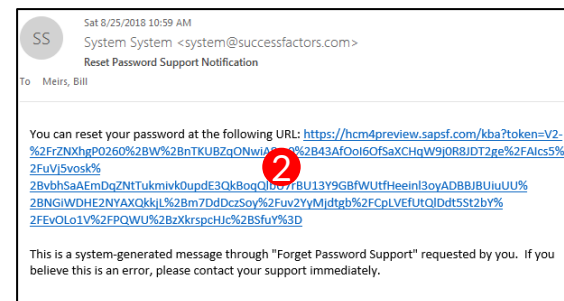
## Logging In/Changing/Resetting Password– State of Vermont Employees

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.

# HOME PAGE NAVIGATION

[9. Home Page Navigation Tour](#)

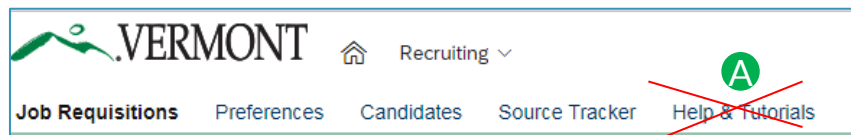
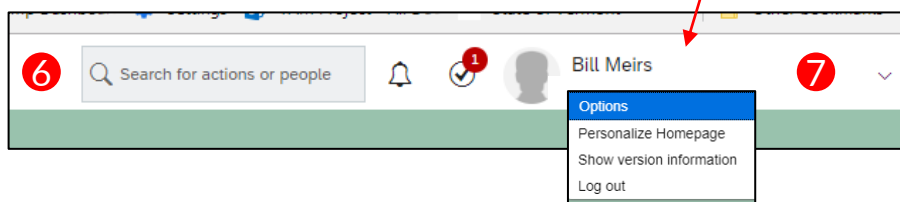
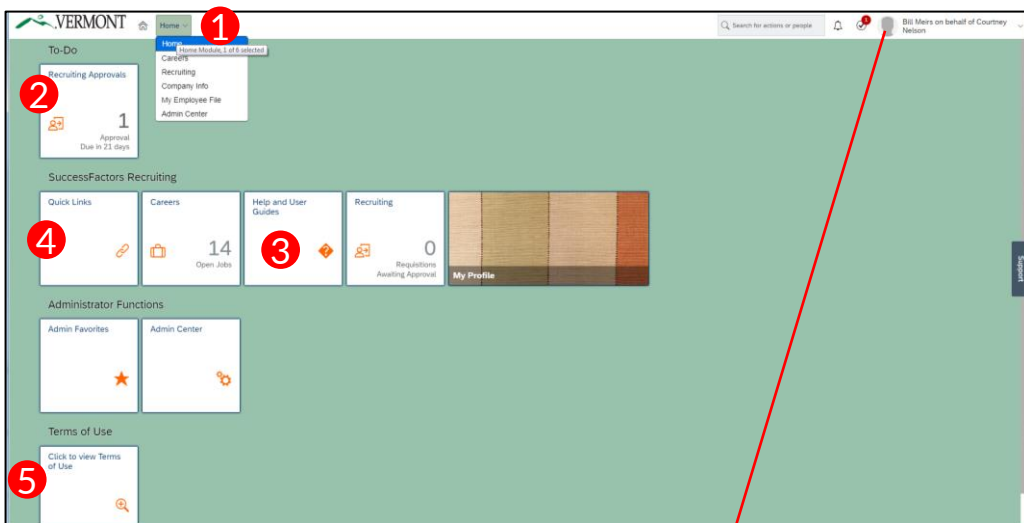
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# HOME PAGE NAVIGATION

## Tour of the HR Field 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) To Do Tile:** Tasks that are specific activities that an employee needs to take action on. For example “complete your profile” or “approve a requisition.”

**3) 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. **Note: In the recruiting module, you will see a help link in the Recruiting Main menu (see fig A.) Please disregard this link. You will be able to find all the help resources on this Help and User Guide Tile.**

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

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

**6) 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.

**7) 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.

# APPROVING A REQUISITION

[9. Navigating to Position Details](#)

10. Validating Position Details

13. Adding an Approver

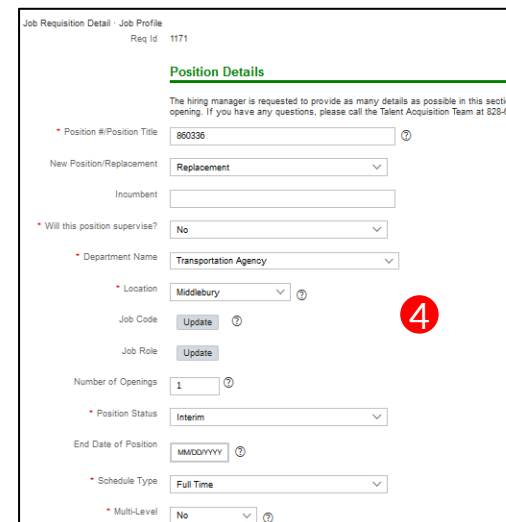
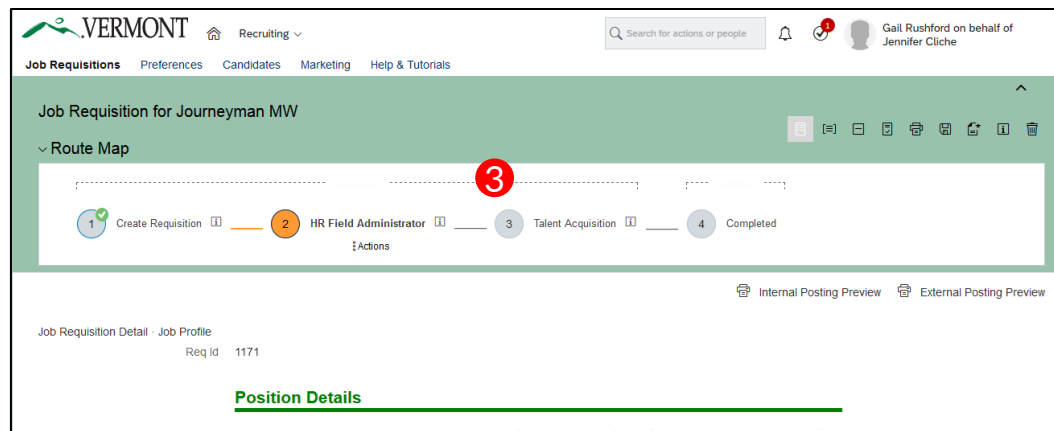
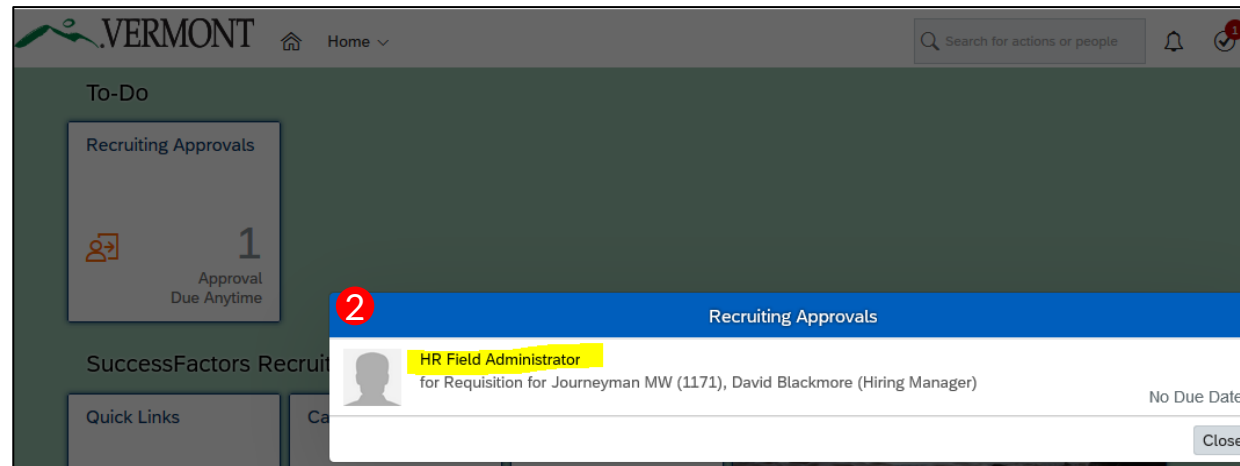
14. Requesting Time and Labor Data

15. Sending to Next Step in Approval Path

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# APPROVING A REQUISITION

## Navigating to Position Details



- 1 After you have logged into your SuccessFactors, click on the To-Do tile on you home page.
- 2 Select the Requisition that is pending approval by placing your cursor over the HR Field Administrator link and clicking.
- 3 You will now be on the Job Requisition Screen. This page includes the "Route Map" and the details to be completed before the requisition is advanced to the Talent Acquisition team.
- 4 Validate the position details and enter corrections as required. The following pages will take you through what you are required to complete.

# APPROVING A REQUISITION

## Validating Position Details

1

Save and Close   Close Without Saving   + Add Approver   → Send to Next Step   ← Send to Previous Step

**Position Details**

The hiring manager is requested to provide as many details as possible for this position opening. If you have any questions, please call the Talent Acquisition Office at 802-241-2000.

\* Position #/Position Title: 860336

New Position/Replacement: Replacement

Incumbent:

\* Will this position supervise?: No

\* Department Name: Transportation Agency

\* Location: Middlebury

Job Code: **3** Update

Job Role: Update

2

Cancel Job Requisition

4

Update the job role

Select the job role that matches your requisition

Job Family: --Select Family--

1

If there are errors that cannot be corrected at this time, or if the position is not ready for recruitment, scroll to the bottom of the page and close the pending requisition or send it back to the hiring manager until the issues are resolved.

2

If this requisition will NOT be approved for recruitment, enter a note in the comments that the Hiring Manager needs to cancel the requisition, using the button in the bottom right corner of their screen.

3

The hiring manager created the job opening with an internal job title. At this stage, the job code needs to be populated to pull in relevant data from VTHR and to later send data to VTHR at the time of hire. Enter the job code of the position by clicking on the Update button.

4

A box will open. Click on the drop down to select the Job Family

- Vermont\_Classified provides a list of all classified job codes for which we have class specifications in the system.
- Vermont\_Non Classified is for all other job codes (temporary and exempt).

# APPROVING A REQUISITION

## Validating Position Details

1

After you click on the family, a list of job codes and titles will appear. Use Control F on your keyboard to create a search box. Enter the job code (or a keyword from the title) to find the correct item in the list.

2

Click on the correct job code/title and the job profile will appear.

3

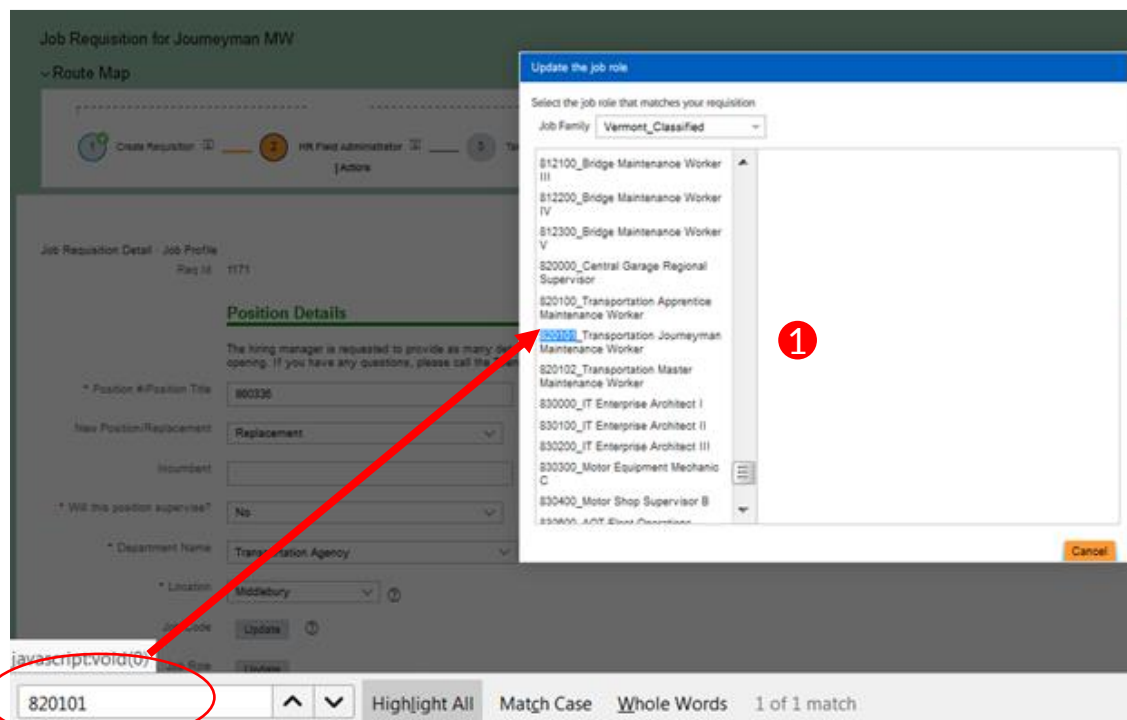
Click on "Select"

4

Click on Yes, Overwrite Job Role.

5

The correct Job Code and Title are now populated in the requisition.



Job Requisition for Journeyman MW

~Route Map

Create Requisition | HR Field administrator | Actions

Job Requisition Detail - Job Profile Req ID: 1171

**Position Details**

The hiring manager is requested to provide as many details as possible for this opening. If you have any questions, please call the hiring manager.

\* Position #/Position Title: 800336

New Position/Replacement: Replacement

Incumbent:

\* Will this position supervise?: No

\* Department Name: Transportation Agency

\* Location: Middlebury

Update

Update the job role

Select the job role that matches your requisition

Job Family: Vermont\_Classified

812100\_Bridge Maintenance Worker III

812200\_Bridge Maintenance Worker IV

812300\_Bridge Maintenance Worker V

820000\_Central Garage Regional Supervisor

820100\_Transportation Apprentice Maintenance Worker

820101\_Transportation Journeyman Maintenance Worker

820102\_Transportation Master Maintenance Worker

830000\_IT Enterprise Architect I

830100\_IT Enterprise Architect II

830200\_IT Enterprise Architect III

830300\_Motor Equipment Mechanic C

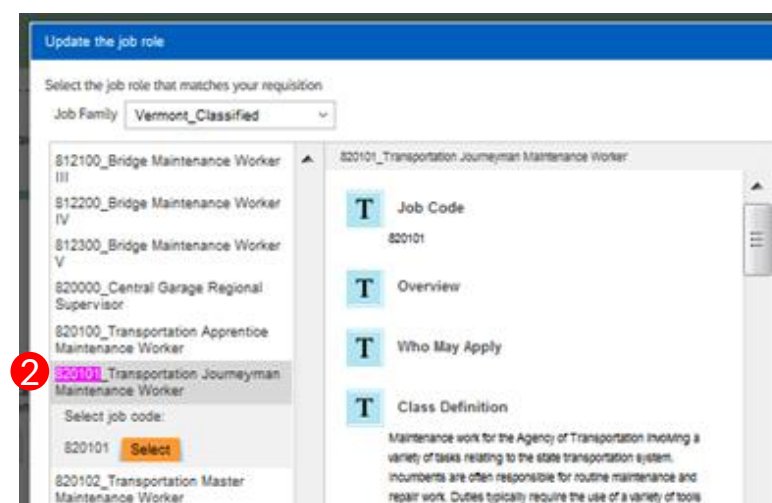
830400\_Motor Shop Supervisor B

830400\_Motor Shop Supervisor B

Cancel

820101

Highlight All Match Case Whole Words 1 of 1 match



Update the job role

Select the job role that matches your requisition

Job Family: Vermont\_Classified

812100\_Bridge Maintenance Worker III

812200\_Bridge Maintenance Worker IV

812300\_Bridge Maintenance Worker V

820000\_Central Garage Regional Supervisor

820100\_Transportation Apprentice Maintenance Worker

820101\_Transportation Journeyman Maintenance Worker

820102\_Transportation Master Maintenance Worker

Select job code:

820101 Select

820102\_Transportation Master Maintenance Worker

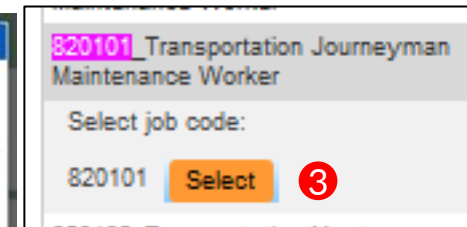
Job Code: 820101

Overview

Who May Apply

Class Definition

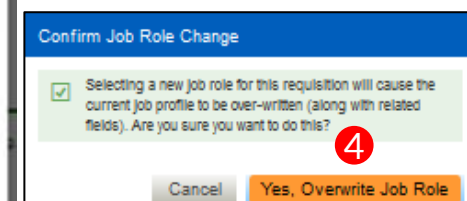
Maintenance work for the Agency of Transportation involving a variety of tasks relating to the state transportation system. Incumbents are often responsible for routine maintenance and repair work. Duties typically require the use of a variety of tools.



820101\_Transportation Journeyman Maintenance Worker

Select job code:

820101 Select



Confirm Job Role Change

☒ Selecting a new job role for this requisition will cause the current job profile to be over-written (along with related fields). Are you sure you want to do this?

Cancel Yes, Overwrite Job Role

5

Job Code 820101 Update

Job Role 820101\_Transportation Journeyman Maintenance Worker Update

# APPROVING A REQUISITION

## Validating Position Details

1

Salary Details

Pay Grade

16

Pay Plan

CLS

Step

1

?

Hourly Rate

15.82

MFA

0

Officer Code

No Selection

?

Work Group

2

Officer Code

No Selection

?

Involved Parties

Hiring Manager

David Blackmore

Find User... ?

Hiring Manager Additional Users

Admin-selected Groups: Hiring Managers

Manage Additional Users

Re-apply personal preferences

HR Field Administrator

Jennifer Cliche

Find User... ?

Talent Acquisition

Gail Rushford

Find User... ?

Appointing Authority

Find User... ?

Clear

3

Business Office

Find User... ?

Clear

Overall Comments

Use this comments section to provide any special instructions or notes about this recruitment. The comments will be recorded as part of the permanent history of this requisition.

Comment

Save and Close

Close Without Saving

Add Approver

Send to Next Step

Send to Previous Step

- 1 The Salary Details are now populated from the Job Code. Validate that these are correct and as expected.
- 2 Enter the Officer Code of the position from the drop down list. If bargaining unit information should be added to the posting description, please make a note in the comments box at the bottom of the requisition page.
- 3 Validate that the correct parties are entered in the requisition. In this example, the hiring manager submitted the requisition without adding the Appointing Authority (or designee). Entering the Appointing Authority in the "Involved Parties" creates an email notifying that person that a requisition has been submitted. No action will need to be taken by the Appointing Authority. To obtain approval by the Appointing Authority or designee via the system, use the Add Approver button at the bottom of the requisition screen. (See Next Page - "Add Approver")

# APPROVING A REQUISITION

## Adding an Approver - Optional



1 **⊕ Add Approver**

Job Requisition for 820101\_Transportation Journeyman Maintenance Worker

**Add Approver**

Find the users you want to add as Modifiers.

Find: All Employees

Filtered by: All Dept IDs, All Departments, All Locations, Custom Select >>, All Groups

With: First Name, Last Name

Using: Starts With, Search Users

Cancel & Return to Form

With: First Name Scott and Last Name Rogers

Using: Starts With, Search Users

2

**Results**

Name
Scott Rogers Transportation Agency

3

Choose Another Add Selected Cancel & Return to Form

Are you sure you want to save your changes? You can't undo your selections.

5 OK Cancel

Job Requisition for 820101\_Transportation Journeyman Maintenance Worker

**Add Approver**

Use the action arrows to arrange the order in which the users will receive your form. Once you click Save Changes, you can't undo your selections.

**Selected Users**

Name	Department
Scott Rogers	Transportation Agency

4

Add More Save Changes Cancel & Return to Form

Job Requisition for 820101\_Transportation Journeyman Maintenance Worker

Route Map

1 Create Requisition 2 HR Field Administrator 3 Scott Rogers 4

Actions

6

- 1 Click on the Add Approver button and a new screen will open.
- 2 Enter the First and Last Names of the Approver and click on Search Users
- 3 Select the correct user from the list of search results, then click on the Add Selected button.
- 4 Click on Save Changes
- 5 Click OK
- 6 The Approver is now added to the Route Map



### NOTE:




This step will add the Approver as a "hard stop" in the Route Map. Use of this step is **optional** based on the **Department's** business process.





# APPROVING A REQUISITION

## Requesting Time and Labor Data

1 a Business Office  Find User... Clear

1 b     Gail Rushford on behalf of Jennifer Cliche

2  Renea Bordeau  
Financial Director IV  
 [DHR.TestWF@vermont.gov](mailto:DHR.TestWF@vermont.gov)  
[Take Action](#)

3 **Overall Comments**  
Use this comments section to provide any special instructions or notes about this recruitment. The comments will be recorded as part of the permanent history of this requisition.  
Comment

4 [→ Send to Next Step](#)

5 **Overall Comments**  
Use this comments section to provide any special instructions or notes about this recruitment, such as time & labor codes, multi-level recruitment, posting durations greater than 90 days, etc. The comments will be recorded as part of the permanent history of this requisition.  
T&L Info  
Taskgroup: TAXPROVAL  
TRG: 08TAX05  
Workgroup: P11EX840P

Job Requisition Detail - Job Profile  
Req Id 1171  
**Position Details**  
The hiring manager is requested to provide as many details as possible in the comments section to provide any special instructions regarding the requisition to the Business Office.  
\* Position #/Position Title 860336  
New Position/Replacement Replacement  
Incumbent  
\* Will this position supervise? No  
\* Department Name Transportation Agency  
\* Location Middlebury  
Job Code 820101  
Job Role 820101\_Transportation Journeyman Maintenance Worker



TIP

Take a snip of the relevant Position Details (through Job Role) to paste into your email

1

There are 2 options within the system for requesting Time and Labor data from the department's Business Office:

- Add a Business Office representative to the Involved Parties. When you send the requisition to the next step, the system will trigger an email to that employee. The email includes details from the requisition and requests that the Time and Labor data be provided to you in 5 business days.

**The system sends this email when Talent Acquisition approves the requisition.**

- If you don't want to trigger the system generated email, don't put anything into the Business Office box. You can still use the system to select the staff member and send your own email.

Click in the Search box at the top of the page and enter the name of the person that you want to send your data request to.

2

Hover over the name that appears, and a box will pop up with the person's name, title, and email address. Click on the email address and a blank email will open in a new window. Take a snip of the position details and paste into your email.

3

Add any comments as needed.

4

Click on the Send to Next Step button.

5

Add Time and Labor Data to the "Overall Comments" found toward the bottom of the Job Requisition Details **prior to hiring** a candidate to that requisition.



# APPROVING A REQUISITION

## Sending to Next Step in Approval Path

Job Requisition for 820101\_Transportation Journeyman Maintenance Worker

Route Map

1 Create Requisition → 2 HR Field Administrator → 3 Scott Rogers → 4 Talent Acquisition → 5 Completed

Send to Next Step

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to: Scott Rogers

Email Notification Comments

This is the position you wanted to approve before it went to recruitment.

Cancel & Return Send to Next Step

VERMONT Recruiting

Job Requisitions Preferences Candidates Marketing Help & Tutorials

0 Candidates Forwarded 0 New Candidates 0 Current External Requisitions 0 Current Internal Requisitions Average Days Open 0

Below is a list of active job requisitions associated to you. Hold your cursor over a job title to view the actions that you may take. To create a new requisition, click on the link "Create New" in the upper left corner of this screen. If you need assistance, please contact the Talent Acquisition Team at dhr.recruitment@vermont.gov or call 828-6700, option 1, then option 4. Click on the Help & Tutorials link for general resources and guidelines related to the recruitment process.

Items per page 10 Page 1 of 1

Filter Job Requisitions Job requisitions pending approval Clear all filters Filter Options Display Options Highlight Job Title

Select All	Job Title	Req Id ↑	HR Field Administrator	Currently With
	Apprentice Maintenance Worker	1170	Jennifer Cliche	David Blackmore
	820101_Transportation Journeyman Maintenance Worker	1171	Jennifer Cliche	Scott Rogers

1

Optional: Enter any comments that you want to include in the notification email that will go to the Approver at the next step (whether the Appointing Authority/Delegate or Talent Acquisition).

2

Then Click on the Send to Next Step Button.

3

The requisition is now pending approval at the next step in the Route Map

SAP SuccessFactors

# PRE-OFFER PROCESS

[19. "Pre-Offer to Hired" Business Process Steps](#)

[20. How to Manage Candidate Status in SuccessFactors](#)

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# PRE-OFFER PROCESS

## “Pre-Offer to Hired” Business Process Steps

Hiring Manager  
Selects Finalist



### Pre-Offer – Tax Compliance and Criminal History Declaration

- a) Hiring Manager moves candidate to Pre-Offer status
- b) Candidate receives notification and updates application
- c) Field HR receives notification that the application is updated
  - i. Complete Tax Compliance verification
  - ii. Review Criminal History
  - iii. Review STIP responses
- d) If candidate fails at this stage, notify Hiring Manager off-line and move to Not Selected status
- e) If candidate passes, go to next step

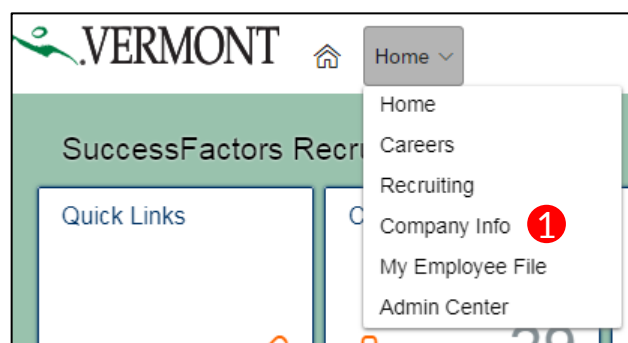
### Ready to Hire

- a) Field HR moves candidate to Ready to Hire status
- b) Hiring Manager receives notification and contacts candidate off-line to provide verbal offer
- c) After candidate accepts verbal offer, go to next step

### Offer

- a) Hiring Manager moves candidate to Offer status
- b) Field HR receives notification and completes written offer
- c) When candidate accepts offer, Field HR receives notification and moves candidate to Hired status
  - i. Candidates in Hired status are sent to HRIS (Manage Hire) through a data transfer

## How to Manage Candidate Status in SuccessFactors



Job Title	Req Id ↑	Hiring Manager	Due	Candidates
Family Services Worker	923	Ruth Houette	08/01/2018	1

0 Selected

Action

Display Options

Filter Options

	Name	New	Status ↓
<input type="checkbox"/>	<div><div></div><div>Mandy Torrey</div></div>		Pre-Offer
<input type="checkbox"/>	<div><div></div><div>Keisha Dunkley</div></div>		New Application

**Mandy Torrey (External Candidate)**  
 8021112222 torreymandy@gmail.com Cover Letter Resume View

Application

Candidate Status: **Pre-Offer**

\* Typed Signature: Mandy Torrey

\* Today's Date: 07/26/2018

\* I certify that I am in good standing with the Vermont Department of Taxes: Yes

\* SSN: 321987654

\* In the past five (5) years, have you been convicted, imprisoned, placed on probation or under supervision, or fined for any violation of any law, including motor vehicle violations?  
 No

\* In the past fifteen (15) years, have you been convicted of a felony?  
 No

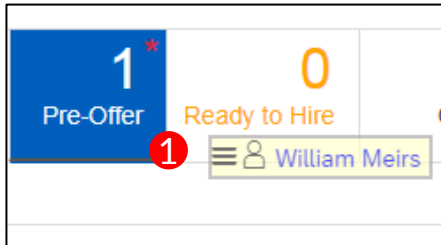
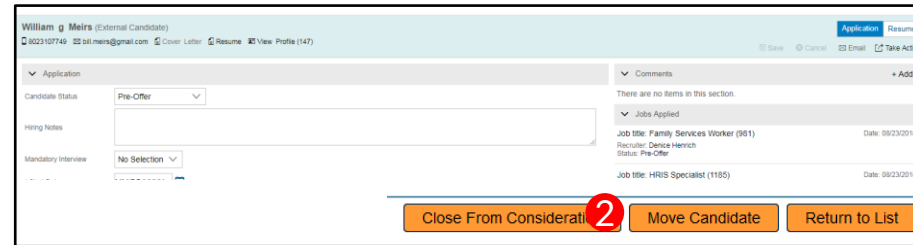
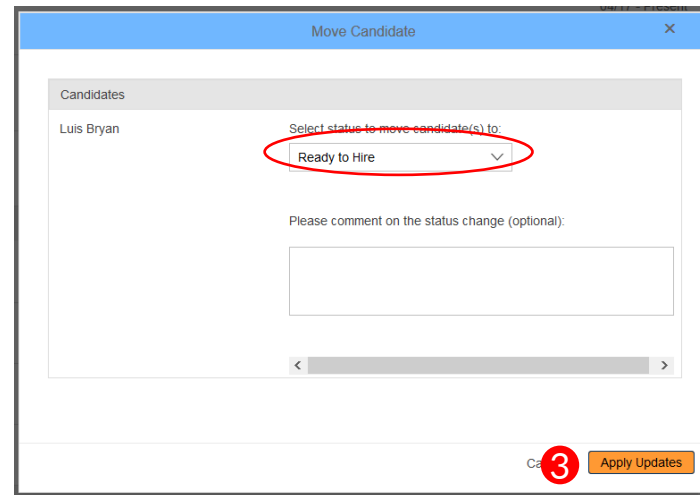
\* Have you ever signed a legally binding agreement stating that you will not apply for or accept employment with any agency(ies)/department(s) of the State of Vermont?  
 No

If you answered yes, then which department(s) or agency(ies) can you not work for?  
 n/a

These steps begin once you have received notification that the candidate has updated their application.

- 1 Go to Home and click "Recruiting."
- 2 Select the requisition by clicking the candidates.
- 3 Select candidate that is in "Pre-Offer" status by viewing the list of active candidates and clicking on the candidate's name.
- 4 You are now viewing the candidate's application.
- 5 Review the candidate's responses to the Criminal History and STIP questions.
- 6 Review the candidate's Tax Compliance statement. Use the SSN entered by the candidate to send an email to the Tax Department (Tax.Compliancesupport@vermont.gov.) or complete the self-service Tax Compliance Validation process.

## How to Manage Candidate Status in SuccessFactors

Once the candidate has been cleared with respect to Tax Compliance, Criminal History and any other background check requirements applicable at this phase, **move the candidate into the Ready to Hire status**. This status will trigger the hiring manager to proceed with the conditional verbal offer.

- 1 Drag and drop the candidate from the Pre-Offer status on the pipeline to the Ready to Hire status
- OR
- 2 Click on the Move Candidate button (at the bottom of their application page)
- 3 Choose the "Ready to Hire" status in the drop down and then click on Apply Updates

# OFFER PROCESS

[22. How to Manage Candidate Status in SuccessFactors for Offer Stage](#)

[24. Offer Approval and Offer Letter Creation](#)

[25. Reviewing the Offer Letter](#)

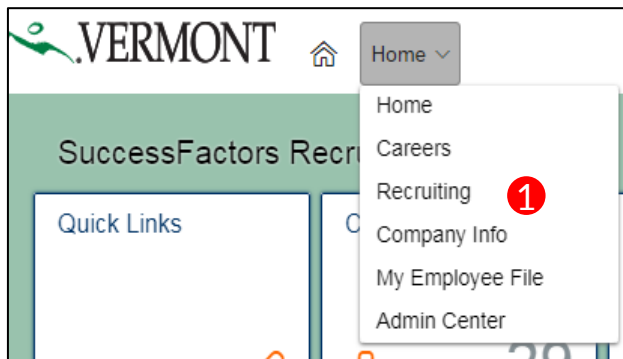
[26. Sending the Offer Letter](#)

[27. Cancelling Offer Letter/Acceptance Notification](#)

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## How to Manage Candidate Status in SuccessFactors



1 Go to Home and click "Recruiting."

Job Title	Req Id ↑	Hiring Manager	Due	Candidates
Family Services Worker	923	Ruth Houette	08/01/2018	2 1

0 Selected   **Action** ▾   Display Options   Filter Options

Name	New	Status ↓	Candidate Type
<input type="checkbox"/> Mandy Torrey	3	Offer	External
<input type="checkbox"/> Keisha Dunkley		New Application	External

Date: 08/29/2018

User: Gail Rushford

Comments: Start date 9/17/18, Step 1

4

Status: Offer



### Helpful Tips:

- ✓ Keep your email notification open in another window or print it for easy access to position details on the req.
- ✓ Also – open Position Management in VTNR in another window to cross-reference and validate position details
- ✓ Be careful about copy/paste. If a space is entered in a field, the data feed will fail.

These steps begin once you have received notification that the candidate has been moved to Offer status.

1

Go to Home and click "Recruiting."

2

Select the requisition by clicking the number under candidates.

3

Select candidate that is in "Offer" status by viewing the list of active candidates and clicking on the candidate's name.

4

You are now viewing the candidate's application. Scroll down and note the hiring manager's comments on the right-hand side of the application.

## Offer Approval (Optional Step) and Offer Letter Creation

**Mandy Torrey** (External Candidate)  
8021112222 | torreymandy@gmail.com | Cover Letter | Resume | View

**! Your Work Has Not Been Saved!**  
Please correct the marked fields below.

**1** Application

Candidate Status: Offer

Hiring Notes:

Mandatory Interview: Yes

Hired Date: MM/DD/YYYY

VTHR Feed:

\* Job Start Date: 09/17/2018

\* Position # for VTHR: 750314

\* Double Fill?: No **Field is required.**

End Date of Position: MM/DD/YYYY

\* Position Location: Morrisville

\* Next Step Date: 03/17/2019

\* Rate of Pay: 24.43

\* Task Group: P14EX040P **Field is required.**

\* Work Group: 140064 **Field is required.**

\* TRG: DOC-NWSCF **Field is required.**

Task Profile ID:

Officer Code: Non-Management

Union Code: U01

\* Hire Action Reason: New Hire

\* Offer Expiration Date: 08/31/2018

Phone Screen Date: MM/DD/YYYY

**2** Save Cancel Email Take Action



**Make sure to save your changes or you will lose your work!**

**3** Save Cancel Email Take Action

**4** Offer Approval Offer Forward History Reopen for Consideration Close From Consideration Invite Candidate to Apply Add To Requisition Move Candidate Invite Late Stage Applicant Return to List



### Tips and Notes:

- ✓ Search by Social Security Number in VTHR to validate whether the candidate is a New Hire, Rehire or Transfer before selecting the Hire Action Reason.
- ✓ The **Next Step Date Field** is a Required Field and should be filled in with new hire's next step date. For those who would not have a next step date (temps, etc.,) please use 1/1/1901.

**Bessie Mackie**  
802-333-3333  
mackiebessie@gmail.com

Country: United States

Language: English US (English US)

Template: **5** Offer\_External

Subject: State of Vermont Offer of Employment

Offer Approval is an optional step. If this step is required for your department's business process, **stop here and see the Offer Approval job aid.** Once you have the approval, return to these steps.

**1** NOTE: The application includes a list of required fields. Some fields are required to populate the offer letter. This is not a multi-stage process, so all fields are required at the same time. Update and enter required fields, as applicable.

**2** Once all required fields are entered, **click on the Save link** in the upper right corner. If you don't do this, you will lose your work!

**3** Then, click "Take Action." Hover over the Offer item until the Offer Approval and Offer Letter options are visible.

**4** Select the Offer Letter option.

**5** Choose the correct letter type from the Templates dropdown: Internal, External or Temporary



# OFFER PROCESS

## Reviewing the Offer Letter

1

VERMONT

Dear [CANDIDATE\_FIRST\_NAME],

I am pleased to offer you the [JOBREQ\_TITLE] position with the [JOB\_REQESTION\_CUSTOM15]. This letter confirms the conditional verbal offer and acceptance we discussed recently.

This position is Pay Grade [JOB\_REQESTION\_CUSTOM15] and you will start at Step [JOB\_REQESTION\_CUSTOM15]. Should you choose to accept the position, your base salary for this position will be \$[JOB\_OFFER\_DETAIL\_CUSTOM15] per hour.

Once you begin employment, you will receive orientation information that will more fully explain all of the benefits of State employment. In the meantime, you can review standard benefits and compensation on the Department of Human Resources website.

This offer is contingent on your passing any mandatory background checks or screenings required by our department. You will receive separate communication either from me or our Human Resources Administrator if there are any actions you must take.

Attach a document

Cancel Save As Draft Preview Next Step

Cancel Save As Draft 2 Preview Next Step

3 Back Cancel

Cancel Save As Draft Preview 4 Next Step

Offer Letter: Bessie Mackie for Family Services Worker 02

✓ Draft is saved successfully

\* Send Offer to: mackiebessie@gmail.com

Subject: State of Vermont Offer of Employment

VERMONT

Thursday, August 9, 2018

Dear Bessie:

I am pleased to offer you the Family Services Worker 02 position with the Children and Families. This letter confirms the conditional verbal offer and acceptance we discussed recently.

This position is Pay Grade 24 and you will start at Step 1. Should you choose to accept the position, your base salary for this position will be \$[JOB\_OFFER\_DETAIL\_CUSTOM15] per hour.

Once you begin employment, you will receive orientation information that will more fully explain all of the benefits of State employment. In the meantime, you can review standard benefits and compensation on the Department of Human Resources website.

This offer is contingent on your passing any mandatory background checks or screenings required by our department. You will receive separate communication either from me or our Human Resources Administrator if there are any actions you must take.

Please review all the related documents, and if you accept the offer, click Accept. In the unfortunate event that you decide not to accept the offer, please select Decline and contact me immediately. This offer will expire on Monday, August 27, 2018.

As discussed, if you accept this offer, you will start employment on [JOB\_STARTDATE]. Details regarding location and start time of your first day will follow. If you have any questions or wish to discuss the offer, please feel free to contact me at [HIRING\_MANAGER\_EMAIL].

We look forward to having you on our team!

Sincerely,  
Ruth Houette

Documents: 0 attached

5

Back Cancel Print Online Offer Verbal Offer Email as text Email as PDF attachment

Print Online Offer Verbal Offer Email as text Email as PDF attachment

- 1 After you select an offer letter template, it will bring up a copy of the offer letter. The information will autofill based on previous information that was entered. You can edit the letter if needed.
- 2 Click on the Preview button
- 3 If edits are required, click on the Back button in the bottom left corner of the preview screen to make the necessary changes. If no changes are needed, skip to **Step 5**.
- 4 If you made changes and now the document is ready to send to the candidate, click on "Next Step."
- 5 This will show the candidates email at the top of the screen with a subject line. In the body of the email will be the offer letter. Press "Online Offer" at the bottom of the screen. NOTE: no other options are to be used.



# OFFER PROCESS

## Sending the Offer Letter

- 1 The next screen will show you the email that the candidate will receive regarding the pending offer. Click 'Next' at the bottom of the screen.
- 2 This screen will allow you to "Send" the letter to the candidate. Click "Send" at the bottom of the screen.

Email link to Online Offer Letter

Candidates: Bessie Mackie[mackiebessie@gmail.com]

Language: English US (English US)

Template: Offer of Employment

Subject: State of Vermont Offer of Employment

Email templates provides specific subject and message content, but are editable.

Message:

Dear [CANDIDATE\_FIRST\_NAME]

An offer for [JOB\_REQ\_TITLE], [JOB\_REQ\_ID] is now pending in your online applicant account with the State of Vermont. Please login to your account as soon as possible to view and accept your offer. In your candidate profile, scroll down to the "Jobs Applied" section and expand it. Select the tile for Family Services Worker 02 and on the next page, click on the link View/Accept Offer. After you have completed the required fields, click on the "Update" button. Please do not hesitate to contact me with any questions about this.

[SECOND\_RECRUITER\_FULL\_NAME]

Reset Template

Back Next

Offer Letter: Bessie Mackie for Family Services Worker 02

Email link to Online Offer Letter

From: dummy@successfactors.com  
To: mackiebessie@gmail.com  
Date: Thursday, August 9, 2018  
Subject: State of Vermont Offer of Employment

VERMONT  
August 9, 2018

Dear Bessie,

An offer for Family Services Worker 02, 1067 is now pending in your online applicant account with the State of Vermont. Please login to your account as soon as possible to view and accept your offer. In your candidate profile, scroll down to the "Jobs Applied" section and expand it. Select the tile for Family Services Worker 02 and on the next page, click on the link View/Accept Offer. After you have completed the required fields, click on the "Update" button. Please do not hesitate to contact me with any questions about this.

Thank you,  
Darlene Brown  
Department of Human Resources

Documents 0 attached

Back Send



# OFFER PROCESS

## Cancelling Offer Letter/Acceptance Notification

1

Email sent.  
Online offer successfully created and email notification sent.

\* Send Offer to:

Subject: State of Vermont Offer of Employment

VERMONT  
Thursday, August 9, 2018  
Dear Bessie:

I am pleased to offer you the Family Services Worker 02 position with the Children and Families. This letter confirms the conditional verbal offer and acceptance we discussed recently. This position is Pay Grade 24 and you will start at Step 1. Should you choose to accept the position, your base salary for this position will be \$[JOB\_OFFER\_DETAIL\_CUSTOM\$] per hour. Once you begin employment, you will receive orientation information that will more fully explain all of the benefits of State employment. In the meantime, you can review standard benefits and compensation on the Department of Human Resources website. This offer is contingent on your passing any mandatory background checks or screenings required by our department. You will receive separate communication either from me or our Human Resources Administrator if there are any actions you must take. Please review all the related documents, and if you accept the offer, click Accept. In the unfortunate event that you decide not to accept the offer, please select Decline and contact me immediately. This offer will expire on Monday, August 27, 2018. As discussed, if you accept this offer, you will start employment on [JOB\_STARTDATE]. Details regarding location and start time of your first day will follow. If you have any questions or wish to discuss the offer, please feel free to contact me at [HIRING\_MANAGER\_EMAIL]. We look forward to having you on our team!

Sincerely,  
Ruth Houtte

Documents 0 attached

2

Print Online Offer Verbal Offer Email as text Email as PDF attachment

Offer Letter

State of Vermont Offer of Employment

Author: Gail Rushford

Send Mode: Online Offer

Offer Extended On: 08/29/2018

Offer Response: Pending (Not Viewed)

3 Cancel Offer

1

The final screen will show you that the email has been sent.

2

Click "I'm Done" at the bottom LEFT of your screen.

3

To cancel an offer, return to the requisition and select the candidate's name in the active candidate list. On the application page, scroll down to find the Offer Letter on the right hand side of the screen. Click on Cancel Offer

4

Once the candidate accepts the offer you will receive an email confirmation.

4

Reply Reply All Forward IM

Fri 8/10/2018 2:49 PM

SO State of Vermont <system@successfactors.com>  
Candidate accepted offer

To: ● Henrich, Denice

VERMONT

Bessie Mackie has accepted the conditional offer for Family Services Worker 02, 1067.

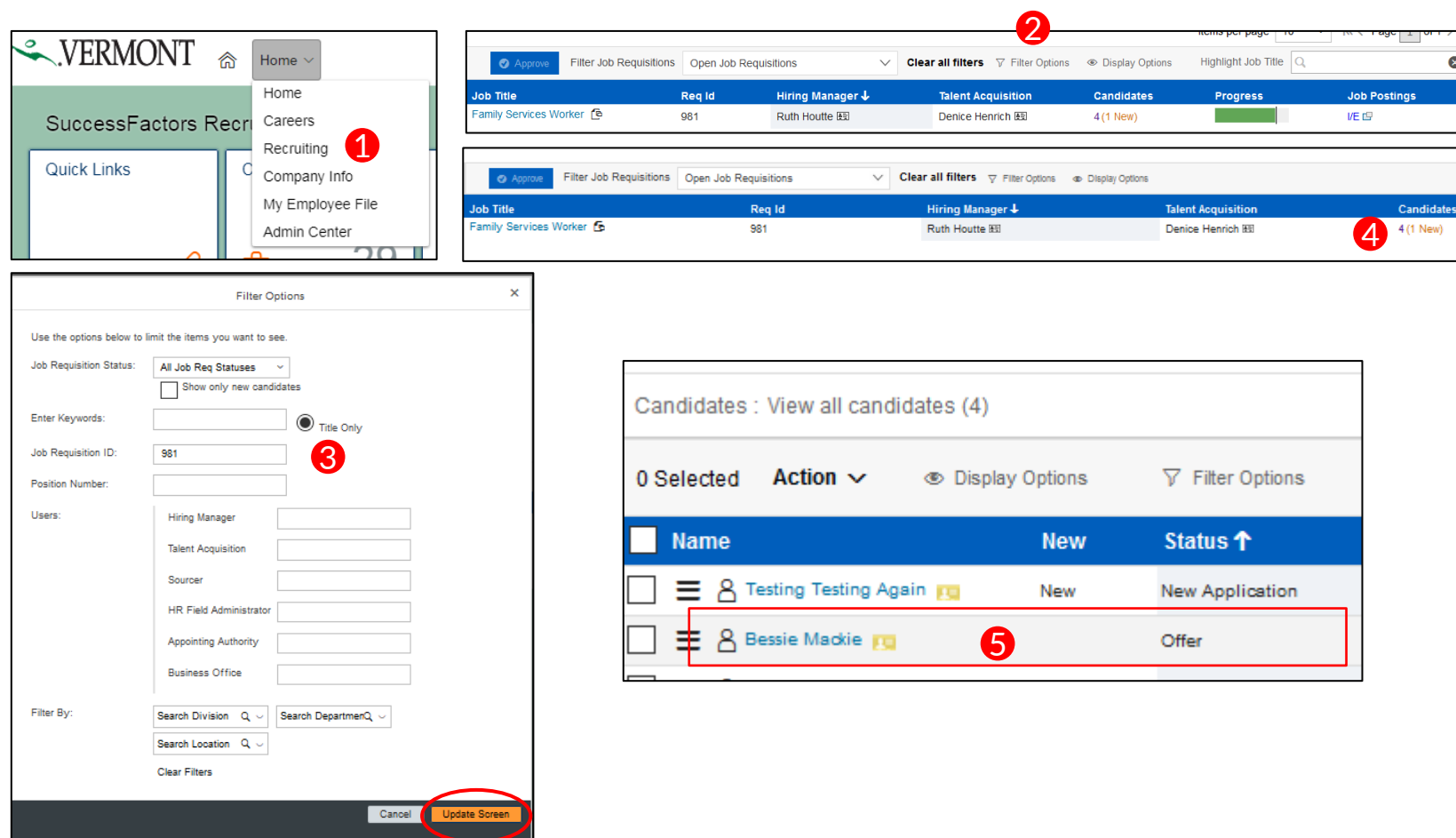
# HIRE PROCESS

[29. Initiating the Hire Process](#)

[31. Moving to “Hired” Status and Closing out Requisition](#)

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## Initiating the Hire Process



The screenshot illustrates the initial steps of the hiring process in SAP SuccessFactors. It shows the Home menu with the Recruiting link highlighted (1). The 'Filter Job Requisitions' table lists requisitions, with the 'Filter Options' button circled (2). The 'Filter Options' dialog box is shown with the 'Job Requisition ID' field populated with '981' (3). The 'Candidates' table shows a list of candidates, with the 'Update Screen' button circled (4). The 'Candidates' table also shows a list of candidates, with the 'Update Screen' button circled (5).

Job Title	Req Id	Hiring Manager	Talent Acquisition	Candidates	Progress	Job Postings
Family Services Worker	981	Ruth Houtte	Denise Henrich	4 (1 New)		

Job Title	Req Id	Hiring Manager	Talent Acquisition	Candidates
Family Services Worker	981	Ruth Houtte	Denise Henrich	4 (1 New)

Filter Options

Use the options below to limit the items you want to see.

Job Requisition Status:  ☐ Show only new candidates

Enter Keywords:  ☒ Title Only

Job Requisition ID:

Position Number:

Users:

Hiring Manager:

Talent Acquisition:

Sourcer:

HR Field Administrator:

Appointing Authority:

Business Office:

Filter By:

Search Division:  Search Department:

Search Location:

Clear Filters

Candidates : View all candidates (4)

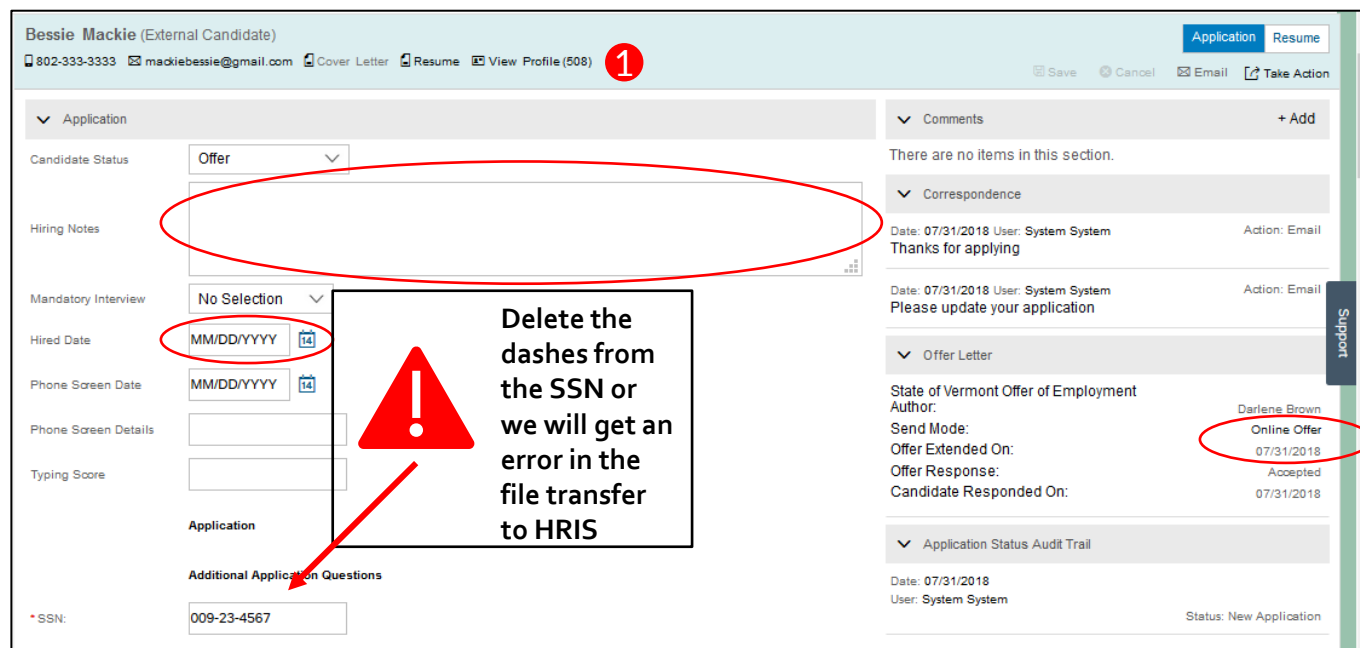
0 Selected	Action	Display Options	Filter Options
Name	New	Status	
<input type="checkbox"/> Testing Testing Again	New	New Application	
<input type="checkbox"/> Bessie Mackie		Offer	

Initiate the Hire Process upon receipt of system notification (email) that the candidate has accepted the offer.

- 1 From the Home menu drop down, click on the Recruiting link.
- 2 To quickly find the requisition, click on "Filter Options."
- 3 A dialogue box will open. Enter the Job Requisition ID and click on Update Screen.
- 4 On the requisition list, click on the number in the Candidates column.
- 5 Select the candidate in Offer Status, by clicking on the person's name.



## Initiating the Hire Process



**1**

**Delete the dashes from the SSN or we will get an error in the file transfer to HRIS**

**1** You are now viewing the candidate's application. You may enter notes for HRIS in the Hiring Notes box. (for example: "Double fill approved xx/xx/xx by xx" OR "This is an internal xfr; actual start date is the beginning of the pp")

The details in the offer will be forwarded to HRIS by a data feed. You may review the offer letter by clicking on the link. It will open in a new window or download, depending on your web browser. To validate or overwrite the start date, enter the correct date in the "Hired Date" field.

### Accuracy Alert

If you identify any errors (other than a change in start date) in the Offer, stop here. Once the discrepancies have been addressed, submit a new offer to the candidate and resume the hire process when the corrected offer has been accepted.

If your data is rejected in the data feed, you will receive a notification and be required to resubmit the Hire (after Talent Acquisition reopens the requisition). Errors that cannot be corrected this way will require a PAR.



# HIRE PROCESS

## Moving to “Hired” Status and Closing out Requisition

▼ Offer Letter

State of Vermont Offer of Employment

Author: Gail Rushford

Send Mode: Online Offer

Offer Extended On: 05/01/2019

Offer Response: Accepted

Candidate Responded On: 05/01/2019

1

Bonny Booboo (External Candidate)

555-263-1678 | glrshfrd@gmail.com | Cover Letter | Resume | View Profile (14841)

Save Cancel Take Action Application Resume

▼ Application

Candidate Status: Offer

2

▼ Comments + Add

There are no items in this section.

Changes pending. You must save your changes in order to keep them.

Bonny Booboo (External Candidate)

555-263-1678 | glrshfrd@gmail.com | Cover Letter | Resume | View Profile (14841)

Save Cancel Take Action Application Resume

▼ Application

Candidate Status: Hired

3

Please comment on the status change (optional):

Enter any applicable notes for the candidate audit trail.

4

Enter any applicable notes necessary for the Actions team to validate Job Data

▼ Comments + Add

There are no items in this section.

▼ Jobs Applied

Job title: Benefits Program Mentor (1520)

Recruiter: Denise Henrich

Status: Offer

Date: 05/01/2019

Job title: Trooper - Probationary (886)

5

VTHR Feed:

\* Hire Action Reason: No Selection

Rehire Employee ID (enter ONLY if candidate is REHIRE):

\* Start Date: MM/DD/YYYY

\* Position # for VTHR:

\* Double Fill?: No Selection

End Date of Position: MM/DD/YYYY

\* Position Location: No Selection

\* Rate of Pay:

\* Offer Expiration Date: MM/DD/YYYY

Changes pending. You must save your changes in order to keep them.

6

Save Cancel Take Action Application Resume

### NOTE:

If there was just one opening remaining on the requisition, the status of the requisition will change to filled and candidates who were not previously dispositioned to “Not Selected” will receive a system generated email.

- 1 When you are ready to move the candidate to Hired status, verify that the Candidate has accepted the Offer.
- 2 Expand the Candidate Status dropdown to select Hired.
- 3 Enter notes applicable to the change in candidate status.
- 4 Enter Hiring Notes for the Actions team.
- 5 Validate that all fields required for the VTHR Feed are complete and accurate. Hiring Notes for the Actions team.
- 6 Save
- 7 Complete and submit a PAR within 24 business hours of moving candidate into Hired status.



# ADDENDUM: GUIDANCE FOR EXEMPT POSITIONS - APPROVING REQUISITIONS AND HIRING

**This Guide is For:**



Field HR Staff

# ADDITIONAL GUIDANCE FOR EXEMPT POSITIONS

## Exempt Position Salary Details

### Salary Details

Pay Grade	<input type="text" value="97"/>	→ 1
Pay Plan	<input type="text" value="OTH"/>	2
Step	<input type="text" value="0"/>	
Hourly Rate	<input type="text" value="0"/>	
MFA	<input type="text" value="0"/>	
Officer Code	<input type="text" value="No Selection"/>	?

1

Exempt positions are a little different from Classified positions in that all of the required information under Salary Details may not populate when Field HR chooses an exempt job code when approving the Job Requisition.

The Pay Grade field under Salary Details may not populate for all exempt positions. In these instances, **manually enter the numeric pay grade; do not write "Exempt."**

If pay grade cannot be determined at the time the requisition is created, Field HR will need to ask their TA Specialist to update this field with the appropriate numeric value prior to moving a candidate into "Hired" status. A blank field or inaccurate value will cause a feed rejection. If this happens, TA will need to re-open the requisition to update the field, and the new hire will need to be pushed through the feed a second time.

2

Pay Plan, Step, Hourly Rate, and MFA should self populate for exempt job codes. If they do not, you can enter "OTH," "0," "0" and "0" respectively to complete those fields.



If any fields aside from "Officer Code" are left blank, a feed rejection will occur when a candidate is hired. Ensure that these fields display the correct values prior to moving a candidate into "Hired" status. If any fields are blank, please notify your TA Specialist so they can enter the values.