



# 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



State of Vermont Employee Career Site



[First Time Login](#)

[Login](#)

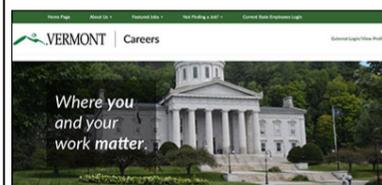
### CAREERS

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 2



[First Time Login](#)

[Login](#)

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

4 b

Current State Employees Login

4 c



- 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.

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



### 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"

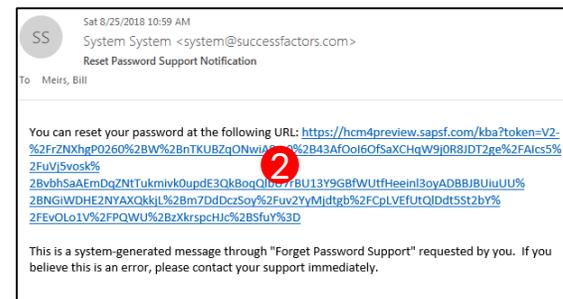
## Logging In/Changing/Resetting Password– State of Vermont Employees

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 →

## 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

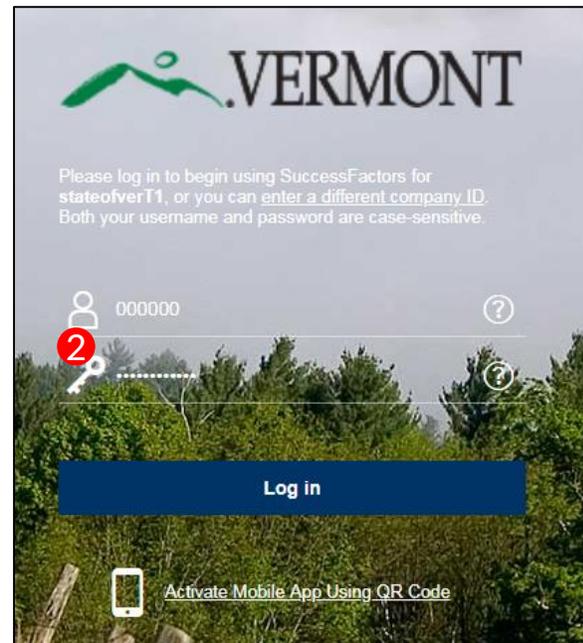
You will now be directed back to the login screen. You can proceed with your new password to log in to the SuccessFactors Recruiting system. If your computer is **not used by anybody else or a public computer**, you can store your login information in your browser.

### Reset Successful!

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

1

**Back to Log in** →



The screenshot shows the Vermont State Login Page. At the top is the Vermont logo and the word ".VERMONT". Below that, it says "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." There are two input fields: one for the username (with a red '2' and a question mark icon) and one for the password (with a question mark icon). Below the fields is a blue "Log in" button. At the bottom, there is a link "Activate Mobile App Using QR Code" with a QR code icon.



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<sup>HR</sup> (timesheets, etc.) will remain the same.

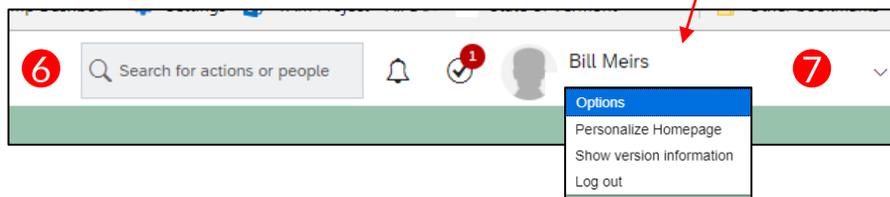
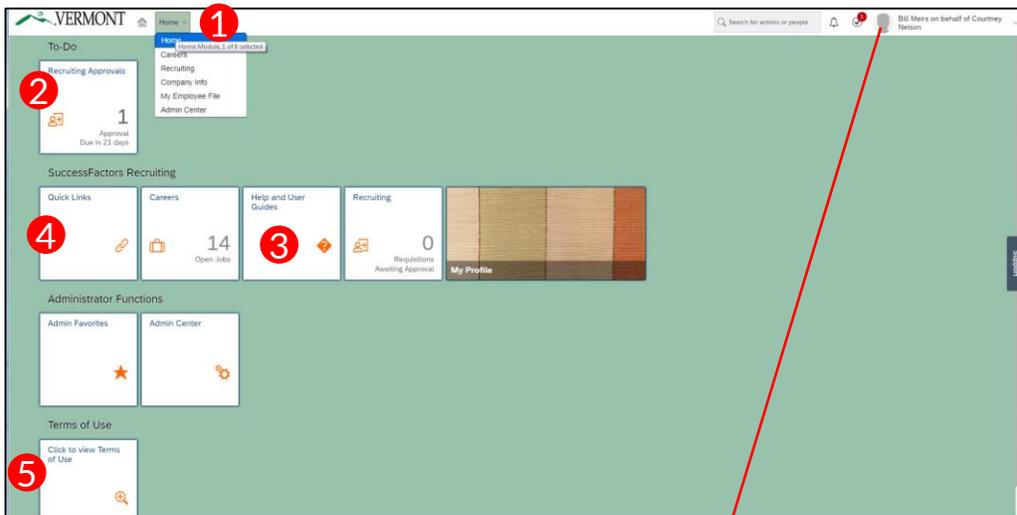
# HOME PAGE NAVIGATION

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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](#)

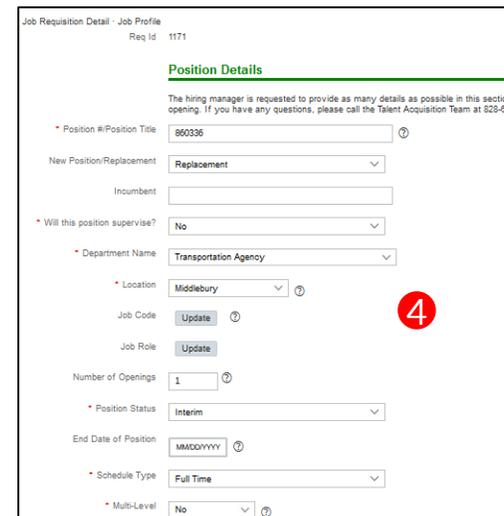
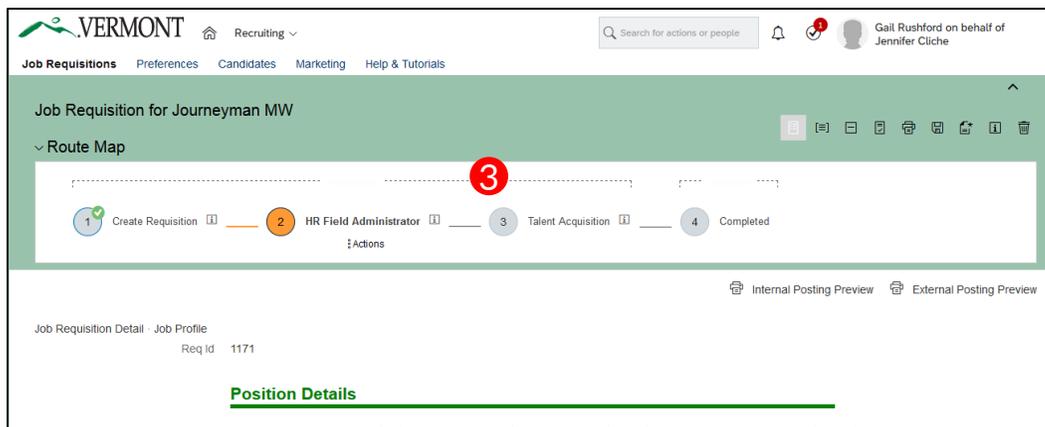
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# APPROVING A REQUISITION

## Navigating to Position Details



- 1 After you have logged into your SuccessFactors, click on the To-Do tile on your 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 

**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

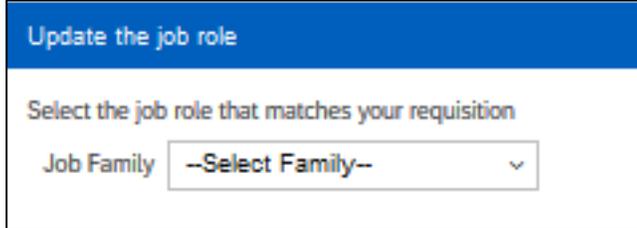
\* Department Name: Transportation Agency

\* Location: Middlebury

Job Code: **3** Update

Job Role: Update

2 

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 VTJR and to later send data to VTJR 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** **Salary Details**

Pay Grade:

Pay Plan:

Step:

Hourly Rate:

MFA:

Officer Code:

Work Group:

**2** Officer Code:

**Involved Parties**

\* Hiring Manager:  Find User... ?

Hiring Manager Additional Users: Admin-selected Groups: Hiring Managers • Manage Additional Users ?

\* HR Field Administrator:  Find User... ?

\* Talent Acquisition:  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 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, 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

Results

Name	Department
Scott Rogers	Transportation Agency

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 changes.

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 Ta

Actions

- 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 Search for actions or people Gail Rushford on behalf of Jennifer Cliche

2 Take Action

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

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

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.

- \* Position #/Position Title 860336
- New Position/Replacement Replacement
- Incumbent
- \* Will this position supersede? No
- \* Department Name Transportation Agency
- \* Location Middlebury
- Job Code 820101
- Job Role 820101\_Transportation Journeyman Maintenance Worker

4

- 1 There are 2 options within the system for requesting Time and Labor data from the department's Business Office:
  - a) 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 date be provided to you in 5 business days.  
**The system sends this email when Talent Acquisition approves the requisition.**
  - b) 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

# 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 **2** Send to Next Step

VERMONT Recruiting

Job Requisitions

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 [dnr.recruitment@vermont.gov](mailto:dnr.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

Select All	Job Title	Req Id ↑	HR Field Administrator	Currently With
<input type="checkbox"/>	Apprentice Maintenance Worker	1170	Jennifer Cliche	David Blackmore
<input checked="" type="checkbox"/>	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

# PRE-OFFER PROCESS

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“Pre-Offer to Hired”  
Business Process Steps



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
- 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

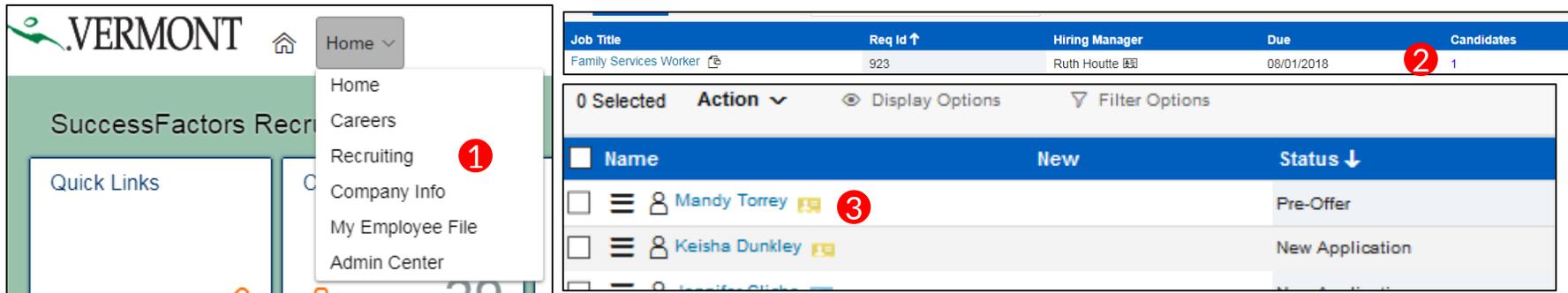
Ready to Hire

- 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

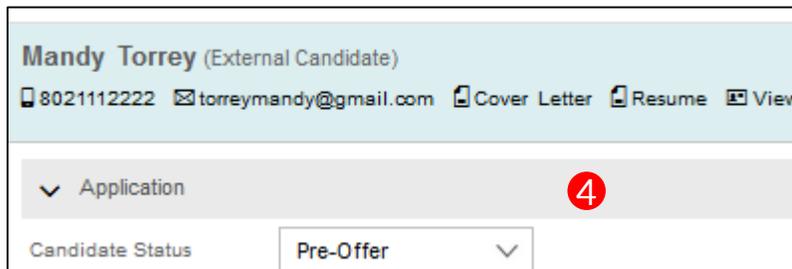
## How to Manage Candidate Status in SuccessFactors



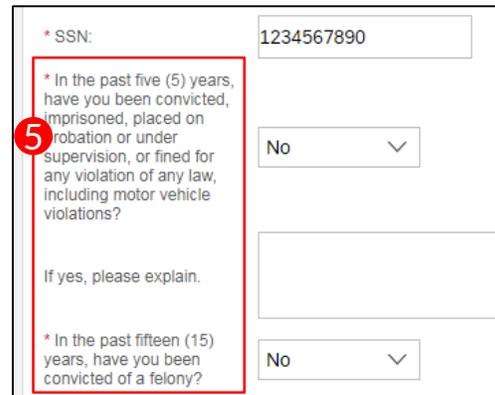
The screenshot shows the SuccessFactors Recruiting interface. On the left, a navigation menu is open with 'Recruiting' highlighted (1). The main area displays a requisition list for 'Family Services Worker' (Req Id: 923, Hiring Manager: Ruth Houthe, Due: 08/01/2018, Candidates: 1) (2). Below the requisition, a list of candidates is shown, with 'Mandy Torrey' selected (3).

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

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

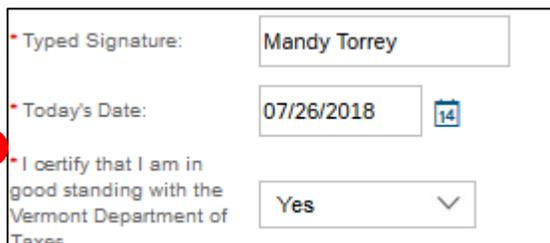


The screenshot shows the candidate profile for 'Mandy Torrey (External Candidate)'. The 'Application' section is expanded (4), and the 'Candidate Status' is set to 'Pre-Offer'.



The screenshot shows a portion of the candidate application form. A red box highlights the 'Criminal History' questions (5):

- \* SSN: 1234567890
- \* 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



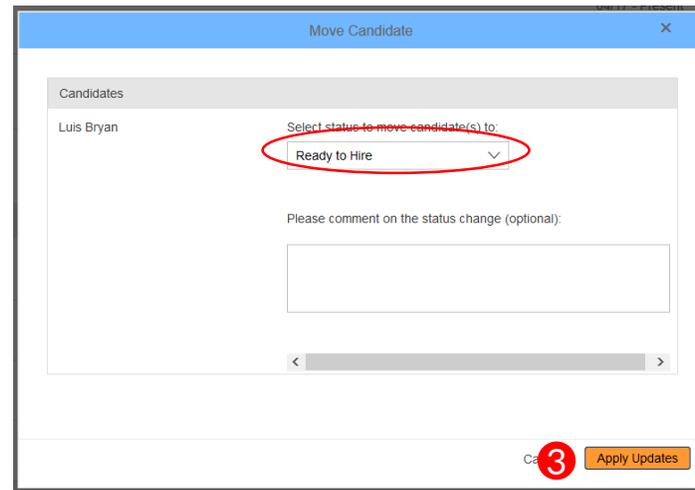
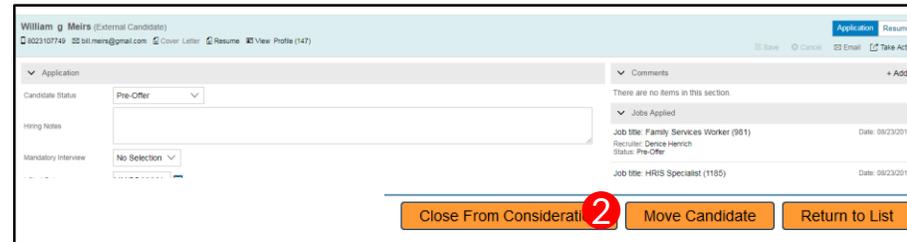
The screenshot shows the candidate's signature and date information (6):

- 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

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 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

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

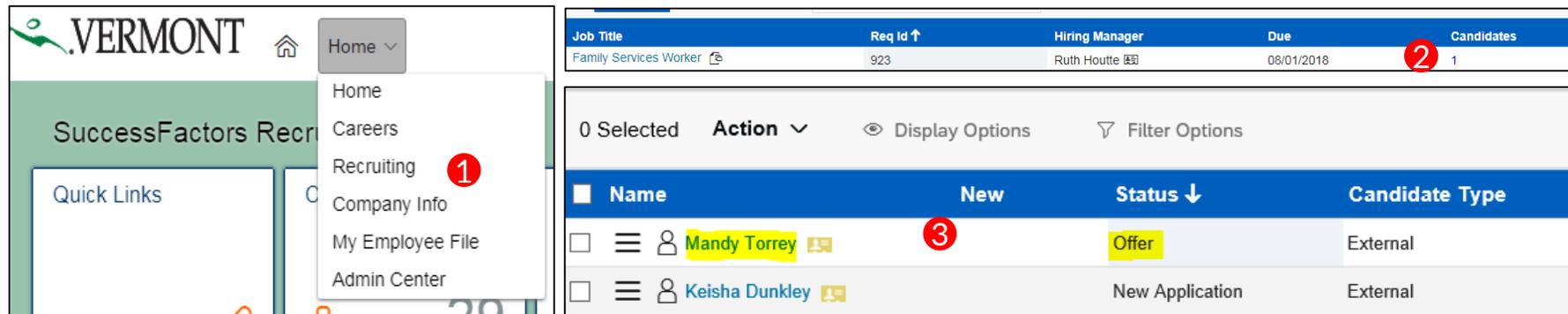
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[26. Sending the Offer Letter](#)

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

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## How to Manage Candidate Status in SuccessFactors



The screenshot shows the SuccessFactors Recruiting interface. On the left, a navigation menu is open with 'Recruiting' highlighted (1). The main area displays a requisition for 'Family Services Worker' with 1 candidate (2). Below this, a list of candidates is shown, with 'Mandy Torrey' highlighted as being in 'Offer' status (3).

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

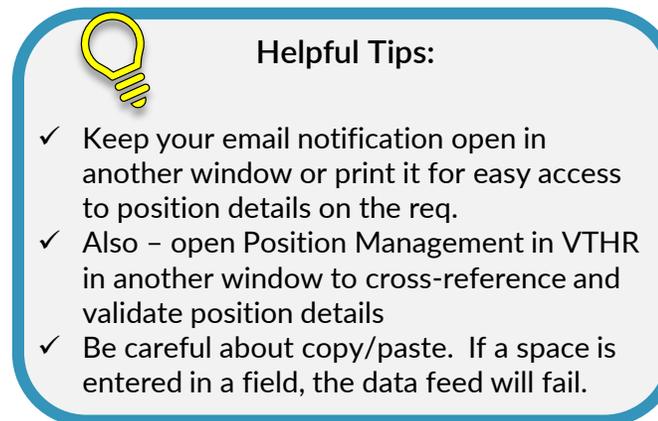
  

Name	New	Status ↓	Candidate Type
<input type="checkbox"/> Mandy Torrey	<input checked="" type="checkbox"/>	Offer	External
<input type="checkbox"/> Keisha Dunkley	<input type="checkbox"/>	New Application	External



The screenshot shows the candidate application details for Mandy Torrey. The date is 08/29/2018, the user is Gail Rushford, and the status is Offer (4). The comments indicate the start date is 9/17/18 and it is Step 1.

Date: 08/29/2018  
 User: Gail Rushford  
 Comments: Start date 9/17/18, Step 1  
 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 VTJR 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

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

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: DDC-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

Application Resume

**2** Save Cancel Email Take Action

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

Application Resume

Save Cancel Email **3** Take Action

Application Resume

Save Cancel Email Take Action

Offer Approval Offer **4** 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)

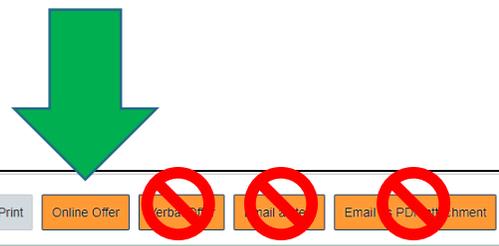
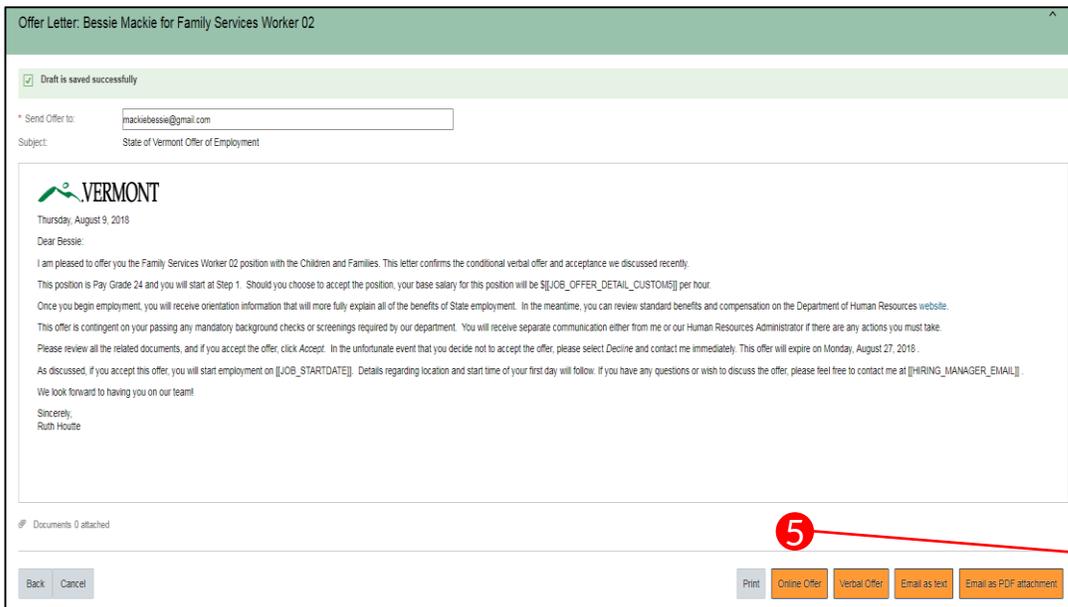
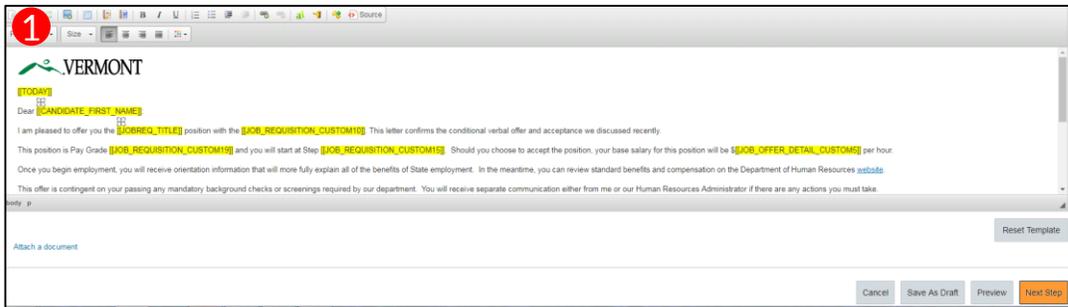
Template: **5** Offer\_External

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.

- 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.
- 1** 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!
  - 2** Then, click "Take Action." Hover over the Offer item until the Offer Approval and Offer Letter options are visible.
  - 3** Select the Offer Letter option.
  - 4** Choose the correct letter type from the Templates dropdown: Internal, External or Temporary

## Reviewing the Offer Letter



- 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

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 [JOB\_REQ\_TITLE] 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

## 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

  
 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\_CUSTOM5] 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 Houste

Documents 0 attached

**2**

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**

**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.

Reply Reply All Forward IM

Fri 8/10/2018 2:49 PM

 State of Vermont <system@successfactors.com>

Candidate accepted offer

To:  Henrich, Denise

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

**4**

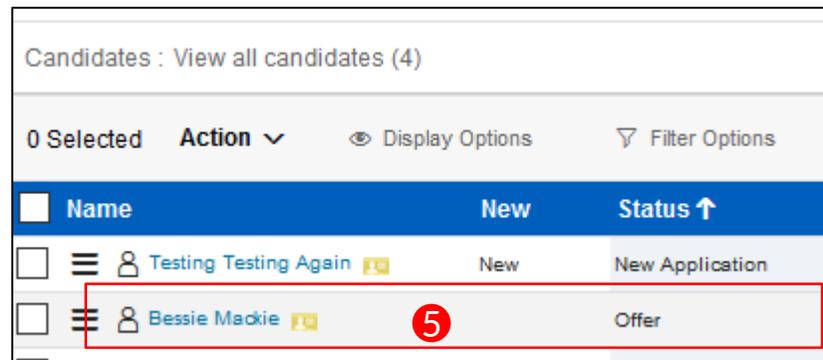
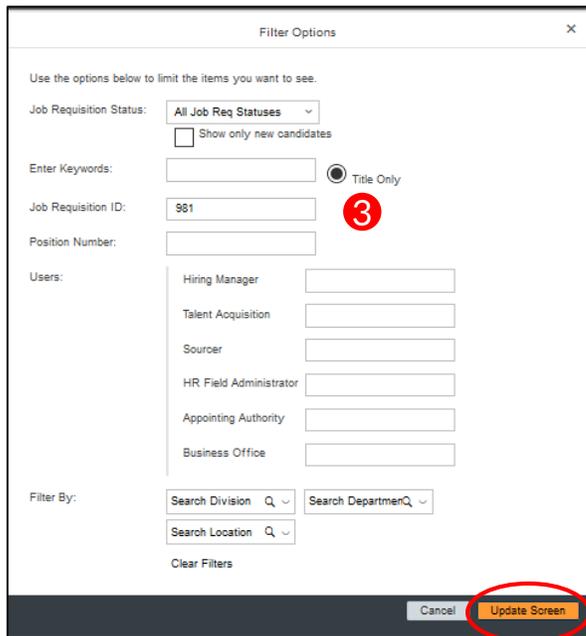
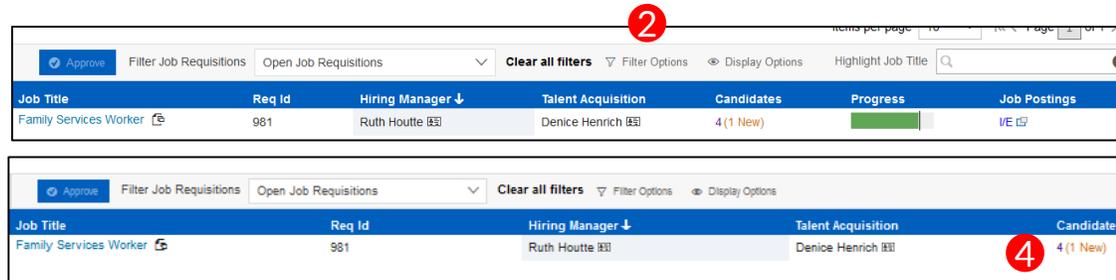
# HIRE PROCESS

[29. Initiating the Hire Process](#)

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

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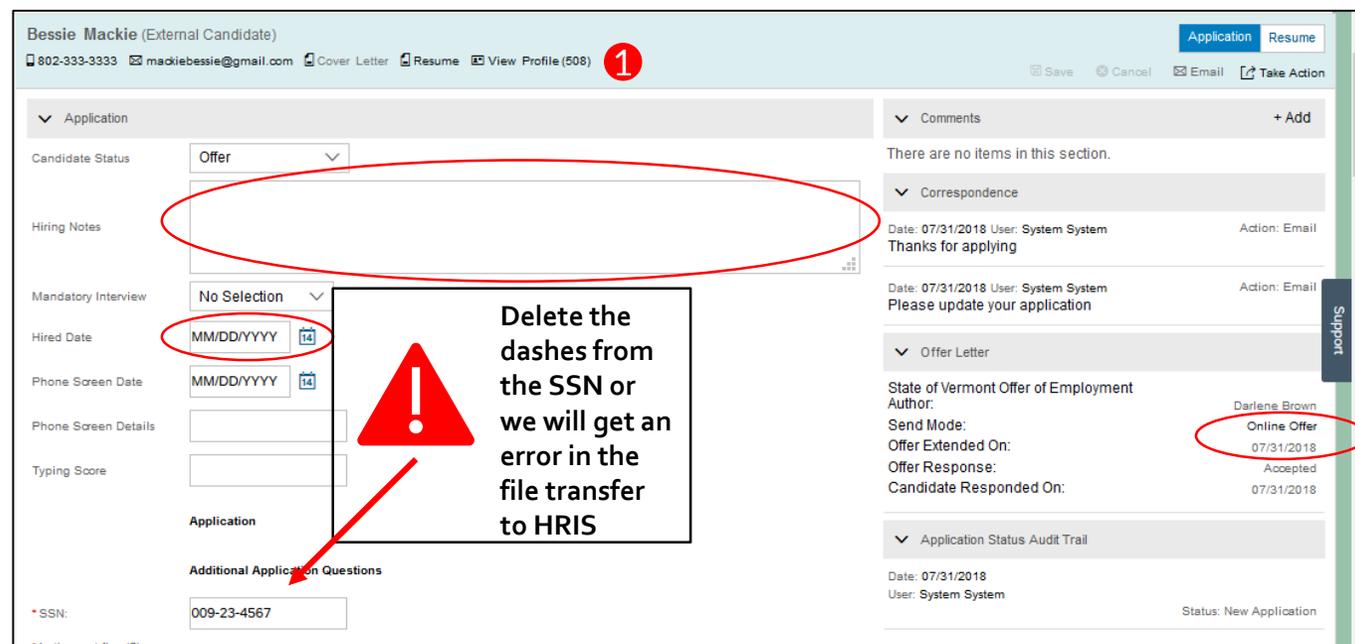
## Initiating the Hire Process



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")

**1**

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.

## 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 **1**

Candidate Responded On: 05/01/2019

Bonny Booboo (External Candidate)

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

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)

Application | Resume

Application

Candidate Status: Hired **3**

Please comment on the status change (optional):

Enter any applicable notes for the candidate audit trail.

Enter any applicable notes necessary for the Actions team to validate Job Data **4**

Comments: + Add

Jobs Applied

Job title: Benefits Program Mentor (1520)  
Recruiter: Denice Henrich  
Status: Offer  
Date: 05/01/2019

Job title: Trooper - Probationary (886)

**5**

Rehire Employee ID (enter ONLY if candidate is REHIRE)

Start Date: MM/DD/YYYY **14**

Position # for VTHR

Double Fill?: No Selection

End Date of Position: MM/DD/YYYY **14**

Position Location: No Selection

Next Step Date: MM/DD/YYYY **14**

Rate of Pay

Offer Expiration Date: MM/DD/YYYY **14**

Task Group

Work Group

TRG

Task Profile ID

Officer Code: No Selection

Union Code

Hire Action Reason: No Selection

VTHR Feed:

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

**6** Save Cancel Take Action Application Resume

- 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

**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.