

Account Transition FAQs

The following FAQ's are to answer general questions regarding the transition of accounts in SuccessFactors.

1. What is the transition?
 - a. Temporary or Non-Executive Branch employees who have an internal user account are transitioning to external user accounts. As of January 31, 2023, impacted users will need to use a regular (external) account to apply for jobs and will no longer have internal SuccessFactors (SFR) accounts.
2. When does the transition happen?
 - a. Internal profiles will be inactivated as of Feb 1st, 2023.
3. What does this mean to me?
 - a. You will not have access to the Internal profile after January 31st. Should you wish to download or keep any of the internal profile, you will need to do so by the 31st. Please refer to the How to Save Your Candidate Profile and Applications instructions for details.
 - b. Should you not wish to keep any information from your internal profile, there is no action to take, other than creating an External Account for future job searches and applying to positions through SuccessFactors.
4. How do I set up an External Account?
 - a. Follow these instructions: [Application Process and Technical Support](#)
5. What if I need information from my old account and it's past January 31st, 2023?
 - a. Contact the Recruitment team at: DHR.Recruitment@vermont.gov , and someone will be able to assist in obtaining historical information.
6. What if I want to apply to a job opening before January 31st, 2023?
 - a. You will want to create and apply to the job opening with an external account.
7. Who should I contact if I have additional questions?
 - a. DHR.Recruitment@vermont.gov