

SUCCESSFACTORS USER GUIDE FOREST, PARKS, AND RECREATION SEASONAL TEMPS

This Guide is For:



- ✓ Hiring Managers
- ✓ Administrators with Hiring Manager Privileges

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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

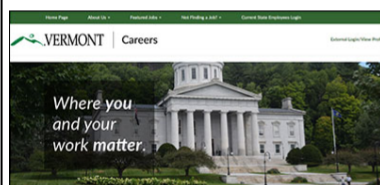
CAREERS

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.

For External Candidates



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

The new website is careers.vermont.gov. You can bookmark for direct access.

For State Employees



[First Time Login](#)

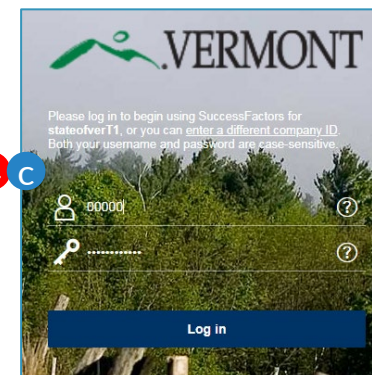
[Login](#)

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

4b

Current State Employees Login

4c



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



FIRST TIME LOG ON

Logging In/Setting Password– State of Vermont Employees

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

[Activate Mobile App Using QR Code](#)

Forgot Password?

Enter your username.



No State of Vermont Email?

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

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

Email: DHR.Recruitment@Vermont.gov

- 1 For the initial log in, you are required to change your password. Passwords can be changed/reset by the user with the "?" link beside the password login box.
- 2 You will be sent to the Forgot Password Screen. Enter your **User ID (Your State of Vermont Employee ID)** and click "Reset"



RESETTING PASSWORD

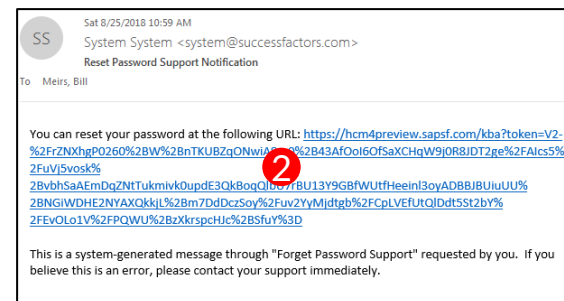
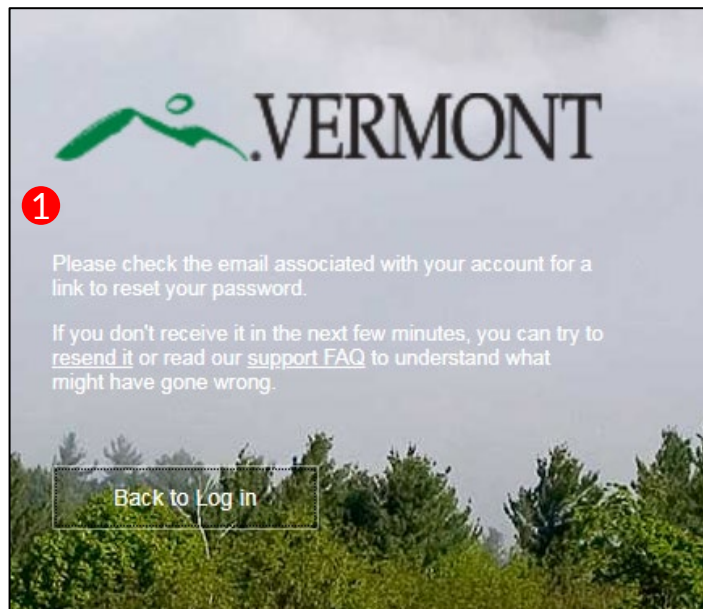
Logging In/Changing/Resetting Password– State of Vermont Employees

1

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

2

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



Reset Your Password

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

Type your new password

Type your new password again

Submit →



RESETTING PASSWORD

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

1

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

2

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

Reset Successful!

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

1

Back to Log in →



VS.

SAP SuccessFactors ♥

WHAT'S THE DIFFERENCE?

The **New SuccessFactors Recruiting** system is only for:

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

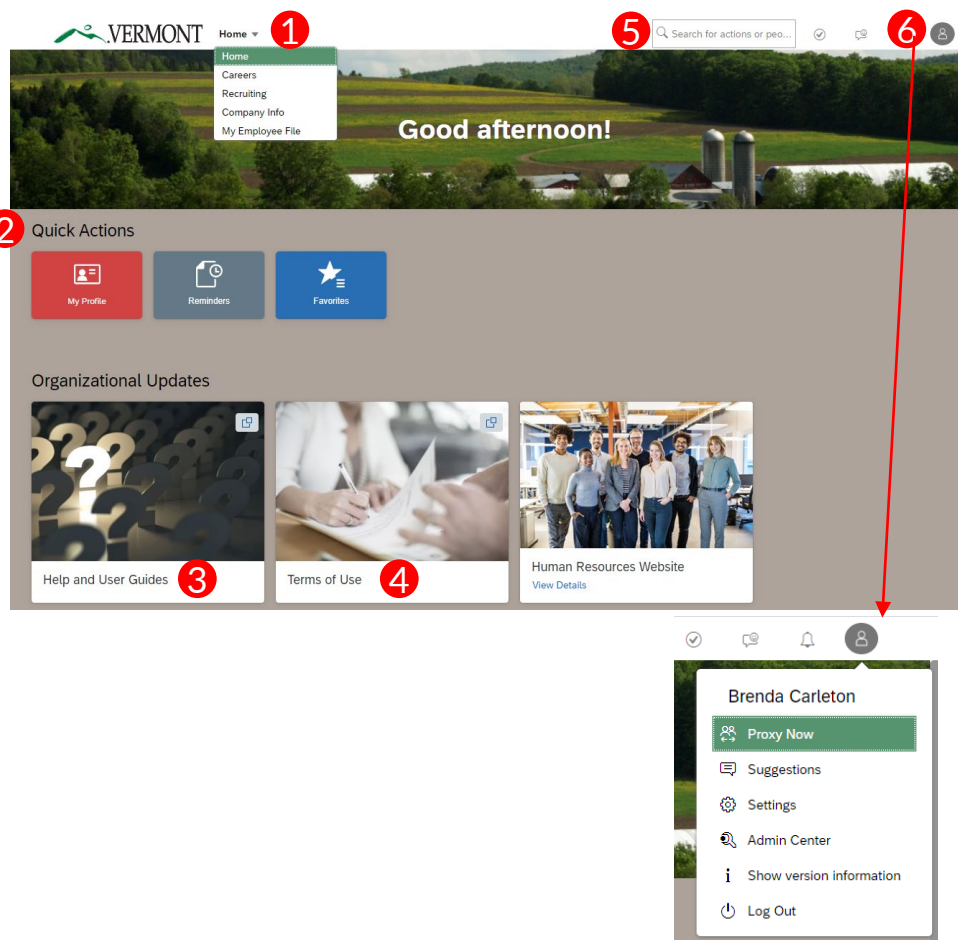
All other functions you currently do in **VTHR** (timesheets, etc.) **will remain the same.**

HOME PAGE NAVIGATION

[9. Home Page Navigation Tour](#)

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Tour of the Hiring Manager Home Page



Upon logging into the Success Factors Recruiting portal, you will be directed to your **home page**. The Home Page is a **Card Catalog**, with blocks of cards. 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,” “Recruiting,” 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 other 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.
- **“Recruiting”** brings users to a list of requisitions to which they’ve been assigned.
- **“Employee Profile File”** brings users to their personal information in relation to work experience, previous employment, education and courses/continuing education.

2) Quick Actions Cards: Users will have at least 3 tiles, based on their role.

- **“My Profile”** brings users to their personal information in relation to work experience, previous employment, education and courses/continuing education.
- **“Reminders”** displays any reminders that were set.
- **“Favorites”** where users can select links from the “Available” tab to create shortcuts

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.

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

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

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

- **Settings** allows users to, enable mobile.
- **Log Out** allows users to logout of the system.

Overview of Forest, Parks, and Recreation Seasonal Temps Recruitment Process in SuccessFactors

Hiring Manager creates child requisition(s) for seasonal temp vacancies

Hiring Manager reviews applications on in ParkTemps 2.0

Hiring Manager interviews appropriate candidates, makes verbal offers

Candidate accepts verbal offer

Hiring Manager uses "Forward As Applicant" to forward application(s) to child requisition(s)

Hiring Manager moves applicant from "New Application" to "Pre-Offer" on child requisition

When pre-offer background checks (Criminal History Declaration and Tax Compliance) are cleared, HR Admin moves candidate to "Ready to Hire."

Hiring Manager enters background check completion date, time reporter group, step, and park address details on application and moves applicant to "Offer"

HR Admin generates and sends electronic written offer

HR Admin moves applicant into "Hired" after applicant accepts written offer

CREATING A NEW CHILD JOB REQUISITION

[12. Logging In and Navigating to Recruiting Section](#)

[13. Filling in Job Detail Information](#)

[14. Completing Position Details](#)

[18. Sending Requisition to Next Step](#)

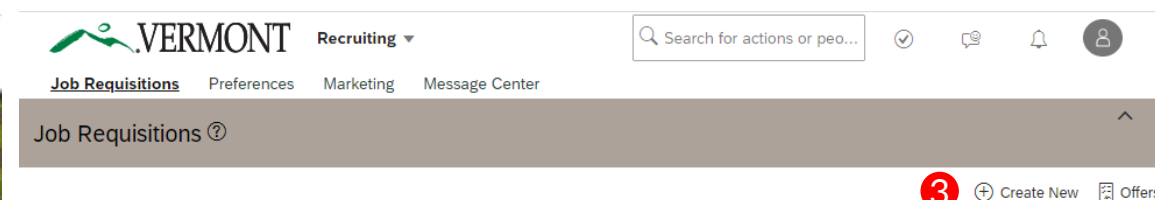
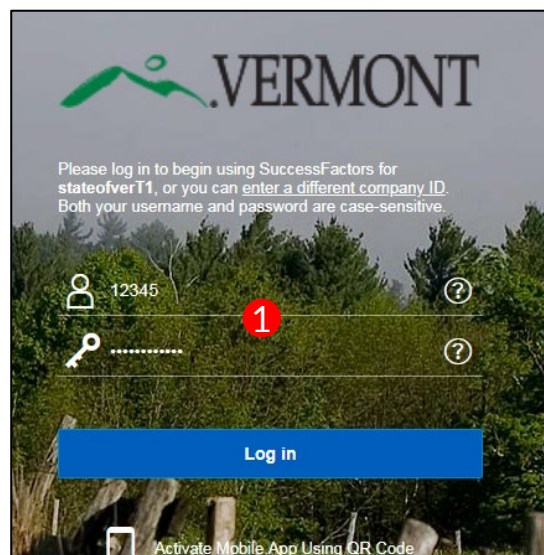
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CREATING A NEW CHILD JOB REQUISITION

Logging In and navigating to Recruiting Section

- 1 Log into system per previous instructions
- 2 Click on the Home button and select **Recruiting**
- 3 Select “**Create New**” in the top right side of the screen.
- 4 Select “CHILD - FOREST PARKS NEW Job Requisition” from the list of options.



A Note about the SuccessFactors Mobile App

On the login page shown in step 1, you will see the ability to download a mobile app by scanning a QR Code. Unless your only interaction with SuccessFactors is to approve job requisitions or job offers, you will need to use your mobile device's browser vs. the mobile application to access the full features of the system. We recommend using a desktop computer whenever possible.

4 Select Job Requisitions Template:

- CHILD - FOREST PARKS NEW Job Requisition
- Family Services Worker District Specific
- Job Requisition

CREATING A NEW CHILD JOB REQUISITION

Filling in Job Detail Information

1

Enter the Internal Job Title, Hiring Manager* (see important note below), Appointing Authority or Delegate, HR Field Administrator and Talent Acquisition. As you start to type names, the system will start to show options based on your input – **see step 2 and toolbox on the right.**

2

Using “Find User” – **See Toolbox on right**

Create New Job Requisition

* Internal Job Title

* Due Date (HR Use Only)


1 Hiring Manager

* Appointing Authority or Delegate

* HR Field Administrator

* Talent Acquisition

Find User..

 **Brenda Carleton**
Talent Acquis Sys & Oper
Anal, Montpelier

2

Find Employee

First Name: Last Name:

Advanced Search Options

Department: Location:

User Role: Match Type:

All Starts With

Cancel Search



Important Notes

- Appointing Authority (or designee) Field:** System notifies that a requisition has been created. This email will not require the Appointing Authority to take an action in the system. If approval is required, use the "Add Approver" button shown on page 16.
- If you are starting a requisition **on behalf of the actual hiring manager**, please put your name in as hiring manager on this screen and then change to actual hiring manager on the "involved parties" screen as shown on page 16. If you don't, it will not allow you to complete all the details to send to next step. **IMPORTANT:** Even if you change the hiring manager here, there is no need to add yourself as an additional hiring manager shown on Page 16, Step 1 (you will not be able to.) You will still have the same access to the requisition as the hiring manager because of your role in the system.



“Find User”

Please note you can use the “Find User” feature which enables you to search for the Hiring Manager, Appointing Authority or Delegate, HR Field Administrator and Talent Acquisition. Enter the information, click search and the system will list those that meet the criteria entered. The more information you enter the better the search results will be.

“Autocomplete”

As you start to type name, the system will start to show options based on your input. Make sure you **click down** on the highlighted name to get it to populate the field. Just hovering won't work!

CREATING A NEW CHILD JOB REQUISITION

Completing Position Details

1

Once the information for the Hiring Manager, Appointing Authority or Delegate, HR Field Administrator and Talent Acquisition is entered click to NEXT button at the bottom of the screen.

2

Once you press "next" the system will bring you to a new screen. At the top of the screen it will show you a "route map" of how the process will flow. You will create the requisition, it will then go to Field HR to confirm and approve, then to the Talent Acquisition team to confirm and post.

3

Below the "route map" will list the "Position Details" that need to be entered. Each field with the red asterisk (*) will need to have data entered (see next page.)

* Internal Job Title	<input type="text" value="Parks Supervisor"/>	?
* Due Date (HR Use Only)	<input type="text" value="12/14/2023"/>	
* Hiring Manager	<input type="text" value="Emily White, Parks Regional Manager"/> Find User..	?
* Appointing Authority or Delegate	<input type="text" value="Danielle Fitzko, Commissioner"/> Find User..	?
* HR Field Administrator	<input type="text" value="Cheryl Dopp, HR Administrator IV"/> Find User..	?
* Talent Acquisition	<input type="text" value="William Meirs, Talent Acquisition Manager"/> Find User..	?

2

Job Requisitions
Preferences
Marketing
Message Center

Parks Supervisor (31003)

Route Map

Assessment

Completed

1 Create Requisition ⓘ
2 HR Field Administrator ⓘ
3 Talent Acquisition ⓘ
4 Completed

Actions

Job Requisition Detail · Job Profile
Req Id 30601

3

Position Details

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

CREATING A NEW CHILD JOB REQUISITION

Completing Position Details, Continued

Job Requisition Detail - Job Profile
Req Id

30960

Position Details

The hiring manager is requested to provide as many details a regarding this job opening. If you have any questions, please

1	* Position #/Position Title	<input type="text"/>	?
2	* Department Name	<div>No Selection</div>	
3	* Posting Location	<div>No Selection</div>	?
4	* Posting State	<div>No Selection</div>	
5	* Schedule Type	<div>No Selection</div>	
6	* Position Status	<div>No Selection</div>	
7	Number of Openings	<div>1</div>	?
8	* Posting Parameters	<div>No Selection</div>	?

- 1) Enter the Job title or the position number
- 2) Enter the Department name from dropdown options
- 3) Enter the Posting Location from dropdown options
- 4) Enter Posting State
- 5) Enter Schedule Type from dropdown.
- 6) Enter Position Status from dropdown
- 7) Enter Number of Openings. If this has multiple positions being filled please add the position numbers in the above field labeled #1. Add any additional comments in the comment section at the bottom of the screen if needed.
- 8) Use drop down menu to select the Posting Parameters

CREATING A NEW CHILD JOB REQUISITION

Appointing Authority or Delegate's role in Requisition Approval

On the next page, you will be confirming the involved parties on your requisition. Depending on your departmental processes, you will need to indicate the role of the appointing authority (or delegate) in your requisition approval process. Here is a chart that shows the scenarios and what actions you would take based on your internal processes.

Your have received Appointing Authority or Delegate Approval Prior to Creating Requisition and they only need to be notified and do not need to approve in the system



Action :
No further action needed as long as they were input as Appointing Authority/Delegate when you began requisition. You can proceed to the next step.

CREATING A NEW CHILD JOB REQUISITION

Completing Position Details, Continued

Involved Parties

1 * Hiring Manager Find User.. ⓘ

2 Hiring Manager Additional Users

* HR Field Administrator Find User.. ⓘ

Admin-selected Groups:

Field HR Team

* Talent Acquisition Find User.. ⓘ

Admin-selected Groups:

Talent Acquisition Team

Appointing Authority or Delegate 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.

3 Comment

! Important: If you put yourself as hiring manager on first screen in order to complete the form, **but are not the actual hiring manager**, make sure to correct it here!

- 1) The Involved Parties information will pull in from the previous page. If an error was made you can correct it on this page. Be sure the hiring manager, HR Field and Talent Acquisition information is correct.
- 2) The hiring manager should add additional regional operations and admin staff who will have authority to manage the requisition. The hiring manager can add **additional users** even if they do not have the hiring manager role. This *will not* add them to the approval path and they *will not* receive notifications on the requisition.
- 3) The Overall Comments box can be used as open text. Any information that needs to be added can be placed here.
- 4) Once all information is entered press "Send to Next Step" at the bottom of the screen. NOTE: If you overlook a required field you will receive an error notification advising where the error was made. Errors will need to be corrected before you can send to the next step.

Note: The Field HR Team field will be pre-filled with "HR Field" under Admin-selected Groups, which allows other HR Admins to manage the requisition if the person assigned to "HR Field Administrator" is out of the office. There is no need to add anyone to this field.

Save and Close

Close Without Saving

+ Add Approver

4 → Send to Next Step

← Send to Previous Step



CREATING A NEW CHILD JOB REQUISITION

Sending Requisition to Next Step

1

This will bring you to the next screen which will confirm that you are sending the requisition to your Field HR Representative.

2

Press "Send to Next Step" at the bottom of the page.

3

You will return to your dashboard page where you can view the requisition.

Send to Next Step

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

Forward Form to Courtney O'Brien

1

2

→ Send to Next Step

3

Job Requisitions ②

Requisition Statistics

8 Candidates Forwarded

0 New Candidates

4 Current External Requisitions

4 Current Internal Requisitions

Average Days Open 75

Items per page 10 << >> Page 1 of 3

Job Requisitions ②								
Requisition Statistics								
8 Candidates Forwarded 0 New Candidates 4 Current External Requisitions 4 Current Internal Requisitions Average Days Open 75								
Items per page 10 << >> Page 1 of 3								
Filter Job Requisitions All job requisitions Filter Options Display Options Highlight Job Title								
Approve								
Select All	Job Title	Req Id ↓	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
<input type="checkbox"/>	Parks Supervisor	31003	Ethan Phelps	11/27/2022	-		10/28/2022	-
	Parks Reg Maint Sup - Temporary	31002	Ethan Phelps	11/27/2022	-		10/28/2022	-

REVIEWING CANDIDATES AND USING THE RESUME VIEWER ON THE PARENT REQUISITION

[20. Job Requisition Dashboard](#)

[22. Reviewing The Candidate Application and Profile Page](#)

[23. Resume Reviewer and Saving Applicant Info](#)

[24. Mass Printing of Resumes and Application Info](#)

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REVIEWING CANDIDATES AND USING THE RESUME VIEWER ON THE PARENT REQUISITION

Job Requisition Dashboard

Job Requisitions ②

Requisition Statistics

0 Candidates Forwarded 2 New Candidates 1 Current External Requisitions 1 Current Internal Requisitions Average Days Open 31

Items per page 10 << < Page 1 of 1 > >>

Approve Filter Job Requisition ② Open Job Requisitions Filter Options Display Options Highlight Job Title Q

Job Title	Req Id ↓	Hiring Manager	Candidates	Progress	Age(Days)
TEST_Park Attendant - Temporary	47661	Emily White	-		-
Forest, Parks, Rec Seasonal Temps	47660	William Meirs	③ 2 (2 new)		-

1 To review your candidates, you will first need to navigate to your open job requisition from the Job Requisitions page

2 Filter Job Requisitions: Edit this dropdown to show "Open Job Requisitions." Your page will refresh and display your posted, open job requisitions.

3 The total of number of candidates is displayed as a link – clicking this link will bring you to the list of applicants for your requisition (see screenshot on next page).



REVIEWING CANDIDATES AND USING THE RESUME VIEWER ON THE PARENT REQUISITION

Job Requisition Dashboard

1

Applicants should remain in **New Application** on the parent requisition unless they have asked to be withdrawn from ALL seasonal temporary opportunities with Forests, Parks, and Recreation, failed a background check, or otherwise would not be suitable for any seasonal temporary positions with FPR. In that instance, please move them to the appropriate "Not Selected" status. Your HR Field rep will move candidates who have been hired into "On Assignment" status to indicate they are no longer part of the talent pool.

2

Review a candidate: Click the name of the candidate you want to review, and you will be brought to a page that opens up how to forward applications for suitable candidates to appropriate child requisition(s) after they have been interviewed on page 26.

3

Not Selected sub-statuses include "Failed Background Check," "Applicant Declined/Withdrew," and "Other."
If a candidate fails a background check, they should be placed into "Not Selected - Failed Background Check."
If a candidate no longer wishes to be considered for ANY FPR seasonal temporary positions for this season, move them to "Applicant Declined/Withdrew."
If an applicant is not suitable for ANY FPR seasonal temporary positions for this season for another reason, move them to "Not Selected - Other."
There are no emails triggered to the candidate when placed into any of these statuses.

Forest, Parks, Rec Seasonal Temps (47660)

JOB REQUISITION DETAILS JOB PROFILE CANDIDATES JOB POSTINGS (2)

Status Open Hiring Manager : William Meirs Age : 0d

Talent Pipeline View active candidates (2) View all candidates (2)

0 Forwarded	0 Invited To Apply	2 New Application	0 On Assignment	0 Pre-Offer	0 Ready to Hire	0 Offer	0 Hired	0 By Pass Manage Hires	0 Not Selected	Del
-------------	--------------------	-------------------	-----------------	-------------	-----------------	---------	---------	------------------------	----------------	-----

Candidates: View active candidates (2)

0 Selected Action Display Options Filter Options

	Name ↑	New Status	Forwarded By	Forward
<input type="checkbox"/>	Estelle Beasley	New Application		
<input type="checkbox"/>	Tia Halliday	New Application		

Items per page 10 Page 1 of 1



REVIEWING CANDIDATES AND USING THE RESUME VIEWER ON THE PARENT REQUISITION

Reviewing The Candidate Application and Profile Page

1 Links to the resume and cover letter

2 You can also view multiple resumes at one time. Check the box next to the "Name" column to select all applicants in that status and select the "Action Button"

3 Select "View Resume"

4 There is space to enter notes you would like other hiring managers to see in the "Region" and "Central Office Notes" fields.

Estelle Beasley (External Candidate)

802-555-1121 | beasleyestelle66@gmail.com | [Cover Letter](#) | [Resume](#) | [Application](#)

Application

Candidate Status: New Application

Hiring Notes

Region 1 Notes

Region 2 Notes

Region 3 Notes

Region 4 Notes

Central Office Notes

Talent Pipeline | View active candidates (3) | View all candidates (3)

0	2	0*	0*
Recruitment Review	Hiring Manager Review	Interview	Pre-Offer

Candidates: View all candidates (3)

3 Selected		Action	Display Options	Filter Options
<input checked="" type="checkbox"/>	Name ↑	✓ Advance Candidate		Forwarded By
<input checked="" type="checkbox"/>	Kei...	⊖ Disqualify Candidate		Forwarded
<input checked="" type="checkbox"/>	Ma...	↻ Move Candidate		Manager Review
<input checked="" type="checkbox"/>	Tie...	✉ Email Candidate		
		💬 Add Comment		
		➕ Add To Requisition		Manager Review
		👤 Invite Late Stage Applicant		
		📧 Invite to Apply		
		🖨 Print or Save		
		➡ Forward To Colleague		
		📄 View Resume		

Items per page: 1 of 1 > >>



REVIEWING CANDIDATES AND USING THE RESUME VIEWER ON THE PARENT REQUISITION

Resume Reviewer and Saving Applicant Info

- 1 The "Resume Viewer" will pop-up on your screen
- 2 Switch between resumes using these "previous" and "next" arrows.
- 3 Click the "Close" button in the lower right corner to return to your job requisition.
- 4 You can also print all application materials. Check the box next to the "Name" column to select all applicants
- 5 Click the "Action" Button and Select "Print or Save." You can Print *and* Save in this option.

1 Resume Viewer

2

Maxim Carroll
1221 Marlboro Road
Brattleboro, VT 05301
(802) 251-5550
carrollmaxim@gmail.com

Skills Summary

- Hardworking diesel and auto technician proficient in problem-solving complex auto, heavy and medium-duty diesel and equipment repairs
- Towing and road service; valid Vermont Class-A Commercial License
- Experience in diagnosis and repair of diesel engines, brake systems, suspension, alignment, small-engine and forklift maintenance
- Operation and repair of hydraulic equipment
- Tractor Trailer Driver
- Forklift Operator Experience
- Heavy Towing with Class-A trucks

Work Experience

3 Close

Candidates: View all candidates (3)

3 Selected Action Display Options Filter Options

4

5

Items per page 1 of 1 > >>

SAP SuccessFactors



REVIEWING CANDIDATES AND USING THE RESUME VIEWER ON THE PARENT REQUISITION

Mass Printing of Resumes and Application Info

1 Mass Print

Candidates	Action Required
Keisha Dunkley Maxim Carroll Tiegan Becker	<p>Select items to print.</p> <p><input type="radio"/> Candidate-entered application info</p> <p><input type="radio"/> All Attachments</p> <p>2 <input checked="" type="radio"/> All application info</p> <div><div><input checked="" type="checkbox"/> Cover Letter</div><div><input checked="" type="checkbox"/> Resume</div><div><input checked="" type="checkbox"/> Historical Results</div></div> <div><div><input checked="" type="checkbox"/> Left Column</div><div><input checked="" type="checkbox"/> Application</div><div><input checked="" type="checkbox"/> Screening Details</div><div><input checked="" type="checkbox"/> Background Elements</div></div> <div><div><input checked="" type="checkbox"/> Right Column</div><div><input checked="" type="checkbox"/> Comments</div><div><input checked="" type="checkbox"/> Interviewers</div><div><input checked="" type="checkbox"/> Correspondence</div></div>

4 Cancel **3** Print Preview Save to File

1

The "Mass Print" box will pop-up on your screen:

2

All application info is selected as the default option. If you only want to view certain parts of each application, you can select and unselect each option. For optimal readability, we recommend unchecking the "Right Column" Information unless required.

3

Select Print Preview to print all application information or Save to File to download to your computer. This will download as a folder containing separate PDFs for each applicant. Each PDF contains their full application, resume, and cover letter.

4

Click cancel to close the pop-up.

FORWARDING CANDIDATES AS APPLICANTS TO CHILD REQUISITION

[26. Forwarding Candidates As Applicants](#)

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FORWARDING CANDIDATES AS AN APPLICANT TO A CHILD REQUISITION

(USE WHEN FORWARDING APPLICATIONS FROM PARENT TO CHILD REQUISITIONS ONLY)

1

Once you have made a verbal offer and the candidate has accepted it, you will need to forward the candidate from the parent requisition to the appropriate child requisition.

From candidate listing, select the candidate(s) by clicking on the checkbox next to their name.

Note: Internal and external candidates must be forwarded separately, or it will cause an error.

2

Click on the "Action" menu to expand the options and select "Forward As Applicant."

3

Clear out any data that pre-populates and enter the Req ID of the requisition you wish to forward the candidate(s) to and select the radio button next to "Any Filter" next to "Match Criteria."

4

Click on the "Search" button.

5

Select the requisition you want to forward the candidate(s) to and then select "Forward to Selected."

6

Select "Forward to Selected." The pop-up box will then indicate if the candidates were successfully forwarded.

Talent Pipeline View active candidates

0 Forwarded 0 Invited To Apply

Candidates: View all candidates (2)

1 Selected **Action** Display Options

- ✓ Advance Candidate
- ⊖ Disqualify Candidate
- ↻ Move Candidate
- ✉ Email Candidate
- 💬 Add Comment
- ➦ Add To Requisition
- ➦ Invite Late Stage Applicant
- 🖨 Print or Save
- ➦ Forward To Colleague
- ➦ Forward To Requisitions
- ➦ Forward As Applicant
- 📄 View Resume

Items per page

Forward To Requisitions

⚠ You have selected external candidate(s), only external job positions can be forwarded.

Forward

Add the candidate(s) to the selected job requisition(s) and set the application status to Forwarded

Search Results

Job Title	Req ID	Updated	Relevance
TEST4_Parks Regional Maintenance Sup - Temporary	30962	10/28/2022	

Close Forward to Selected Refine Search

Cancel Search

METHODS OF MOVING CANDIDATES THROUGH CHILD REQUISITION PIPELINE & COMMENTING

[28. Method 1: Drag and Drop](#)

[30. Method 2: “Action” Dropdown](#)

[31. Method 3: Take Action From Applicant Profile](#)

[32. Method 4: Moving Candidate from The Resume Viewer](#)

[33. Adding Comments to Candidates](#)

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METHODS OF MOVING CANDIDATES THROUGH CHILD REQUISITION PIPELINE & COMMENTING

Method 1: Drag and Drop

TEST_Park Attendant - Temporary (47661)

JOB REQUISITION DETAILS JOB PROFILE CANDIDATES JOB POSTINGS (0)

✓ Talent Pipeline View active candidates (2) View all candidates (2)

0	0	0	0	2	0*	0
Forwarded	Invited To Apply	New Application	On Assignment	Pre-Offer	Ready to Hire	Offer

Candidates: View all candidates (2)

2 Selected Action Display Options Filter Options

✓ Name ↑	New Status	Forwarded By	Forwarded from Requisition	Date Forwarded	Candidate Type	Rating
1 ✓ 2 ☰ Estelle Beasley	Pre-Offer	Emily White	47660	08/21/2023	External	N/A
✓ ☰ Tia Halliday	Pre-Offer	Emily White	47660	08/21/2023	External	N/A

Once a candidate has been interviewed and is forwarded as an applicant to a child requisition, they should be moved immediately from "New Application" to "Pre-Offer" status. Applicants' progress through the recruitment process needs to be updated on the child requisition so they receive notifications to take action through the rest of the process, and so Field HR is aware of when they need to take action on an applicant.

You can also create comments and tags on candidate profiles. There are multiple options to move candidates from one status to another.

Method 1 – Drag & Drop:

You can use this method to move either an individual candidate or a group of candidates from one status to another:

- 1 Select the box at the top of the "Name" column to select all candidates (skip to step 2 if moving an individual candidate)
- 2 Click and drag the icon with 3 horizontal lines next to any of the selected candidates' names. If you are moving an individual candidate, click and hold the 3 horizontal line icon next to their name.
- 3 Drag the candidates to the appropriate status "bucket"

A "Move Candidate" box will appear on your screen (see next screenshot)

METHODS OF MOVING CANDIDATES THROUGH CHILD REQUISITION PIPELINE & COMMENTING

Method 1: Drag and Drop

Move Candidate

Candidates	Action Required
<div>1 Estelle Beasley Tia Halliday</div>	<div>2 Select status to move candidate(s) to: Pre-Offer</div> <div>3 Please comment on the status change (optional): <div></div></div> <div><input type="checkbox"/> Allow candidates who have not yet accepted latest DPCS statement?</div>

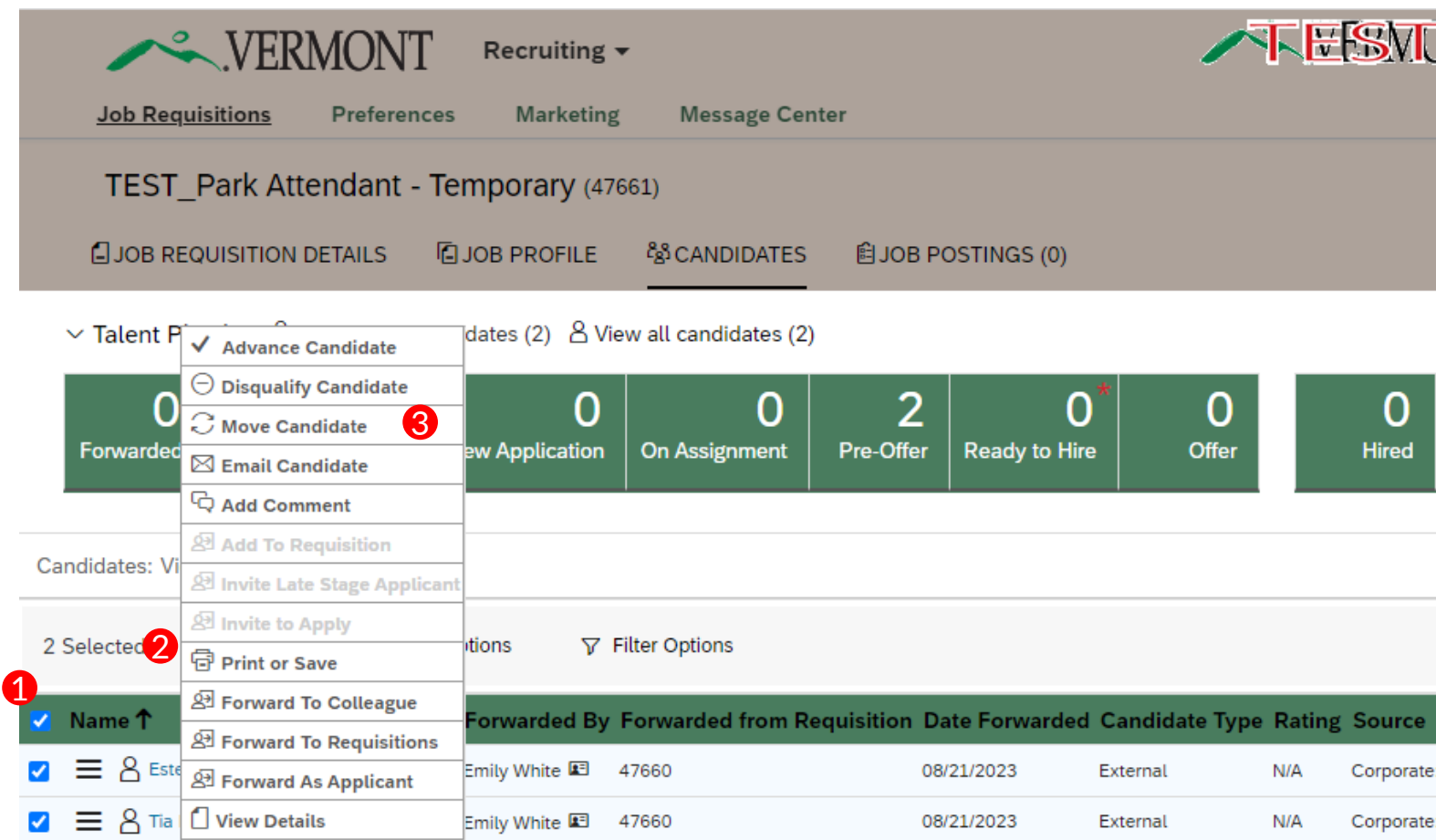
4 Cancel

Apply Updates

- 1 The left side of the box will display the names of **candidates you are moving**
- 2 Use the **dropdown** to select the appropriate sub-status (in this example, we are moving candidates to the "Interview" status which has three sub-statuses – Phone Interview, 1st Interview, and 2nd Interview)
- 3 You can **add comments** here, but no comments are required at this step.
- 4 Click "**Apply Updates**" to enter & save the status change

METHODS OF MOVING CANDIDATES THROUGH CHILD REQUISITION PIPELINE & COMMENTING

Method 2: "Action" Dropdown



The screenshot shows the SAP SuccessFactors Recruiting interface for a job requisition titled "TEST_Park Attendant - Temporary (47661)". The "CANDIDATES" tab is selected, showing a list of candidates. A dropdown menu is open, displaying various actions. Red numbered callouts highlight the steps for moving candidates:

- 1**: Select the checkbox in the "Name" column of the candidate list.
- 2**: Hover over the "Action" dropdown menu.
- 3**: Select the "Move Candidate" option from the dropdown.

The candidate list shows two candidates, both with the status "Forwarded". The dropdown menu includes options such as "Advance Candidate", "Disqualify Candidate", "Move Candidate", "Email Candidate", "Add Comment", "Add To Requisition", "Invite Late Stage Applicant", "Invite to Apply", "Print or Save", "Forward To Colleague", "Forward To Requisitions", "Forward As Applicant", and "View Details".

You can use this method to move either an individual candidate or a group of candidates from one status to another:

- 1** To move all candidates – select the box at the top of the "Name" column. If you only want to move 1 candidate, select the box next to their name.
- 2** Hover your mouse over the "Action" dropdown. (It is hidden behind the menu in this graphic.)
- 3** Select the appropriate action for the candidate(s) you are moving. Each action will cause a new box to appear on your screen, similar to the "Move Candidates" box.
 - Disqualify Candidate** will move candidates to the Not Selected status. You will have to select a rejection reason. None of the three Not Selected sub-statuses on an FPR child requisition will send a rejection letter. If you are rejecting a group of candidates in one action, the same rejection reason must apply to all candidates
 - Move Candidate** will advance candidates to a new status



METHODS OF MOVING CANDIDATES THROUGH CHILD REQUISITION PIPELINE & COMMENTING

Method 3: Take Action From Applicant Profile

Estelle Beasley (External Candidate)

802-555-1121 | beasleyestelle66@gmail.com | Cover Letter | Resume | Application URL

Application | Resume

Save | Cancel | Enroll | **1** Take Action

1 Candidate Forwarded as Applicant
Candidate was forwarded as an applicant by Emily White (24812).?

▼ Application

Candidate Status: Pre-Offer

Hiring Notes

Region 1 Notes

Region 2 Notes

Region 3 Notes

Region 4 Notes

▼ Comments

There are no items in this section.

▼ Correspondence

Sender: SuccessFactors Admin
Thanks for Applying to Open Seasonal V (1)

Sender: SuccessFactors Admin
Please Update Your State of Vermont Ap

▼ Offer Letter

Print

Forward

History

Reopen for Consideration

Close From Consideration

Invite Candidate to Apply

Add To Requisition

Move Candidate

Invite Late Stage Applicant

Return to List

You can use this method to take action on an individual candidate directly from their profile. To get to a candidate's profile, **click their name on the candidate list:**

1 Near the top-right corner of the candidate profile, click the "Take Action" link and a list will appear with the actions you can take on that candidate. You have the options to move the candidate to a new status, or to close them from consideration.

METHODS OF MOVING CANDIDATES THROUGH CHILD REQUISITION PIPELINE & COMMENTING

Method 4: Moving Candidate from The Resume Viewer

You can also move candidates directly from the Resume Viewer. The next section will explain in more details all the great functionality of the Resumé Viewer.

1

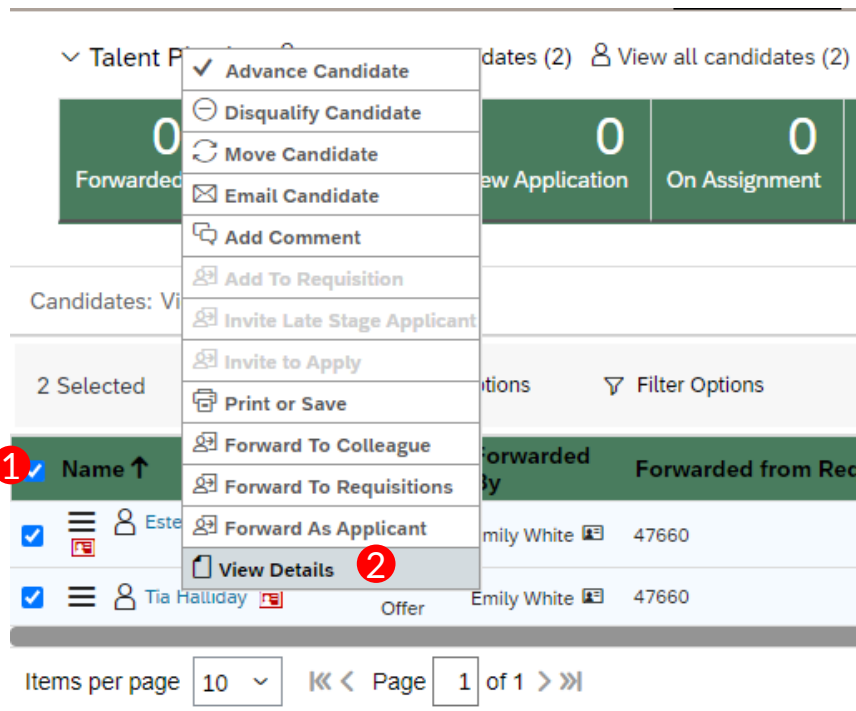
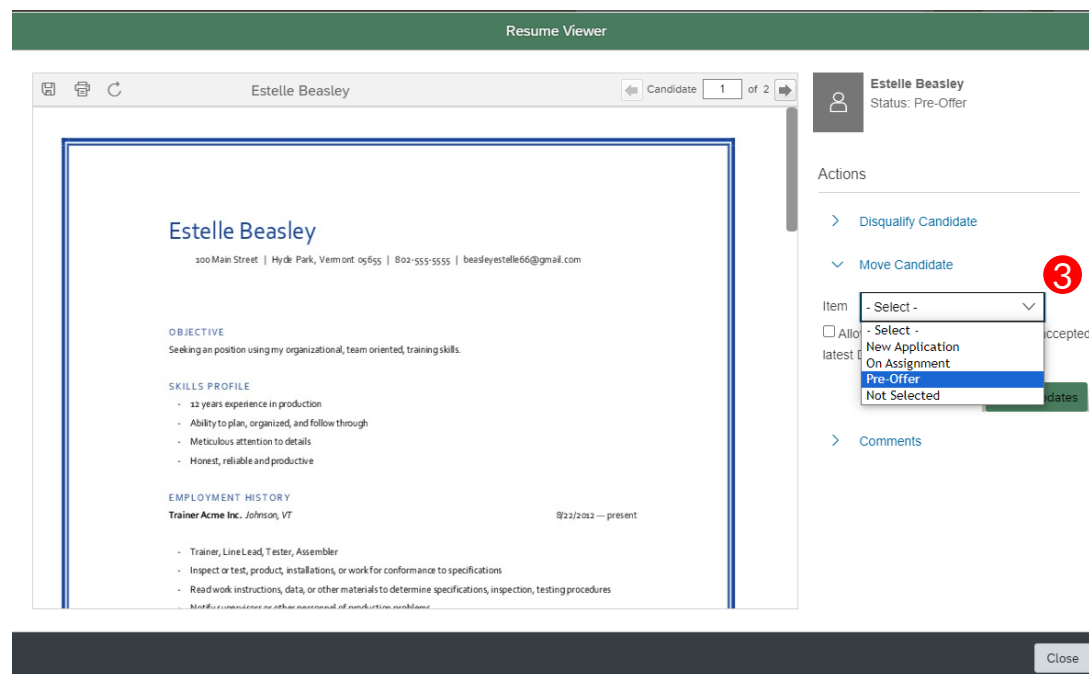
Click the box at the top of the "Name" column to select all candidates

2

Hover over Action Button and click "View Details" to open to Resume Viewer

3

Select "Move Candidate" to advance the candidate to a new status, or "Disqualify Candidate" to remove them from consideration.



METHODS OF MOVING CANDIDATES THROUGH CHILD REQUISITION PIPELINE & COMMENTING

Adding Comments to Candidates

Another feature of SuccessFactors is the ability to add comments to candidates. There are two ways to add comments.

1 You will see the Comments section near the top right corner of the candidate's profile. Click the "+Add" link to add a comment about the candidate.

2 Click the Comments links to add comments to a candidate directly from the Resume Viewer.

Estelle Beasley (External Candidate)

802-555-1121 | beasleyestelle66@gmail.com | Cover Letter | Resume | Application URL

Save | Cancel | Email | Take Action

① Candidate Forwarded as Applicant
Candidate was forwarded as an applicant by Emily White (24812).?

▼ Application

Candidate Status: Pre-Offer

Hiring Notes

▼ Comments

Author: Emily White

Date: 08/21/2023

New comment:

+ Add

Resume Viewer

Estelle Beasley

Candidate 1 of 2

Estelle Beasley
Status: Pre-Offer

Actions

- > Disqualify Candidate
- > Move Candidate
- 2** Comments

Add

Author: Emily White

Date: 8/21/23

New comment:

Apply Updates

Estelle Beasley

100 Main Street | Hyde Park, Vermont 05655 | 802-555-5555 | beasleyestelle66@gmail.com

OBJECTIVE

Seeking an position using my organizational, team oriented, trainings skills.

SKILLS PROFILE

- 12 years experience in production
- Ability to plan, organized, and follow through
- Meticulous attention to details
- Honest, reliable and productive

EMPLOYMENT HISTORY

Trainer Acme Inc. Johnson, VT

8/22/2012 — present

UNDERSTANDING AND MANAGING TALENT STATUS PIPELINES

[35. Responsibilities within the Talent Status Pipeline](#)

[36. Navigating to Candidate Lists](#)

[37. Candidate Review and Interviewing Statuses](#)

[38. Moving to Pre-Offer Stage with Selected Candidate](#)

[39. Ready to Hire and Offer Stage with Selected Candidate](#)

[40. Disposition of Non-Selected Candidates](#)

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UNDERSTANDING AND MANAGING TALENT STATUS PIPELINES

Responsibilities within the Talent Status Pipeline



We will review all of these Pipeline Statuses in the following pages, but this will give you a guide on who is responsible to manage candidate actions within each status.



Pre-Offer (Child Requisition Only):
Hiring Manager (HM) submits a notice to applicant to update application for tax compliance and criminal history declaration, as required. When the applicant has submitted the info, Field HR reviews and follows up with HM if there are any issues.

A

On Assignment (Parent Requisition Only):
HM moves applicants who have been hired to a child requisition into On Assignment status on the parent requisition only to remove them from the talent pool.

B

Ready to Hire (Child Requisition Only):
After Field HR has validated tax compliance and reviewed criminal history declaration, they move the applicant into "Ready to Hire" and notify the HM of the results.

C

Offer (Child Requisition Only):
Once the applicant has cleared department background checks, the HM notifies Field HR to proceed with a formal written offer by moving the candidate into Offer status. The HM will need to enter the date the background check results were received, tentative start date, the time reporting group, step, and address of the park where the applicant will work and save before they can move the applicant into Offer.

D

Hired (Child Requisition Only):
Field HR moves applicant to Hired after they accept offer and ensures all new hire data is accurate. This will:

1. Close the requisition if number of hires equals number of openings on requisition
2. Send new hire data over to VTHR

E



UNDERSTANDING AND MANAGING TALENT STATUS PIPELINES

Navigating to Candidate Lists



NOTE:

Please see the next 2 sections on moving candidates through the pipeline: [“Methods of Moving Candidates Through Pipeline & Commenting”](#) and [“Reviewing Candidates and Using the Resume Viewer”](#)

1

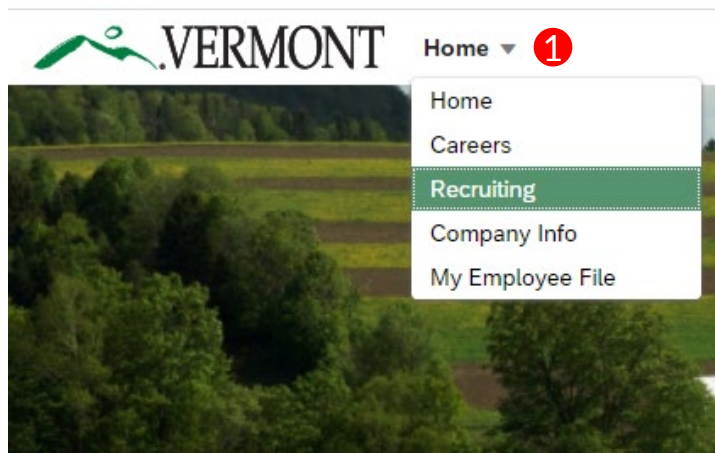
Go to “Home” at the top of the screen and select “Recruiting”

2

Click on the number of candidates in the requisition to review

3

You are now displaying the candidate list and hiring statuses.



	Job Title	Req Id	Hiring Manager	Talent Acquisition	HR Field Administrator	Location	Currently With	Candidates	Progress
	TEST_Park Manager I - Temporary	47664	Emily White	William Meirs	Cheryl Dopp	Barre		2	<div></div>

▼ Talent Pipeline View active candidates (2) View all candidates (2)

0 Forwarded	0 Invited To Apply	1 New Application	1 On Assignment	0 Pre-Offer	0 Ready to Hire	0 Offer	0 Hired	0 By Pass Manage Hires	0 Not Selected	0 Deleted On Demand By Candidate	0 Deleted On Demand
-------------	--------------------	-------------------	-----------------	-------------	-----------------	---------	---------	------------------------	----------------	----------------------------------	---------------------

3 Candidates: View all candidates (2)

0 Selected Action Display Options Filter Options

Highlight Candidate Enter Applicant Name

	Name	New Status	Forwarded By	Forwarded from Requisition	Date Forwarded	Candidate Type	Rating	Source	Candidate Source	Phone Number	Last Updated	Mandatory Interview	Veterans' Preference
<input type="checkbox"/>	Frances Harrington	New Application				External	N/A	Corporate: External Site	Corporate: External Site	802-555-1119	08/22/2023	N/A	N/A
<input type="checkbox"/>	Hal Murphy	On Assignment				External	N/A	Corporate: External Site	Corporate: External Site	802-555-1115	08/22/2023	N/A	N/A



UNDERSTANDING AND MANAGING TALENT STATUS PIPELINES – PARENT REQUISITION

Candidate Review and Interviewing Statuses

0 Forwarded	0 Invited To Apply	1 New Application	3 On Assignment	0 Pre-Offer	0 Ready to Hire	0 Offer	0 Hired	0 By Pass Manage Hires	2 Not Selected
----------------	-----------------------	----------------------	--------------------	----------------	--------------------	------------	------------	---------------------------	-------------------

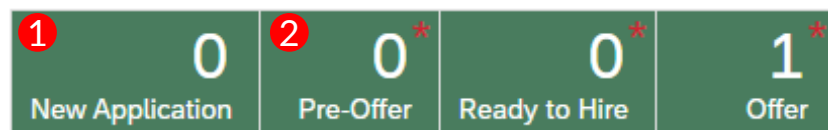
Candidates	Action Required
Frances Harrington	<div>2</div> <div>Select status to move candidate(s) to:</div> <div><div>Failed Background Check</div><div>Failed Background Check</div><div>Applicant Declined/Withdrew</div><div>Other</div></div> <div>Please comment on the status change (optional):</div> <div></div>

Applications on the parent requisition should stay in “New Application” status so that other hiring managers will see all applications without having to look through other statuses.

- 1) New Application:** Candidates are automatically placed into this status upon submitting their application.
- 2) Not Selected:** If you have a candidate who is unsuitable for any seasonal temporary positions with FPR, then they should be dispositioned with the appropriate status so that other hiring managers don’t waste time reviewing their application. The statuses available are “Failed Background Check,” “Applicant Declined/Withdrew” – use only if the applicant asks to be removed from consideration on ALL seasonal temporary FPR positions – and “Other.”
- 3) On Assignment:** Hiring Manager will place candidates in this status once they have been Forwarded As Applicant and placed into “Pre-Offer” on a child requisition.

UNDERSTANDING AND MANAGING TALENT STATUS PIPELINES

Moving to Pre-Offer Stage with Selected Candidate



Application

Candidate Status

Pre-Offer

Please comment on the status change (optional):

2

Move Candidate

Return to List



Move Candidate

Candidates	Action Required
Maxim Carroll	<div>Select status to move candidate(s) to:</div> <div>Pre-Offer</div> <div>Please comment on the status change (optional):</div> <div></div>

☐ Allow candidate(s) who have not yet accepted latest DPCS statement

3

Cancel

Apply Updates

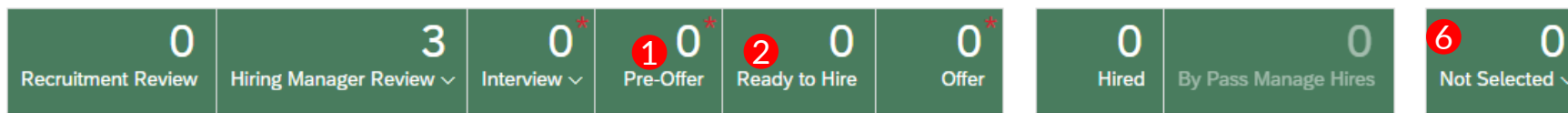
- 1) **New Application:** Once you “Forward as Applicant” from the parent requisition to the child requisition, the applicant will once again be automatically placed into “New Application” status.
- 2) Immediately move the candidate to the Pre-Offer Status.
 - a. In the application dialog box, click **“Move Candidate”**
 - b. In the Move Candidate Dialog box that will next pop up, you may add comments if you wish, and then click **“Apply Updates”** button.
- 3) The candidate will receive an email notification to update their application. The updated application will complete the candidate’s Tax Compliance statement and Criminal History Declaration. Your Field HR Administrator will receive the applicant’s updated application and notify you when you may proceed with next steps, by moving the candidate to the Ready to Hire status.



UNDERSTANDING AND MANAGING TALENT STATUS PIPELINES

“Ready to Hire” and “Offer” Stage with Selected Candidate

✓ Talent Pipeline 🔍 View active candidates (3) 🔍 View all candidates (3)



Application

Candidate Status: Offer ▾

Hiring Notes: 4

Region 1 Notes

Region 2 Notes

Region 3 Notes

Region 4 Notes

Central Office Notes: 3

Mandatory Interview: No Selection ▾

* Tentative Start Date: 08/28/2023

Step: 4

* Background Check Validated On: 08/22/2023

* Time Reporter Group: XYZ

* Address of Park Where Applicant Will Work: 100 sesame st., Hometown, USA

- 1) **Ready to Hire:** You will receive an email notification when the Field HR Administrator has moved the candidate to this status. This status means that you may proceed with a conditional verbal offer. If there is a pending hire-into-range request or departmental level background check you perform, leave the candidate in this status until those are completed. Once the candidate has accepted your verbal offer, you will move the candidate to the offer status.
- 2) **Offer:** Move the candidate to Offer status (drag and drop) to trigger your Field HR Administrator to submit a formal written offer to the candidate.
- 3) There are four fields you will need to complete before you can save the “Offer” status. These fields include:
 - a. Tentative Start Date
 - b. Background Check Validated On (The date the formal background check results were finalized)
 - c. Step
 - d. Time Reporter Group
 - e. Address of Park Where Applicant Will Work
- 4) Enter comments into “Hiring Notes” to inform the Field HR Administrators of any other details that need to be included in the offer letter.
- 5) Click **“Save.”**
- 6) If there are other candidates on the child requisition who will not be hired, move them to “Not Selected” status with the appropriate sub-selection.

UNDERSTANDING AND MANAGING TALENT STATUS PIPELINES

Disposition of Non-Selected Candidates

- 1 It is expected that hiring managers will only forward applicants they know they are going to hire to a child requisition. However, if you end up with a candidate that you are not interested in pursuing, move them to the appropriate "Not Selected" status.
- 2 Select a reason from the dropdown menu and click "Save" at the bottom of the screen. Candidates will receive a rejection notification email.*

1

0

Not Selected ▾

Move Candidate

Candidates	Action Required
Frances Harrington	<p>Select status to move candidate(s) to:</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Failed Background Check</p> <p>Failed Background Check</p> <p>Applicant Declined/Withdrew</p> <p>Other</p> </div> <p><small>Please comment on the status change (optional):</small></p> <div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div>

Cancel
Apply Updates



NOTES:

1. Hiring managers will not have access to the **"Ready to Hire, Offer, or Hired"** statuses. These statuses are used by Field HR and Talent Acquisition.
2. Any candidate still in an active status (New Application through Offer) when the final candidate is moved into "Hired" status will automatically receive a letter stating the position has been filled; however, we strongly encourage hiring managers to disposition these candidates appropriately prior to moving the finalist into "Hired" status.
3. ***"Not Selected"** rejection notifications
 - a. These will not trigger an email to candidates:
 - i. Failed Background Check
 - ii. Applicant Declined/Withdrew
 - iii. Other

CORRESPONDENCE WITH CANDIDATES

[42. Automated Correspondences](#)

[43. Manual Correspondences](#)

[45. Correspondences via Message Center](#)

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Automated Correspondences

- 1 When you are moving candidates to "Not Selected" a new box will appear on your screen:
- 2 The candidates you are taking action on are shown on the left side of the box
- 3 Select a rejection reason from this drop down. It is important that you select the correct reason, as there are different template letters for each rejection reason. The rejection reason you are selecting needs to apply to all candidates that you are taking action on.
- 4 Click "Apply Updates" to make the status change to "Not Selected." This will also trigger an automated rejection letter to the candidate.

About Correspondences

It is critical to communicate with your applicants throughout the hiring process to keep them informed of their status. You'll need to communicate with applicant to schedule them for interviews, to let them know if they are not being interviewed, to inform them of your decision after interviewing, to extend an offer, and possibly for other reasons.

There are 2 ways to send correspondences to candidates directly from your job requisition. For candidates you are rejecting, there are template emails that automatically send to candidates when they are moved to "Not Selected" status. **If you want to reject a candidate via a phone call or direct email, move the candidate to Not Selected status with the reason "Other" and make a comment indicating the actual not selected reason and that you are following up with the candidate outside of the system.** You can also manually send a template or customized email to a candidate directly from the job requisition at any point in the hiring process.

1 Move Candidate

2 Candidates	Action Required
Frances Harrington	<div>3</div> <div>Select status to move candidate(s) to:</div> <div> Failed Background Check Failed Background Check Applicant Declined/Withdrew Other </div> <div>Please comment on the status change (optional):</div> <div>Other</div>

Cancel
Apply Updates 4



▼ Talent Pipeline View active candidates (3)

0 Recruitment Review	2 Hiring Manager Review ▾
-------------------------	------------------------------

Candidates: [View all candidates \(3\)](#)

3 Selected **2** Action Display Options

- ☒ Advance Candidate
- Disqualify Candidate
- Move Candidate
- 3** Email Candidate
- Add Comment
- Add To Requisition
- Invite Late Stage Applicant
- Invite to Apply
- Print or Save
- Forward To Colleague
- View Resume

Frances Harrington (External Candidate)
 Application
Resume

802-555-1119
 harringtonfrances3@gmail.com
 Cover Letter
 Resume
 Save
 Cancel
 Email
 Take Action

Application URL

From: Jay Simons [10674@successfactors.com]

Candidates: Brenda Carleton [brenda.carleton@vermont.gov]

Language: English US (English US)

Brand: Select Marketing Brand

Template: - Select a template -

* Subject

* Message

5

6

7

8

Paragraphs: 0, Words: 0

Cancel Next

1 Select the candidate(s) you want to email.

 Hover over or click the "Action" dropdown.

3 Click "Email Candidate"


OR

- 4 From a candidate's profile, click the "Email" link near the top-right corner of the profile.

5 You will be brought to a new page where you can select a template email to send OR draft your own correspondence. You have the option to **select a template** from the dropdown. If you select a template, this will also populate the subject line, however, both the template and subject line are editable

6 If you did not select a template, you will need to enter a subject line for the email.

7 You can also attach a document to your email.

 Click "Next" to preview your email

Manual Correspondences

- 1 You will be brought to a new page that displays a preview of your email.
- 2 Click "I'm Done" to send the email. Click **back** if you need to edit your email, or **cancel** to go back to the requisition.

1

From Jay Simons [10674@successfactors.com]
To Brenda Carleton [brenda.carleton@vermont.gov]
Date 05/20/2022
Subject test message

test message

0 documents attached

Cancel

Back

2

I'm Done



CORRESPONDENCE WITH CANDIDATES VIA MESSAGE CENTER

Message Center: Method #1

1

On the applicant profile, go to the "Correspondence" section.

2a

Click "Send Email" to compose the email.

2b

or Click "Email" to compose the email.

Keisha Dunkley (External Candidate)

802-333-6666 dunkleykeisha1@gmail.com Cover Letter Resume Application URL

Save Email Take Action

Application Resume

2b

Application

Comments + Add

There are no items in this section.

1 Correspondence 2a Send Email

Sender: SuccessFactors Admin Thanks for applying for TEST_AOT Maintenance Work... (1) 3 Date: 05/19/2022 Type: Email

Please note that if others have sent messages to the candidate using this method, you will be able to read the contents of messages sent to the candidate; however, you will only be able to read responses from the candidate to your own messages. Responses from the candidate to others will be hidden.

CORRESPONDENCE WITH CANDIDATES VIA MESSAGE CENTER

Message Center: Method #1 continued

- 1** You will be brought to a new page that displays a box to write your email.
- 2** Enter a subject line and compose your message to the candidate. When you are finished, click **"Next."**
- 3** Preview your message and click **"I'm Done"** to send the email. Click **back** if you need to edit your email or **cancel** to go back to the requisition.

From Jason Tremblay [3935@successfactors.com]
To Keisha Dunkley [dunkleykeisha1@gmail.com]
Date 05/20/2022
Subject test message

test message

0 documents attached

1

JOB REQUISITION DETAIL JOB PROFILE **CANDIDATES (3)** JOB POSTINGS (2)

Send Print Print Preview

From: Jason Tremblay [3935@successfactors.com]
 Candidates: Keisha Dunkley [dunkleykeisha1@gmail.com]
 Language: English US (English US)
 Brand: Select Marketing Brand
 Template: - Select a template -
 Email templates provide specific subject and message content, but are editable.
 * Subject:
 * Message:

Font Size B I U Link Unlink Bulleted List Numbered List Indent Outdent Source

body p

Attach a document

2 Cancel Next

3 Cancel Back I'm Done

CORRESPONDENCE WITH CANDIDATES VIA MESSAGE CENTER

Message Center: Method #2

1

You can also send and receive messages to the applicant from the message center.

2

Enter your message to the applicant.

3

Click "Preview" or "Send" to send the email.

Tip: By using Message Center, you can track correspondence with applicants within SuccessFactors instead of via your email.

1 Message Center

All Messages (1) Search by Name...

Keisha Dunkley Today
Test Message 1
Reply to Test Message 1 On Fri, May 20, 2022 at 8:47 AM Jason Tremblay ...

Test Message 1 Archive Delete

Conversation with Keisha Dunkley

B I U S Verdana 11pt

2

3 Preview Send

Keisha Dunkley sent you an email
05/20/2022 08:49 AM | From: dunkleykeisha1@gmail.com
Reply to Test Message 1

You sent Keisha Dunkley an email
05/20/2022 08:47 AM | From: 3935@successfactors.com
Test Message 1

ADDENDUM

[49. Customizing Requisition Views Through Filters](#)

[50. Customizing Display Options of Requisitions](#)

[51. Emails Sent to Applicants at Various Statuses](#)

[60. Frequently Asked Questions \(FAQs\)](#)

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Customizing Requisition Views Through Filters

Job Requisitions ?

Requisition Statistics

8 Candidates Forwarded 0 New Candidates 4 Current External Requisitions 4 Current Internal Requisitions Average Days Open 75

1 **Filter Job Requisitions** All job requisitions

2 **Filter Options**

Select All	Job Title	Req Id ↓	Hiring Manager	Due
<input type="checkbox"/>	Parks Supervisor	31003	Ethan Phelps	11/27/2022
<input type="checkbox"/>	Parks Reg Maint Sup - T	31002	Ethan Phelps	11/27/2022
<input type="checkbox"/>	TEST4_Parks Regional Maintenance Sup - Temporary	30962	Ethan Phelps	11/23/2022
<input type="checkbox"/>	FPR TEST3	30960	Ethan Phelps	11/18/2022
<input type="checkbox"/>	TEST_Parks Regional Maintenance Sup - Temporary	30940	Ethan Phelps	11/17/2022

Filter Options

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

Enter Keywords: ☒ Title Only ☐ Title and Description

Job Requisition ID:

Job Requisition Type:

Parent Job Requisition ID:

Position Number:

Users:

Hiring Manager

Talent Acquisition

Sourcer

HR Field Administrator

Appointing Authority or Delegate

Business Office

Filter By:

Search Division

Search Department

Search Location

Clear Filters

Cancel Update Screen

1 If you recruit at a high volume, you may choose to see filtered lists of your requisitions instead of having to look through all. In the options menu above your requisitions you can filter them by all requisitions, pending, open, closed and open and pending by using the "Filter Job Requisitions" Dropdown menu

2 You can even get more specific with which requisition you are looking to view by choosing "Filter Options"



Important Notes

If you are not seeing a requisition you were looking for, it may mean you have filtering options on that have not been turned off. Make sure you set your "Filter Job Requisitions" dropdown back to the requisition status you want and if you used "Filter Options" mentioned in step 2, make sure to "clear all filters" shown below.

Filter Job Requisitions All job requisitions Clear all filters Filter Options Display Options

Customizing Display Options of Requisitions

1

As a Hiring Manager, you have control over what columns are displayed when looking at your requisitions. We recommend that you keep the columns you see as defaults when you first log in and view, but you can certainly add others. Click the “display options” link in your menu options above your reqs.

2

Here you can add columns you wish to see in your view. One very valuable one is “Currently With” under the Pending Req. Options. This will tell you where a pending requisition is in the approval process should you need to follow up to see why it is stalled or you need to change something on the requisition. After you click the “update screen” button, you will see that column.

Job Requisitions ?

Requisition Statistics

8 Candidates Forwarded

0 New Candidates

4 Current External Requisitions

4 Current Internal Requisitions

Average Days Open 75

Approve

Filter Job Requisitions

All job requisitions

1 Filter Options

Display Options

Select All	Job Title	Req Id ↓	Hiring Manager	Due
<input type="checkbox"/>	Parks Supervisor	31003	Ethan Phelps	11/27/2022
	Parks Reg Maint Sup - Temporary	31002	Ethan Phelps	11/27/2022
	TEST4_Parks Regional Maintenance Sup - Temporary	30962	Ethan Phelps	11/23/2022
<input type="checkbox"/>	FPR TEST3	30960	Ethan Phelps	11/18/2022
	TEST_Parks Regional Maintenance Sup - Temporary	30940	Ethan Phelps	11/17/2022
	TEST_Parks Maintenance Technician - Temporary	30920	Ethan Phelps	11/17/2022

Display Options

2

Use the options below to show or hide the columns in the table.

☐ Filter Info

- ☒ Req Id
- ☐ Position Number
- ☐ Department
- ☐ Division
- ☐ Location

☐ Users

- ☒ Hiring Manager
- ☐ Talent Acquisition
- ☐ Sourcer
- ☐ HR Field Administrator
- ☐ Appointing Authority or

☐ Pending Req Options

- ☒ Currently With
- ☒ Updated
- ☒ Due
- ☐ Current Step

☐ Open/Closed Req Options

- ☒ Candidates
- ☐ Active Candidates
- ☒ Progress
- ☐ Status
- ☐ Job Start Date

Approve

Filter Job Requisitions

All job requisitions

Filter Options

Display Options

Select All	Job Title	Req Id ↓	Currently With
	State Land Ecologist	30142	Nancy Kirkland

EMAIL RECEIVED BY APPLICANT AFTER SUBMITTING APPLICATION TO PARENT REQUISITION

Subject: Thanks for Applying to Open Seasonal Vermont State Parks Positions

Body:

[[TODAY]]

Dear [[CANDIDATE_FIRST_NAME]] ,

Thank you for your interest in job opportunities with the State of Vermont, specifically the [[JOB_REQ_TITLE]] . We appreciate you taking the time to apply and look forward to reviewing your application!

Please note that you have applied to a talent pool, not a specific position. We will determine your eligibility for all the locations in which you indicated interest. Your application will be sent to the specific regional offices you expressed interest in when a vacancy is identified. Your application will be reviewed by the hiring team in that region and you may be contacted if you are selected for an interview.

Thanks again for your interest in the State of Vermont!

Sincerely,

Talent Acquisition Team

State of Vermont | Department of Human Resources

careers.vermont.gov | dhr.recruitment@vermont.gov

(802) 828-6700, option 1, then option 4

EMAIL RECEIVED WHEN APPLICANT IS “FORWARDED AS APPLICANT” TO A CHILD REQUISITION

Subject: Forests, Parks, and Recreation Requisition – Application Forwarded

Body:

[[TODAY]]

Dear [[CANDIDATE_FIRST_NAME]] ,

Thank you for your interest in seasonal job opportunities with the Department of Forests, Parks, and Recreation at the State of Vermont. Your application has been forwarded to [[JOB_REQ_TITLE]] for further consideration. You do not need to take any further action unless you do NOT want to be considered for this position. In that event, please contact us at dhrr.recruitment@vermont.gov and let us know.

Check Your Status, Anytime!

We try to keep the process as open and transparent as possible. At any time, you can log into the [Career Site](#) to check your status.

Thanks again for your interest in the State of Vermont!

Sincerely,

Talent Acquisition Team

State of Vermont | Department of Human Resources

careers.vermont.gov | dhrr.recruitment@vermont.gov

(802) 828-6700, option 1, then option 4

EMAIL SENT TO EXTERNAL APPLICANT WHEN MOVED INTO PRE-OFFER STATUS

Subject: Please Update Your State of Vermont Application

Body:

[[TODAY]]

Dear [[CANDIDATE_FULL_NAME]] ,

You are receiving this email because you are a finalist for our job opening, [[JOB_REQ_TITLE]] , Job Req ID #[[JOB_REQ_ID]] .

At this stage of the process, we invite you to update your application with additional details that are required to complete our pre-offer review. This includes questions regarding any criminal history records that you may have. Other details (mailing address details, date of birth, and Social Security Number) are collected now for later stages of the process. You are also asked to certify that you are in good standing with the Vermont Department of Taxes, which will be verified by Human Resources staff.

To update your application, please [login to your applicant account](#), under "Jobs Applied," select the tile for [[JOB_REQ_TITLE]] , Job Req ID #[[JOB_REQ_ID]] and complete the section for "Job-Specific Information." After you have completed the required fields, click on the "Update" button. If you still wish to be considered for this position, please complete this step within three (3) business days.

In addition to updating your application, all Parks Division staff complete background checks at the beginning of employment. Please review the Background Check Policy Memo and follow the link provided below: <https://vermontstateparks.quickapp.pro/>

Please do not hesitate to contact me with any questions about this.

Sincerely,

[[SECOND_RECRUITER_FULL_NAME]]

EMAIL SENT TO INTERNAL APPLICANT WHEN MOVED INTO PRE-OFFER STATUS

Subject: Please Update Your State of Vermont Application

Body:

[[TODAY]]

Dear [[CANDIDATE_FULL_NAME]] ,

You are receiving this email because you are a finalist for our job opening, [[JOB_REQ_TITLE]] , Job Req ID #[[JOB_REQ_ID]] .

At this stage of the process, we invite you to update your application with additional details that are required to complete our pre-offer review, specifically questions regarding any criminal history records that you may have.

To update your application, please follow these steps:

1. [Login to your applicant account](#) and click on "Careers."
2. Choose "Job Applications" from the top menu and locate [[JOB_REQ_TITLE]] , Job Req ID #[[JOB_REQ_ID]] in the list of jobs applied.
3. Select the link to open it and scroll to the bottom of the page and choose "View/Edit."
4. Complete the section for "Job-Specific Information."
5. After you have completed the required fields, click on the "Update" button. If you still wish to be considered for this position, please complete this step within three (3) business days.

In addition to updating your application, all Parks Division staff complete background checks at the beginning of employment. Please review the Background Check Policy Memo and follow the link provided below:

<https://vermontstateparks.quickapp.pro/> Please do not hesitate to contact me with any questions about this.

Sincerely,

[[SECOND_RECRUITER_FULL_NAME]]

EMAIL SENT TO APPLICANT WHEN OFFER LETTER HAS BEEN GENERATED AND SENT

Subject: Offer of Employment for [[JOB_REQ_TITLE]]

Body:

[[TODAY]]

Dear [[CANDIDATE_FIRST_NAME]] ,

An offer for [[JOB_REQ_TITLE]] , Job Req ID # [[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. Attached find instructions for viewing and accepting your offer.

Please do not hesitate to contact me with any questions about this.

Thank you,

[[SECOND_RECRUITER_FULL_NAME]]

Department of Human Resources

NOTE: There is a document with detailed instructions for viewing and accepting the offer attached to this email.

EMAIL SENT WHEN A CANDIDATE IS REFERRED TO THE PARENT REQUISITION

Triggered when a state employee uses the “Refer a Friend” button on the parent req job posting. The referred person’s name will appear in the “Forwarded” box at the beginning of the candidate pipeline. A hiring manager can then follow up with “Invite to Apply” to further encourage the applicant to apply to the parent req.

To be used to invite applicants to PARENT req only

Subject: State of Vermont Careers

Body:

[[TODAY]]

Hello [[CANDIDATE_FULL_NAME]]

You have been referred by [[INVITE_REFERRER]] to the job requisition link below.

[[INVITE_LINK]]

We hope that you will take a few moments to review the job posting. If it is of interest to you, it just takes a few minutes to create your applicant profile, upload your resume, and apply.

If this position is not of interest to you at this time, you don't need to take any action at all and we thank you for your time.

Sincerely,

Talent Acquisition Team

Vermont Department of Human Resources

NO EMAILS ARE TRIGGERED WHEN APPLICANTS ARE MOVED INTO THE “NOT SELECTED” STATUSES

NO emails are triggered when an applicant is moved into the following “Not Selected” categories available on the FPR Seasonal Temp Requisitions:

- Failed Background Check
- Applicant Declined/Withdrew
- Other

EMAIL TRIGGERED IF A REQUISITION IS FILLED AND STILL HAS UNHIRED, ACTIVE CANDIDATES ON IT

This triggers automatically to remaining active candidates when a requisition is filled – it is best to disposition all active candidates prior to filling a requisition.

Subject: State of Vermont Application Status

Body:

[[TODAY]]

Dear [[CANDIDATE_FIRST_NAME]] :

Thank you for expressing an interest in job opportunities with the State of Vermont, specifically the [[JOB_REQ_TITLE]] position (Job Requisition #[[JOB_REQ_ID]]) for which you recently applied. We are writing to inform you this specific job opening has been filled and is no longer under recruitment.

We hope you'll keep us in mind and apply again in the future should you see a job opening for which you qualify. We invite you to explore other job opportunities with the State of Vermont by visiting our website: www.careers.vermont.gov. There you can also join our talent community and we will keep you informed about job opportunities that match your interests.

Another way to stay updated on current State of Vermont job opportunities, is to connect with us on Social Media:

[Twitter](#)

[LinkedIn](#)

[Facebook](#)

Once again, thank you for your interest.

Sincerely,

Talent Acquisition Team

State of Vermont | Department of Human Resources

careers.vermont.gov | dhrr.recruitment@vermont.gov

(802) 828-6700

EMAIL TRIGGERED IF A REQUISITION IS CANCELLED AND STILL HAS UNHIRED, ACTIVE CANDIDATES ON IT

This triggers automatically to remaining active candidates when a requisition is cancelled – it is best to disposition all active candidates prior to cancelling a requisition.

Subject: State of Vermont Application Status

Body:

[[TODAY]]

Dear [[CANDIDATE_FIRST_NAME]] :

Thank you for expressing an interest in job opportunities with the State of Vermont, specifically the [[JOB_REQ_TITLE]] position (Job Requisition #[[JOB_REQ_ID]]) for which you recently applied. We are writing to inform you this specific job opening has been cancelled and is no longer under recruitment.

We hope you'll keep us in mind and apply again in the future should you see a job opening for which you qualify. We invite you to explore other job opportunities with the State of Vermont by visiting our website: www.careers.vermont.gov. There you can also join our talent community and we will keep you informed about job opportunities that match your interests.

Another way to stay updated on current State of Vermont job opportunities, is to connect with us on Social Media:

[Twitter](#)

[LinkedIn](#)

[Facebook](#)

Once again, thank you for your interest.

Sincerely,

Talent Acquisition Team

State of Vermont | Department of Human Resources

careers.vermont.gov | hr.recruitment@vermont.gov

(802) 828-6700

Does the Appointing Authority need to be in the Requisition Approval Path every time?

No, its left up to the business. If your process is they need to be a “hard stop” approver, add as an approver using the steps provided in this guide. Otherwise they just get notified and can manually stop the requisition if they choose, but they needn’t take any action.

Can we change Hiring Manager, Appointing Authority or Delegate to be someone different?

Yes, they will need to be listed in the hiring manager role to have access.

Do we have to write the date/time/location to move to interview status?

No, only that you are interviewing or interviewed. If you wanted to add in specific details as it relates to date/time/location, which would be a good idea, then you can add that to the comments.

What are the Veterans’ points?

Basically, as military veteran or spouse, there are points assigned to each [category](#). As long as they meet the minimum job qualifications, you give preference to interviewing candidates who have veterans’ points.

Where would you put job specific information?

Add it in the comment box when first creating your requisition, or discuss with your TA Specialist.

How do I send resumes to other on hiring panel to review?

Add them as additional hiring managers to review. There is only one “ranking” in status pipeline per requisition, so you should be in agreement prior to moving to a specific ranked status.

What about background checks that my department or agency vs. the standard Tax Compliance and Criminal History Declaration?

Any department/agency level checks you currently do will remain the same process. When Field HR moves your candidate into “ready to hire” from “pre-offer,” that indicates they have satisfactorily passed the Tax Compliance and Criminal History Declaration Checks. If you no do no dept. level background checking, you can proceed with verbal conditional offer and move then to “Offer” status. If you do perform dept. level background checks, you need to leave the candidate in “Ready to hire” status until you have completed your department specific checks. After those are done, you can make your verbal conditional offer and then move them into “Offer” status.

What if a candidate has “Yes” under Mandatory Interview in the candidate list view?

This means that DHR has confirmed they meet the [state policy](#) for mandatory interview requests. If your department has additional criteria for granting mandatory interviews, this will not be reflected in the mandatory interview column. You will need add the people responsible for reviewing candidates' mandatory interview qualifications for your department or agency as additional hiring managers when you create requisitions or send them the Applications/Resumes through SuccessFactors (Actions>Forward to Colleagues)

Can we add comments as the hiring manager to a candidate application (they need tests or checks etc.)?

Yes. You can add the comments to the hiring manager comment field. Please be careful as any comments you put in can be seen by anyone internally associated with this requisition (additional hiring managers, Talent Acquisition, Field HR, etc.). **Candidates will not see these comments.**

Can we create a dummy account to show the external users how to go through the process?

Please do not do this. An external user guide is available to share with all external users. If they require additional assistance, they should contact the Talent Acquisition Helpdesk by email at DHR.Recruitment@vermont.gov or call 802-828-6700, Option 1, and then Option 4.

Is there a limit on the number of documents uploaded for the candidate?

There is a limit to the amount of data each candidate can store. It is not by number of docs. If they should hit the limit, they will get an error indicating that. There should be ample storage space for every candidate to upload multiple documents of normal size.

Do we need to add in the Time and Labor Data?

If you have it, please put Time and Labor data in the comments so there is not the back in forth when it comes to the offer stage. Field HR will be responsible for requesting that data from the business offices prior to hiring candidate and sending new hire information over to VTNR.