



SUCCESSFACTORS USER GUIDE FOR USING MOBILE DEVICES

This Guide is For:



Current State of Vermont Employees including Internal job Seekers, Hiring Managers, Field Human Resources, and Appointing Authorities



TABLE OF CONTENTS

[3. Getting Started with Mobile Phones](#)

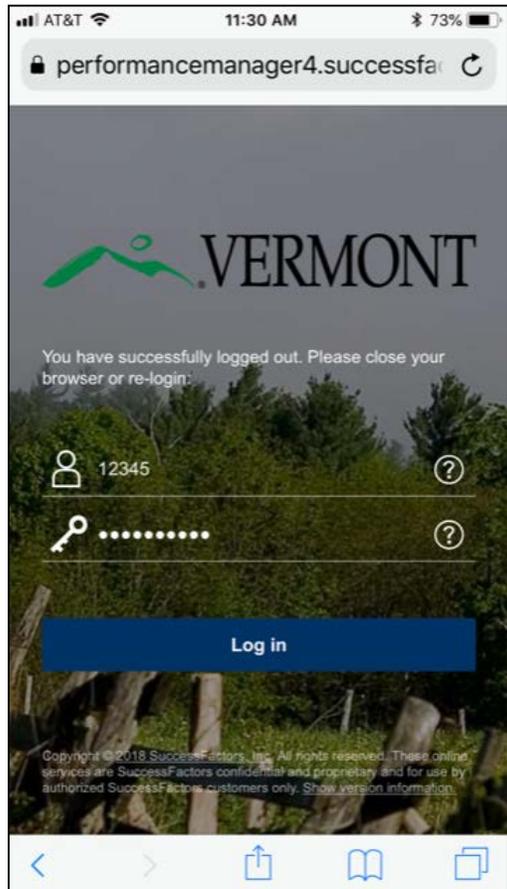
[4. For Hiring Managers, Appointing Authorities and Field HR](#)

[5. For State Employee Job Seekers](#)

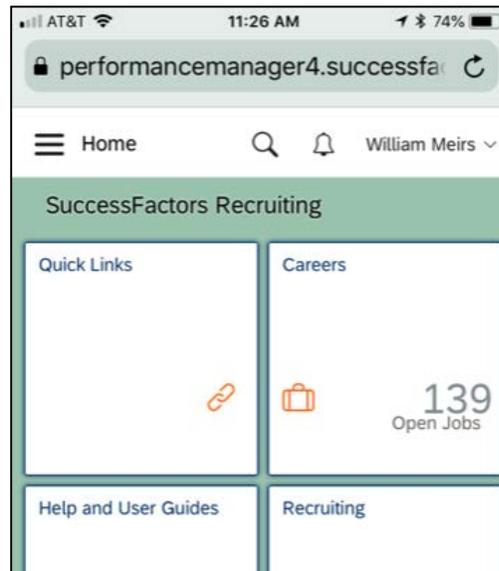
[6. Using Tablets](#)



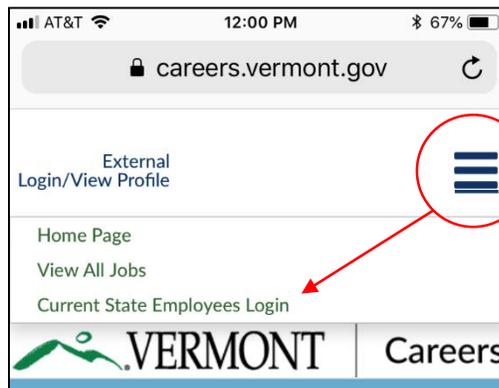
GETTING STARTED WITH MOBILE PHONES



A



B



C

If you are a state employee, you are able to use mobile devices with the SuccessFactors application. It is important to note which pages are “mobile responsive” and which aren’t. What this means is some pages actually “respond” with a more visually friendly mobile layout when you view on a phone or tablet.

The ones that are mobile responsive will show the page in a more linear fashion with the content stacked top to bottom and rendered larger.

The ones that are not mobile responsive will render like they would on a desktop computer. These will basically look like a very small browser window. (We will review these in the following pages.)

The Current Pages for the Internal Site that **are** responsive (mobile friendly) are the login screen (See Image A) and the Home Page screen (Image B).

Whether you are a hiring manager looking to review candidates, Field HR, or an employee exploring career opportunities, you can go to this URL in your mobile browser to login:

<https://performancemanager4.successfactors.com/login?company=stateofver#/login>

This is a lot to type, so an easier alternative is to go to the external site (careers.vermont.gov) and tap menu icon (3 horizontal lines) and then select the link for “Current State Employees” in the Header Navigation (Image C).



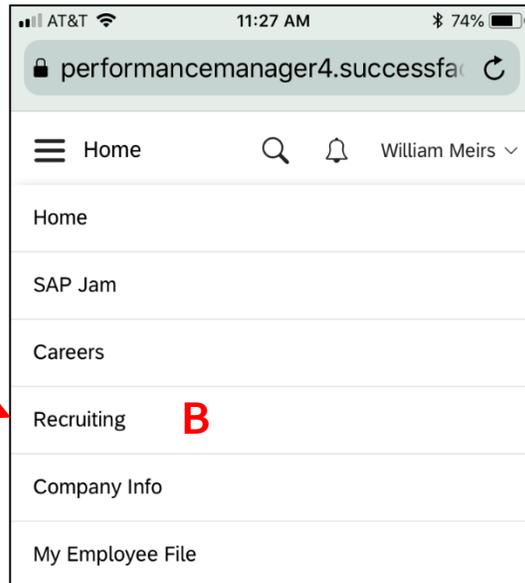
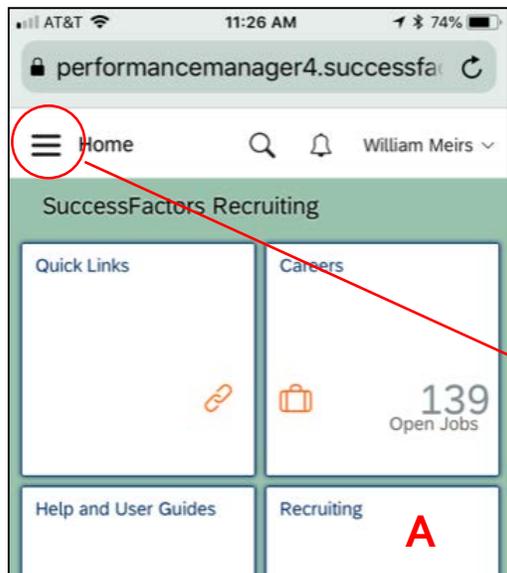
FOR HIRING MANAGERS, APPOINTING AUTHORITIES, AND FIELD HR

From the home page, you can access the Recruiting Module by either tapping the “Recruiting” tile (A) or using the navigation menu and tapping “Recruiting” (B.)

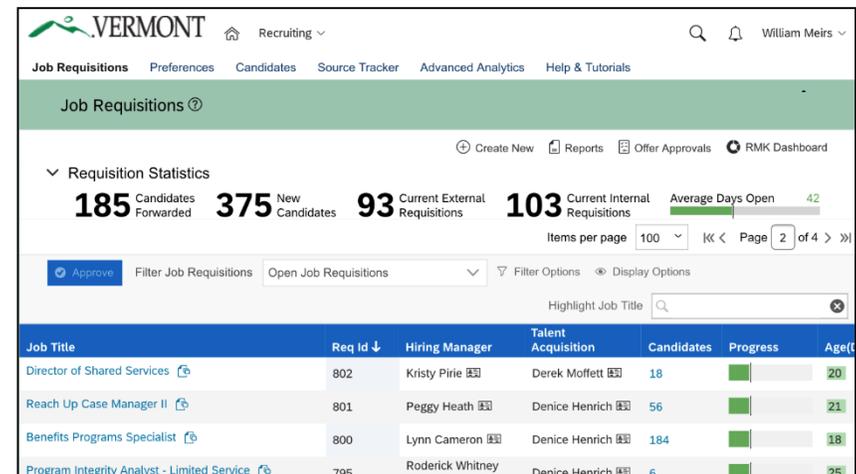
After you get past the home page, the pages are no longer responsive (see image C).

You can still perform all of the SuccessFactors Functions, it’s just the text will be small so you will need to enlarge the view per your mobile phone’s method to do that and then just pull the page around to where you need to be.

Note: It is SuccessFactors’ plan to have the entire site mobile responsive in the near future.



C





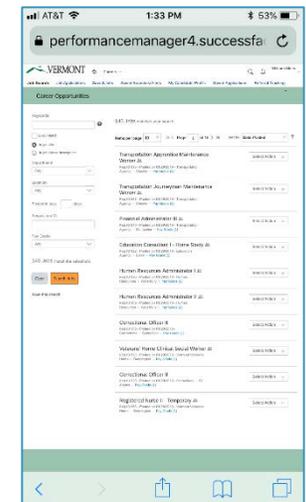
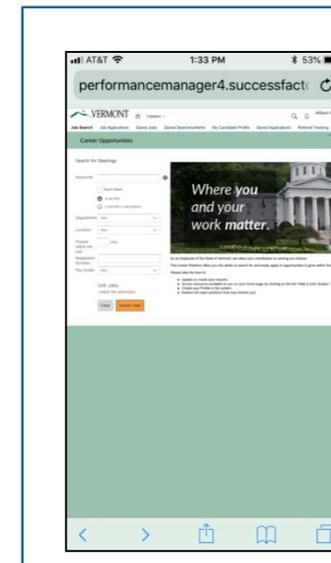
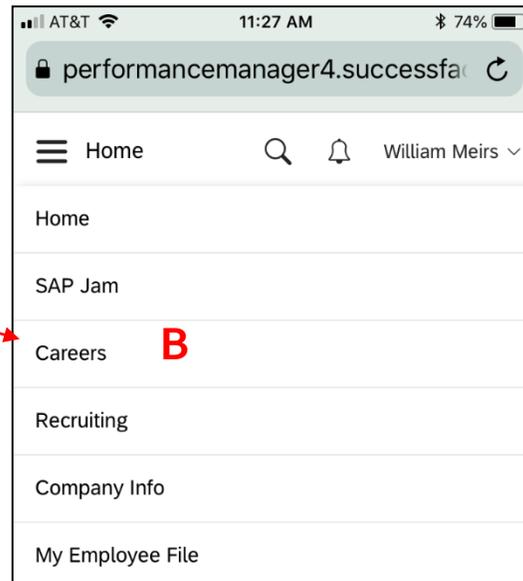
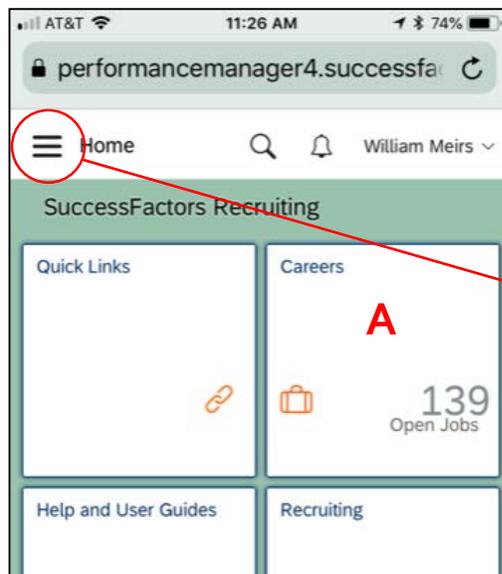
FOR STATE EMPLOYEE JOB SEEKERS

From the home page, you can access the “Careers” Module by either tapping the “Careers” tile (A) or using the navigation menu and tapping “Careers” (B).

After you get past the home page, the pages are no longer responsive (see image C).

You can still perform all of the SuccessFactors Functions and search/apply for jobs, it’s just the text will be small so you will need to enlarge the view per your mobile phone’s method to do that and then just pull the page around to where you need to be.

Note: It is SuccessFactors’ plan to have the entire site mobile responsive in the near future.





USING TABLETS

The good news is tablets display fairly similar to a desktop computer, just in slightly smaller format.

The screenshot shows the 'Job Requisitions' dashboard. At the top, there are navigation links for 'Job Requisitions', 'Preferences', 'Candidates', 'Source Tracker', 'Advanced Analytics', and 'Help & Tutorials'. Below this is a 'Job Requisitions' section with a 'Create New' button, 'Reports', 'Offer Approvals', and 'RMK Dashboard' options. A 'Requisition Statistics' summary shows 185 Candidates Forwarded, 385 New Candidates, 98 Current External Requisitions, and 108 Current Internal Requisitions, with an Average Days Open of 42. A table below lists various job titles with columns for Req Id, Hiring Manager, Talent Acquisition, Candidates, Progress, Age(Days), and Job I. A 'Support' button is visible on the right side of the table.

Job Title	Req Id	Hiring Manager	Talent Acquisition	Candidates	Progress	Age(Days)	Job I
Curriculum Development and Training Administrator	805	Kristine Murphy	Denice Henrich	21 (14 New)	<div style="width: 100%;"></div>	12	I/E
Unemployment Compensation Tax Auditor I	804	Megan Kirby	Denice Henrich	3 (3 New)	<div style="width: 100%;"></div>	1	I/E
Public Health Nurse I	803	Tori Hodgkins	Derek Moffett	10	<div style="width: 100%;"></div>	24	Not Pos
Director of Shared Services	802	Kristy Pirie	Derek Moffett	18	<div style="width: 100%;"></div>	20	Not Pos
Reach Up Case Manager II	801	Peggy Heath	Denice Henrich	56	<div style="width: 100%;"></div>	21	Not Pos
Benefits Programs Specialist	800	Lynn Cameron	Denice Henrich	184	<div style="width: 100%;"></div>	18	Not Pos
Program Integrity Analyst - Limited Service	795	Roderick Whitney	Denice Henrich	6	<div style="width: 100%;"></div>	25	Not Pos
Administrative Services Coordinator I	794	Emily Carrier	Denice Henrich	97	<div style="width: 100%;"></div>	24	Not Pos
Public Health Nurse II	793	Tori Hodgkins	Derek Moffett	6	<div style="width: 100%;"></div>	24	Not Pos

The screenshot shows the 'Career Opportunities' search page on a tablet. It features a search bar, a 'Where you and your work matter.' banner with an image of the Vermont State Capitol, and a list of search filters including Keywords, Department, Location, and Pay Grade. A 'Search Jobs' button is visible at the bottom.

The screenshot shows the search results page on a tablet. It displays '148 Jobs matched your search' and a list of job listings with details such as 'Financial Specialist II', 'Tax Field Auditor I', and 'Tax Field Auditor II'. Each listing includes a 'Select Action' button.