SUCCESSFACTORS USER GUIDE

This Guide is For: Current State of Vermont Employees
TABLE OF CONTENTS

3. Logging on the First Time to SuccessFactors Portal (State Employees)
5. Resetting Password to SuccessFactors Portal (State Employees)
9. My Employee Profile
11. Navigating the Career Section
24. Addendum: Updating Pre-Offer Details
First Time Log On – State of Vermont Employees

This section will provide information on your access as a State of Vermont Employee.

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.
Logging In/Setting Password– State of Vermont Employees

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.

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”.

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
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.
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

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

8. Home Page Navigation Tour
   Table of Contents
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) **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.

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

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: “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.
MY EMPLOYEE PROFILE

10. Tour of Employee Profile

Table of Contents
Employee Profile: Allows a user to build on their employee profile.

1) The “My Employee Profile” can be found in the upper left-hand corner of the “Home Page” (the image of the home). Click on the Home button, hover over My Employee Profile and click to select or click on the “My Profile” Tile on your home page.

2) Personal Information – This section includes the users email and location. This information is generated by a feed from the VTHR system.

3) Work Experience within Organization – Users may create a professional bio about their work history, clicking on the pencil on the right-hand side of this section.

4) Previous Employment – Users may update their previous employment records, by clicking on the pencil on the right-hand side of this section.

5) Education – This section allows users to list their education or update as completed. Users may do so by clicking on the pencil on the right-hand side of this section.

6) Course/Continuing Education – Users may can frequently update this section upon completion of any additional education completed. Please refer to SOV LINC for a complete transcript.

7) Certificates/Licenses – This connects users to other parts of the system connected to them.

NOTE: Only Courses and Certificates sections added here will also be reflected in your Candidate Profile, and vice versa.
NAVIGATING THE CAREER SECTION

12. Tour of Career Section Home
13. Searching and Applying for Job Postings
16. Managing Applications and Checking Status
17. Saved jobs
18. Saved Searches & Setting up a Job Alert
19. Managing Your Candidate Profile
21. Saved Applications
22. Tracking your Employee Referrals
23. Viewing and Accepting Offers

Table of Contents
The career section is used to search and apply to positions. The Career Page displays summary information about a logged in users saved jobs, saved applications, jobs applied for to accepting job offers. We will go into each in more depth in the following pages.

1) Searching and Applying to Job Postings
2) Managing Applications and Checking Status
3) Saved Jobs
4) Saved Searches, Joining a Talent Pool & Setting up a Job Alert
5) My Candidate Profile
6) Saved Applications
7) Tracking your Employee Referrals
8) Tracking your Job Offers (this link will only be seen if you have a pending offer in the system)
Searching and Applying for State of Vermont Jobs

Job search is the first selection on the Careers navigation bar for users of the SuccessFactors portal to view any new job postings within the State of Vermont.

1) User can set the filters on the left-hand side of the screen, to view and/or apply for jobs of interest, by typing in keywords, location, Department, job openings posted within so many days.

2) Once you set your filters or leave all blank to search all jobs click “Search jobs” button

3) Scroll through the job postings for the specific career listing to apply for. Click the Job Title to view the Job Posting Detail.

4) You can also apply Directly from the job listing page by clicking on “Take Action” Button

5) A new page will display the specific details of the position. Navigate to the far right of the screen of the job posting and select the “Apply” button. It is always recommended to read the details of the position before applying.

In addition to applying, a candidate can also select any one of the following options:

- Refer a Friend to this job (current employees or external candidates)
- Save Job for future review
- Apply Using LinkedIn (must have a LinkedIn account)
Applying for State of Vermont Jobs

1. After selecting “Apply”, if you are applying for the first time in SuccessFactors, you must accept the Data Privacy Consent Statement.
2. You will then be directed to update your candidate profile. The first step is uploading a new resume. (refer to “My Candidate Profile” section later in this document).
3. Review ‘My Candidate Profile’ to ensure all details from the resume are listed (a. contact information, b. previous employment, c. education and certifications). Update any information in the dropdown sections as necessary. Scroll to the bottom right of the page, select d. next.
Completing your Candidate Profile and the Application

1. The Job Application will populate requesting the candidate to complete the required fields.

2. Answer any specific questions, then finish by e-signing the application prior to selecting apply.

3. Once you have successfully answered all the questions, select the apply button.

4. A new window will populate letting you know you have successfully submitted a application. You will receive a email notification.
Managing Applications and Checking Status

1. Job Applications is the second selection on the Careers navigation bar for users of the SuccessFactors portal to edit/update applications and to view/monitor the application status. Upon clicking on ‘Job Applications’ from the navigation bar, the page will populate with all the applications a candidate has submitted and their status to date.

2. Candidates can review the ‘Status” column for any updates on applications submitted. This column will be updated as a candidate’s application is processed or rejected in the application process.

3. You can make any updates you need to make to your application such as the following:
   - Change your application info (see tip box on left)
   - Update application questions as required for Pre-Offer status – answer additional application questions as required.
   - Update the resume
   - Withdraw an application
Under ‘Actions’ column, select View/Edit Application, to withdraw your application, then reapply prior to the application deadline. No changes can be made to a candidate’s application after the application deadline.

Tip: If you are notified by DHR that your application is incomplete or you would like to make a change to the application, you may follow the steps on the right to make those changes only when you are in “Application Received” status. (Add, edit or delete resumes or other documents, change your screening question responses, etc.) After your application has been moved to the next step (“Review”) you will not be able to make any further changes. When you’re done editing, Make sure to click update button to save your changes!

IMPORTANT NOTE: The changes you make to the application do not update your candidate profile, only the specific application you are editing.
Saved Jobs is the third selection on the Careers navigation bar, which allows users of the SuccessFactors portal to review job postings, then save, to apply at a later date. These are jobs you have not applied for, you may apply for a future time or forward a job to a friend, coworker or another individual.

To capture jobs postings on the ‘My Saved Jobs’, select Find More Jobs button at the bottom of the screen.

The Careers Opportunities Page will populate with all the current Job postings in the State of Vermont. Navigate to the far right of the screen, hover over the ‘Select Action’ button. Then select ‘Save Job’ from the drop down.

Navigate back to the ‘Saved Jobs’ from the Careers main menu (refer to Step 1) to view the listing of job postings you have saved. Refer back to the list to apply for a specific job posting saved by hovering over the select then click on Apply from the drop down.
SAVED SEARCHES & SETTING UP A JOB ALERT

Creating Saved Searches/Job Alert

Saved Search's/Alerts: Select Saved Searches/Alerts to create a manage alerts that provide notifications when job opportunities meeting your search criteria are posted. A candidate must create a candidate profile in order to 'Create a new job Alert.

You can create and save searches so they can easily re-use search criteria they like. Searches may be saved as job alerts to inform them when new jobs are posted that match their interest.

1. To set up a Job Alert, select ‘Create New Job Alert’.

2. Complete the necessary information in the popup window. For any assistance click on the ‘?’ icon for further information.

3. Once completed, click the save button.

4. You will now see your saved search/job alert. From here you can click on the alert name to see the alert/search criteria you set up. From the ‘Actions’ column, you can choose to run the search, edit it or delete it.

5. Create New Job Alert
Managing Your Candidate Profile

My Candidate Profile: Select My Candidate profile for your up to date contact details and current resume. Users of the portal have the option to update their My Candidate Profile at any time. Upon selecting the My Candidate Profile, users are prompted to upload their resume. Internal Candidates who complete an application for a position automatically create a candidate profile.

NOTE: Only Courses and Certificates sections added here will also be reflected in your My Employee Profile, and vice versa.

1. Navigate to Home, select Careers, then select My Career Profile.
2. Users are immediately prompted to upload a resume. (See guidance on resume details).
3. To upload a resume, select the ‘Choose File’ button in the middle of the screen, find your resume on your computer, then select the upload.
4. Review the following sections to ensure all the details populated from the resume parsing:
   - Previous Employment
   - Education
   - Certification/Licenses
   - Courses/Continuing Education
   - Documents
   - More Information Section
5. Once all the changes are completed, select the save button at the top right hand corner.
Understanding the Difference between Documents in your Candidate Profile and your Application

- Your candidate profile is the foundation of your account. All the information in your profile is a part of each application that you submit. This includes your resume and any other documents that you upload to your profile, your contact information, and the work and education history that you have entered.
- Most hiring managers expect to see a cover letter with your application. You can upload a general cover letter (not recommended) to your profile or upload a unique one for each application that you submit.
- When you upload a cover letter or resume to an application, the last one submitted is visible on your profile and will be shared if your application is forwarded to other hiring managers.
- Once you have submitted an application, changes that you make to your profile or to a new application will not affect an existing application.
- When you upload a new cover letter to your next application, although that letter is the one now on your profile, it does not replace the one on your earlier application(s).

The Graphic on the right will show you the different scenarios.
Navigate to Home, select Careers, then select Saved Applications. If you need to leave the application and return to complete later, click the ‘Save’ button in the lower right hand side of the application form. Anything you had already input will be saved, so you won’t have to start from the beginning again when you return. When you return to your Saved Applications page, you will see the position in your list. From here you can select actions to perform (continue and complete your application, or delete the application.) If you delete, you can always go back and start the application again before the application deadline.

Tip: Candidates can only finish the in-progress application prior to the application deadline. Candidates are not able to apply to closed requisitions.
Your Employee Referrals

We encourage employees to share great job opportunities with anyone that you would recommend for the position. When you click on the button "Refer Friend to Job", you can track the progress of the referral here.

1. Navigate to Home, select Careers, then select Referral Tracking to view your referrals.

2. To add a referral, navigate to Careers, >Job Search and click search jobs button

3. Review the job posting you want to share to a friend. Navigate to the Select Action to the far right hand side of the screen, click on 'Refer Friend to Job.'

4. Provide some further details to send the job posting to a candidate. Once completed, select the send button.

5. When you return to the Referral Tracking Page, you will see your referral and the status.
VIEWING AND ACCEPTING OFFERS

My Offers is off to the far right hand side of the Careers Module navigation bar. This will not show up on the navigation bar until an Offer letter has been sent to a candidate to preview prior to accepting or declining.

You will get an email to your State of Vermont Email notifying you of an online offer letter that you need to review.

Click the ‘My Offers’ link as shown in Step 1, you will see your offer letter.

From here, you can Accept, Decline or Email the Talent Acquisition Team if you have questions.

Once you take an action (Accept or Decline) you will get an on screen confirmation of your offer status (it will say ‘Accepted’ or ‘Declined’ instead of ‘Pending’).
ADDENDUM

25. Updating Pre-Offer Details
Table of Contents
Updating Your Pre-Offer Details

1. **Job Applications** is the second selection on the **Careers navigation** bar for users of the SuccessFactors portal to edit/update applications and to view/monitor the application status. Upon clicking ‘Job Applications’ from the navigation bar, the page will populate with all the applications a candidate has submitted and their status to date.

2. Click on the **Job Title** of the position with the status of “Update Application.”

3. A **Job Description** will appear.  
   - Scroll to the bottom of the page and click on “View/Edit Application.”  
   - Update application questions under the “Job-Specific Information” section as required.  
   - Once you have completed all required fields, **click the “Update” button**.

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**ADDENDUM**

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25

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