SUCCESSFACTORS USER GUIDE

This Guide is For: Current State of Vermont Employees
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.
FIRST TIME LOG ON

Logging In/Setting Password – State of Vermont Employees

Please log in to begin using SuccessFactors for stateofvermont, or you can enter a different company ID. Both your username and password are case sensitive.

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”

SAP SuccessFactors

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

1. Back to Log in

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.

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.
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) Quick Actions Cards: These cards bring user to other areas of the portals through links available to them.

3) Help and User Guides: This card 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) Organization Updates may be provided here.

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.
MY EMPLOYEE PROFILE

10. Tour of Employee Profile

Table of Contents
Tour of the Employee Profile Page

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 user's 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 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

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.

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.

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

1. 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.

2. 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.

3. To set up a Job Alert, select 'Create New Job Alert'.

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

5. Once completed, click the save button.

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

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

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.'

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

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

Reviewing 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’).

September 12, 2018
Dear Bill,

An offer for Psychiatric Admissions Specialist (Temporary), Job Req ID # 1256 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,
Joyce Santacross
Department of Human Resources

My Offers

SAP SuccessFactors
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.