Overview:

The Applicant Management process within SuccessFactors is an efficient, robust means of managing applicant flow, coordinating interviews, evaluating candidates, and extending the offer to the top finalist.

Prior to using Part 2 of the Applicant Management process:
- Candidates have applied for the position
- The Hiring Coordinator and/or Recruiter have conducted initial screening of candidates
- Candidates chosen for interviews have been moved to a status of “1st Interview” (see Applicant Management Part 1 Quick Reference Guide)

Setting Up Candidate Interviews

1. Log into SuccessFactors.
   - Navigate to the SuccessFactors website and click on the SuccessFactors portal button.
   - The SuccessFactors Log In screen will appear. Enter your Username (6+2) and Password (same as you use for email and UCFlex), and click [LOG IN].

2. The default page upon login is the Home screen. On the Home screen, click [HOME] and select Recruiting.

3. To access applicants for a position, look under the Candidates column on the Requisitions page.
   - Click the [#] under candidates to open the Candidate Summary for that position.
4. Click on the [CANDIDATE NAME] for the candidate for whom you wish to set up interviews. This will open the candidate’s applicant profile.

a) On the right side of the application, click [SET UP INTERVIEWERS].

b) Click [ADD] to add interviewers.

c) Enter the name of the interviewer(s) by typing into the box. The system will search as you type by either first name or last name. Click on the name of your interviewer when you see it populate to add to the list.

d) Enter the date/time of the interviewers’ respective interviews.

![Image of SuccessFactors application interface]

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All interview dates and times need to be decided before putting into SuccessFactors. Consult with your interviewers and/or utilize Outlook’s Scheduling Assistant feature.

For more tips on using the Outlook Scheduling Assistant, click here.

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5. Click in the [☐] to select the documents you wish to attach to the interview invitation email.

- **Candidate attachments**, such as resume and cover letter, will appear on the left
SUCCESSFACTORS RECRUITMENT: APPLICANT MANAGEMENT PART 2
Setting Up Interviews & Viewing Ratings

- **Interview Attachments** you uploaded while completing the requisition, such as interview questions/templates, Interviewer Job Aid for SuccessFactors, etc, will appear on the right.

  f) There are two additional features in the **Set Up Interviews** pop-up to help you save time for future candidates. (In both cases, you will need to enter interview dates/times for each interviewer.):
  
  - **Same people as last time** allows you to apply the same interviewers to this candidate as you entered for the previous candidate.
  
  - **Apply Interviewer List To All Applicants** allows you to set a “default” group of interviewers for this requisition for all candidates.

  g) If there is a change, you can delete interviewers from the populated list or add new interviewers (see “4b” above).

  h) Choose [SAVE] to save without sending the email; [CLOSE] to close the window without saving; and [SEND EMAIL] to send an email to the interviewers (recommended).

  5. If [SEND EMAIL] is chosen, the interviewer will receive an email from you noting the job title, applicant name, date and time (if included), and a link to access information about the candidate.

  - Items attached (“4e” above) will be included in the email.

  ![NOTE: For further instructions for interviewers, please refer to the Interviewer Quick Reference Guide located on the SuccessFactors website.](image)

Viewing Applicant Ratings

After Interviewers have interviewed candidates and have submitted their ratings through **Interview Central**, the **Hiring Coordinator** may log in to view cumulative ratings and results.

1. Access the **Job Requisitions** page.
   
   a. On the **Home** screen, click [HOME] and select **Recruiting**.

![Home screen with Recruiting selected](image)
2. Click on the name of the requisition whose candidate ratings you wish to review. This will open the Job Requisition Detail page.

3. On the Job Requisition Detail page, click [VIEW CANDIDATE RATINGS] under the requisition title.

4. The Candidate Ratings summary appears displaying cumulative rating results from all interviewers.
   a. Candidates are listed across the top of the page.
   b. Competencies, selected when the requisition was completed, appear in the left column.
   c. Cumulative ratings based on each competency show per candidate.
   d. The Summary shows the average for that candidate for all competencies.
   e. If the candidate has not been rated, you will see “n/a”.
   f. On the right side of the screen you have the ability to view Stack Rankings of candidates. This tool can help you sort candidates by their cumulative rating based on Competency or Summary (the overall rating).

NOTE: UC is not using the “thumbs up/thumbs down” feature of this system given the subjective nature of such indicators. Therefore, you will not see the “thumbs up/thumbs down” ratings in the stack ranking or candidate summaries.
g. To print a detailed summary, click the [PRINT PREVIEW] icon.

h. The Print Preview breaks down each individual interviewers’ ratings further.

5. You may also view cumulative average scores and overdue interviews within the **Candidate Summary** view.
   
a. To access candidates and see which requisitions have new candidates, look under the **Candidates** column on the Requisitions page.

b. Click the [#] under candidates to open the **Candidate Summary** for that position (below).

6. Under the **Interview Result** column, you may view cumulative average scores for each candidate.
   
a. Hover over each candidate to see a breakdown of overall rating by Interviewer.

7. Under the **Overdue Interviews** column you can quickly see which candidates have been interviewed but for whom ratings have not been submitted.
   
a. Hover over the “alert flag” to see which Interviewers are past due to submit ratings. (Overdue alerts are based on the date/time of the interview entered into Interview Central.)

**NOTE:** For next steps in the process, including submitting an Offer Approval request and creating a contingent offer letter, please see the “Applicant Management Part 3” Quick Reference Guide on the SuccessFactors website.