Overview:

The SuccessFactors Job Requisition captures the data necessary for the requisition process and identifies key players involved in the process. Job Requisitions are created, approved, and managed on the Job Requisitions page within the SuccessFactors Recruiting Tool.

The Hiring Coordinator initiates a requisition by first completing a PCR in UCFlex. Once the PCR is completed and approved, the information is sent over to SuccessFactors. The feed automatically populates certain fields within the requisition. This auto feed helps to reduce errors and processing time. The Hiring Coordinator then completes the requisition in SuccessFactors and sends for approval where it begins the journey to being posted.

Prior to completing a requisition, please keep the following in mind:

- The PCR must be submitted and approved prior to completion in SuccessFactors. The requisition will not be visible in SuccessFactors for completion until approval is received.
- A recruitment plan (for positions in job group 100, 102, 200, 202, and 204) and any applicable waivers must be completed and approved prior to beginning requisition. Hiring Coordinators should work with OEOA for the Waiver and their Recruiter for the Recruitment Plan. If the recruitment plan and waiver (if applicable) are not approved and attached in the requisition, the requisition will not be approved, causing a delay your hiring process.

For steps on how to complete the PCR to initiate the requisition, please review the PCR Quick Reference Guide.

Accessing the Requisition

1. Log into SuccessFactors.
   a) Navigate to the SuccessFactors website and click on the SuccessFactors portal button.
   b) The SuccessFactors Log In screen will appear. Enter your Username (6+2) and Password (same as what is used for email and UCFlex), and click [LOG IN].
2. The default page upon login is the **Home** screen. Locate the Home page tile entitled “**To Do**”.

   a) The “**To Do**” List displays a list of all completed and open tasks. Highlight the title of the tasks (“**Hiring Coordinator Creates Requisition**”) and click the down arrow to display a full list of open, upcoming, and completed tasks.

   b) From the displayed list, locate the requisition you wish to complete. Click the name to open the requisition.

3. The system will pull up the requisition. The top portion of the requisition displays the workflow steps as well as some navigation tools:

   a) Displays the **approval path** for the requisition.

      • Central HR Recruiting is also a part of the approval path, and will appear after the requisition has been submitted for approval.

   b) The **Send to Sr. VP/VP for Approval** button is located here as well as the bottom of the requisition. All required fields must be completed prior to sending for approval.

   c) The icons displayed are standard to SuccessFactors. The only icon to utilize within the Recruiting module is the Print icon, if necessary.

   ![Image of requisition page](image.png)

   **DO NOT USE** the Delete button. Please contact your Recruiter if you believe a requisition needs to be deleted or cancelled.

4. The requisition form is divide into 5 main sections:

   - Requisition Information
   - Position Information
   - Recruitment and Advertising information
   - Approver Selection
   - User Access Selection
a. Many fields within these sections have been pre-populated with data that has fed over from UCFlex (where the PCR was initiated).

b. Complete the missing data in the required fields. Required fields are marked with a red asterisk (*).

c. Blue bubbles provide additional information about the fields.

Requisition Information

The Requisition Information section provides data about the requisition.

1. Specify if the position is new or a replacement
2. Select your college or division. If your college or division is not listed, please contact sfsupport@uc.edu.

<table>
<thead>
<tr>
<th>Requisition Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Req Id</strong></td>
</tr>
<tr>
<td><strong>New or Replacement?</strong></td>
</tr>
<tr>
<td><strong>Department</strong></td>
</tr>
<tr>
<td><strong>Org Unit Number</strong></td>
</tr>
<tr>
<td><strong>College or Division</strong></td>
</tr>
</tbody>
</table>
The **Position Information Section** is not visible to applicants and provides specific details about the position.

1. **FTE**: represents the percentage of time an individual devotes to a specific job within a 40-hour workweek. Enter a number between 1 and 100 to reflect the percentage of 40 hours the position will work (do not enter the % sign).

2. **Job Type**: select the appropriate type.

3. **Work Tax Authority**: select the primary location where the position will be located.

4. **Worksite Location**: select the campus location or the college/department that is filling this position.

5. Select **yes/no** for a physical work location.

6. If yes, enter the building and suite/office number where the position will be located (i.e. University Hall, Ste 340).

7. Enter the **Mail Location** code for the position. If you need the directory, access the link within the blue help bubble.
8. **Competencies:** You have the ability to add competencies to your position that connects to a feature called Interview Central (see the Applicant Management Quick Reference Guide for further information).

- When selecting competencies, consider the skills and abilities that are needed for the position and those that will make a potential candidate successful.

**NOTE:** Due to the correlation between the selection of competencies and Interview Central, please contact your Recruiter or HR Business Partner to ensure accuracy and appropriateness.

9. Click [ADD MORE COMPETENCIES].

10. Select [BROWSE] to view a library of competencies.

   a) Select the **Checkboxes** by the competencies you wish to include.
   
   b) Click the [+] button to expand menus, or the [-] to collapse menus.
   
   c) When you have selected all competencies, click [ADD].

11. To search for a competency, click [SEARCH] and type in a key word.

   a) Click [GO] to search.
   
   b) Select the **Checkboxes** by the competencies you wish to include.
   
   c) Click [ADD] to add to your list.

**NOTE:** If you do not use competencies, you will not have access to some of the richest features of SuccessFactors, such as sharing documents with and gathering feedback from interviewers.

- You will have to revert to the manual as-is process, which creates more work and delays the hiring process.

- **Do not use weights and ratings** since these fields do not drive anything.
Career Site and Advertisement Information

Career Site and Advertisement Information Section: Displays the information that will be viewable to applicants in the posting.

1. **Internal and External Titles:** While auto-populated from UCFlex, these are editable for posting purposes to ensure clarity to potential candidates. (Please contact your recruiter prior making any title changes.)

   ![](image1)

   **NOTE:** Classified titles cannot be changed due to contract requirements.

2. **Internal Advertisement Header:** Click [ADD HEADER AND FOOTER CONTENT] to view templates.
   
   a. Click the down arrow next to each template to view details of each template. If not a contract position, choose the [Recommended] template.
   
   b. Click [SELECT] to choose.

   ![](image2)

   **REMINDER:** Only use templates. Do not edit or add to them. They have been approved by UC and UC Human Resources.

3. The **External Job Advertisement Header and Footer** will mirror the information you selected for Internal.
4. The Advertisement Summary provides the description of the job and must contain the following sections:

- UC promotional statement from the “Supplemental Advertisement Template” (found on Talent Acquisition website).
- Job description (from Compensation website) or rewritten job summary.
- Minimum qualifications and Unusual working conditions, if applicable (from top of requisition or Compensation website).

a) Use the spell check and legal scan features within the pop-up box.
b) Use the Microsoft Word logo to paste from Word. This will reformat the text for SuccessFactors.

5. To mirror the information you entered for Internal Advertisement Summary, click [SAME AS INTERNAL].

   a. Click [UPDATE] to remove any verbiage that only applied to the Internal Summary (i.e. “must be in position for 6 months to apply”).

6. Position Type: Select the correct position type.

7. Employment Type: Choose whether position is full-time/part-time staff, full-time/part-time faculty, students, or work study students.

8. Job Category: Select the Job Category from the drop-down.

9. Country/City/State: Choose the only option available.
Recruitment and Advertising Information

The Recruitment and Advertising Section provides details of where and how the position will be advertised.

1. **Recruitment Plan:** if applicable, attach the recruitment plan form for job groups 100, 102, 200, 202, and 204. Click [ATTACH A DOCUMENT] to browse for and upload your Recruitment Plan. Click [OK] to add.

2. If your position has a **Waiver**, choose Yes from the drop-down and attach the waiver by clicking [ATTACH A DOCUMENT].
   - If your position does not have a waiver, choose N/A from the drop-down list.

3. **Posting Options:** once you know your target audience, select how you want the position to be posted.
   - **Post internal only:** choose this option if you want to target current UC employees and you have an approved waiver.
   - **Post external only:** select this option to target students or term adjuncts because they do not have access to SuccessFactors.
   - **Private Posting:** Requires an approved waiver and allows you to target a particular person or group by sending a link to the applicant.
   - **Post Internal and External:** select this option to target internal and external candidates

4. **Recruiting Marketing Strategy Page:** sends the position to the appropriate page on our external recruiting site (coming April 2015). If your position does not fall into one of these, you can move to the next field.

5. **Advertising Job Boards:** positions will post automatically to these job boards after Recruiter approval with another phase of SuccessFactors in April, 2015.

6. **Budget and Funding Information:** contact your Business Manager if you do not know your department’s budget and funding data.

7. **Additional Ads placed by Recruiter:** recruiters work with career sites to post positions.

8. **Ads placed by department:** if department posts ads on their own, list here for reporting and tracking purposes. Use the spell check and legal scan functions.

REMINDER: The Recruitment Plan and Waiver need to be completed and all relevant conversations had prior to beginning the process in SuccessFactors.
9. **Interview Attachments** are documents that you will be able to share with your interviewers later through **Interview Central**. These may include sample Interview Questions (from the Talent Acquisition website), the Interviewer Quick Reference Guide for SuccessFactors (from the SuccessFactors training website), the job description (from the Compensation website), and other helpful information.

   a) Click [ATTACH A DOCUMENT] to browse for and upload your interview documents. **The candidate’s resume and cover letter are uploaded by the candidate; you do not have to add them here.**

10. **Application Questions** are additional questions to attach to the standard application that candidates will see when they’re filling out the application online — these are NOT interview questions.

   a) Click [ADD MORE QUESTIONS] or the [+]. To close the library, click [-].
   b) Open each library by clicking the library name or the [+].
   c) Select the questions you wish to use by placing a checkmark in the box.
   d) Click [ADD].

   **REMINDER:** Choose only 3-5 application questions that are most pertinent to the position.

11. Once questions are added, they will appear in a menu above the libraries with several options:
a) **Required:** Candidate must answer this question to submit application.

b) **Disqualifier:** An incorrect answer to this question immediately disqualifies the candidate. They will receive an email 24 hours later that they are no longer being considered for the position.

c) **Score:** Allows you to rank candidates based on answers to the application questions. This may be most beneficial for positions that anticipate hundreds of applications.

d) **Weight:** You may add importance to questions. For example, relevant experience may be weighted higher than whether they're authorized to work in the US.

e) **Actions:** Allows you to delete questions or edit questions. Recruiters will review all edits before posting positions.

12. You may also **Create** your own questions, if there is an application question that is specific to the position or your department.

   a) Click **[CREATE]** then enter the question in the box.

   b) Click **[EDIT ANSWER]** and choose multiple choice, numeric, or free text answers. **DO NOT USE** the rating scale option.

   c) Click **[CREATE]** to add your question.

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**Requisition Approver Selection**

**Requisition Approver Selection:** lists the information of the people that will approve the requisition before it is posted.

1. Your name will default in the Hiring Coordinator field.
2. Enter your **Hiring Coordinator Group** by typing the names of your peer Hiring Coordinators. The system will search by first or last name while you type and auto-populate.
   - Choose the correct name by clicking with your mouse or using the arrow down button on your keyboard and then “Enter”.
   - To add additional Hiring Coordinators, continue to type and search for names as above.

3. **HR Recruiter:**
   a. Click **[FIND USER]**
   b. Click **[SEARCH]**
   c. Select your recruiter from the list
   d. Click **[SELECT USER]**. You will see their name appear on the requisition.

4. **Senior VP/VP Approver:**
   a. Click **[FIND USER]**
   b. Click **[SEARCH]**
   c. Select your Approver from the list
   d. Click **[SELECT USER]**. You will see their name appear on the requisition.

**Reviewer User Access Selection**

**Reviewer User Access Section:** Lists the team that will be reviewing the requisition.

1. The **Position Manager** is prepopulated with information entered in the PCR.
2. If you have a **Search Committee Chair**:
   a. Click **[FIND USER]** and search by name to locate.

**NOTE:** You can set up your Hiring Coordinator Group default in **Preferences** so you do not have to manually re-enter with every requisition. See the **Preferences Quick Reference Guide** for further instructions.

**REMINDER:** If you do not select the **Search Committee Chair** and **Search Committee Members** during the creation of the requisition, you will need to contact your Recruiter for assistance in adding the names after submission.
b. Click [SELECT USER] to add to the requisition.

3. To add **Search Committee Members**, type their names into the field. The system will search while you type and auto-populate.

4. For **Unit Recruiter and Talent Acquisition Team** and **Compliance Team** click [RESTORE ADMIN DEFAULTS] to pull the information automatically.

5. For **Compensation**, click [FIND USER], then [SEARCH] and select Compensation Administrator. Click [SELECT USER] to add to the requisition.

6. **Comments**: Use if you need to leave a message for recruiting. Remember that these comments are discoverable; therefore, use appropriate language.

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**REMINDER**: Use the Spell Check and Legal Scan function. Comments are discoverable.

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**Final Steps: Submitting for Approval**

1. When you have completed all fields, you have three options:
   
a) **Save and Close**: Saves your work but does not submit for approval.
b) **Close without Saving**: Discards your work and closes the requisition.

c) **Send to Sr. VP/VP for Approval**: opens a subsequent screen where you may leave comments for your approver.

2. To submit the requisition, click [SEND TO SR VP/VP APPROVER]. Leave a comment, if desired, for your Approver. This will be included in the email he/she receives that lets him/her know there is a requisition waiting to be approved.

3. Click [SEND TO SR VP/VP FOR APPROVAL] to submit the requisition and begin its journey through the approval process.

### Viewing the Requisition after Submission

Follow these steps to view the requisition:

1. From the **Home** screen, click [HOME] and select “Recruiting”.

2. The **Job Requisitions** screen will open.

3. Use the drop-down menu on the left side of the screen to change which requisitions you are viewing. If your requisition is pending approval, choose “Job requisitions pending approval”. If your requisition has been approved, choose “Open Job Requisitions”.

4. Click the title of the requisition you wish to view.

5. The requisition will open. Many of the fields have changed to a non-editable status since the requisition has been submitted.

   a. **Requisition Status: DO NOT CHANGE.** Changing this status will result in technical issues. Please contact your Recruiter if you need to place a requisition on hold or cancel.
b. **Worksite information:** If the position’s worksite information has changed from a physical location to a mobile position, or vice-versa, you may change that information here, as well as update the location details.

![Image showing worksite information update]

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**Addendum: Variances in Requisitions**

The requisitions for **Classified** or **Student/Term Adjunct** positions look the same as this requisition for the **Unclassified** position with this exception, found in the **Career Site and Advertisement Information** section.

1. The **Classified requisition** adds the categories of **Shift**, **Standard Days Worked**, and **Hourly Pay Rate**.
2. The **Student** and **Term Adjunct Requisitions** add the categories of **Shift** and **Standard Days Worked**.

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**REMINDER:** If you need to add, delete, or change Search Committee members or Hiring Coordinator group members after the requisition has been submitted, please contact your Recruiter for assistance.