SuccessFactors Jam Sessions

What is a “Jam” Session?

Jam sessions provide an opportunity for Hiring Coordinators to create and complete requisitions prior to go live and during the transition period. This great option ensures positions are ready to post to the career site when SuccessFactors goes live on February 16th.

During these sessions, Hiring Coordinators will have access to the live system. The sessions will be facilitated by the HR Recruiters and SuccessFactors system experts to assist with any questions.

What does a Hiring Coordinator need to do to come Jam Session?

1. **Complete the following components of your required training**
   a. E-Learning: Setting the Foundation
   b. Module 1: UC Flex OM PCR Training/Hiring Coordinators (Classroom)
      - You may register for Jam Sessions after you complete your first class
   c. Module 2: SF Requisition Training/Hiring Coordinators (Classroom)
2. **Complete the PCRs** to create new or maintain positions that you want to send for recruitment.
   a. Submit PCR for approvals.
   b. When all approvals are complete the Hiring Coordinator PCR initiator will receive an email (see image to right)
3. **Wait for approval** - You will receive an email for the PCRs you created for the positions you would like to complete requisitions for in SuccessFactors. Approval must be received in order to complete the requisition in SuccessFactors.

Jam Sessions will be available the following dates and times. You will have to register since space will be limited. More information about registration will go out the week of the 2nd.

- 2/9 3:00-5:00
- 2/11 8:30-10:30
- 2/12 3:00-5:00
- 2/13 9:00-11:00
- 2/16 8:30-10:30
- 2/17 1:00-3:00
- 2/19 3:00-5:00
- 2/20 8:30-10:30

What’s in it for you?

- Completing requisitions during Jam sessions ensures positions are live on the career site February 16th, allowing candidates to apply
- Allows you to begin to move any positions that will not be filled in People Admin to SuccessFactors
- Provides an opportunity to avoid having to rush to get everything done the week of go live
Onsite experts to help answer any questions and ensure success