



Slide on SAP Successfactors

Introduction

This document outlines the content for a presentation slide. I have taken screenshots from video. The slide is intended to be converted to PDF for distribution or viewing.

Slide 1

Description of Topic 1. Further details and information supporting Topic 1.

HCL Recruiting Process

March 2025

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Slide 2 (Login Screen)

Quick Actions

- Manage My Team
- Delegate My Workflows
- Create Activity
- View My Profile
- View Org Chart
- View Team Resources
- View Favorite Reports
- View Admin Alerts
- Manage My Goals
- View Report Center
- View The Reports
- View Company Documentations
- View Candidate Item Profile
- Activate Mobile App
- View Frontenders
- View Favorites

1. Access the link:
https://agclwye3p.accounts.cloud.sap/saml2/dp/sso/agclwye3p.accounts.ondemand.com?SAMLRequest=nZLNbtswEIRfReCdlGarktYDlwaQQ30x2iUHHopt1QqJkCRKpesmreVljfCrQ55EaQs7OzH3d9%2Fauz2U8MZLyM8QFy9Bp3x3X7Gv9Q1fsevNmqCzs15tUzy5L%2FgjlcVsLHSkz8VS8EpD2RIOeiQVNtqdvvxg5oJQvXBR6%2B92djuLDOQ04TsfGNPK%2FhXvhAee9AK19cpGEt41ggDP%2F%2FCNOOJ%2F%2Bk3jXygWUe9h3lbnzQOMVsWAuWkGX7XcW%2BF%2BXVsUsel_E4FrwsUfl_V4ggc2oWWS3hTzstmlBl3DuK4GLFZsVs5FJyuaglVMVcFaWQv8U3lh0uA7017gzapemPZxGp93V94lPtzXL7p6Aiwl2waum7uE515eNgQjD02eU5ID1QpDUStaCjD%2FSJL1T9pW1%2B18%2Bd%2FVzpp9F3yzt4a%2ERDrxWD%2B8CQsSxKzB8wtlpB%2FH8SKeRoYxre1IKVHPWo7WtwRPoKlc3j6n%2FL9zmNw%3D%3D&RelayState=%2Flogin%3Fcompany%3DhcIT5&SigAlg=http%3A%2F%2Fwww.w3.org%2F2000%2F09%2Fxmldsig%23rsa-sha1&Signature=YA4jXKarHeoyHGceDk5jIMwKOHeprNApFoGcXzEnXp23KfvkxCXU8IGRA53dHodr4xc%2F3JFq19j7d7oermot1rvAywOXAk9sbQwkxgc7jd5cpU4elak%2FGqn550VTPVSUPJU5XAuHLM1MxGUrZ1w3K0m0Q5OSiIWc4TgE%2BT3Y%3D
2. Enter Username and Password
Click on Log In

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Slide 3 (WorkflowProcess)

Workflow:

Global Job Requisition(Recruiting Process)

1. Login as Hiring Manager and navigate to position org chart.
2. Click on the vacant position under you and create job requisition.
3. Go to the requisition form and fill necessary details like asset details, bands, skills etc. and send it to next approver.
4. The form will go to WPC, Recruiter and recruiter for approval.
5. The recruiter before completing the approval will fill additional details related to job postings like job description header & footer, competencies etc. and complete the requisition approval process.
6. The recruiter will then post the requisition in various channels like internal, external, private, agency and job boards.
7. Candidate views the job on the RMK career portal and will apply to it.
8. The candidate will upload CV and fill profile details and subsequently the job specific information and submit the application.
9. Recruiter will screen the candidate and send to the Hiring Manager for his review.
10. Hiring Manager will provide his/her decision and the recruiter will schedule the interview for the candidate.

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Global Job Requisition(Recruiting Process)

11. After completing the interview, interviewer will rate the candidate and provide interview notes.
12. The recruiter validate that he has received everything from Interviewer 1 and schedule follow up interview if needed.
13. Once all the interviews are completed the Hiring Manager will provide final consent and the Recruiter will move the candidate to document collection stage.
14. All document collected from candidate will be validated by Recruiter and move the candidate to offer stage.
15. The recruiter will do the initial offer fitment and then generate the offer approval form.
16. Salary components will be auto calculated based on country, band and Total CTC. The recruiter will validate the salary structure and send the offer for approval.
17. Once the offer approval is completed by Onboarding Manager and TA Lead then the Recruiter will generate the offer letter for the candidate.
18. Recruiter will select the offer letter and send it to the candidate to accept.
19. Once candidate accepts the offer, the recruiter will move the candidate to Ready to Hire stage and initiate onboarding.
20. At any stage, if it is found that the candidate is not suitable or candidate declines the offer, the Recruiter will move the candidate to appropriate Rejection status.



Workflow - Hiring Manager (Creation of Roles)

Navigate to Position Org Chart and Create Requisition

ROLE – Hiring Manager

The screenshot shows the Oracle HCM interface. On the left, there is a navigation bar with 'Org Chart' selected. In the center, a detailed view of a 'Software Engineer I' position is shown. A context menu is open over the position details, with 'Create Job Requisition' highlighted. To the right, a modal window titled 'Manage Job Requisition' is displayed, containing fields for 'Date of New Job Requisition' (set to 02/17/2025), 'Job Requisition Template' (set to 'Global Job Requisition'), and 'Number of Openings' (set to 1). A large red box highlights the 'Create' button at the bottom right of the modal.

Hiring Manager will go to Company Info □ Position Org Chart. Select a position under the Hiring Manager. Click on Take Action -> Create Job Requisition and then click on Create



Recruiting Dashboard and Job Requisition

ROLE – Hiring Manager

Job Requisitions

Job Title	Req Id	Hiring Manager	Due	Candidates	Progress	Updated	Age(Days)
Senior Software Engineer	672	TESTRCM1 HM	02/28/2025	2	<div style="width: 50%;">50%</div>	02/12/2025	13
Java Developer	675	TESTRCM1 HM	02/28/2025	4	<div style="width: 25%;">25%</div>	02/14/2025	11
Software Engineer	679	TESTRCM1 HM	03/01/2025	1	<div style="width: 100%;">100%</div>	01/30/2025	13
Senior Sales Representative	695	TESTRCM1 HM	03/06/2025	1	<div style="width: 100%;">100%</div>	02/05/2025	11
Software Engineer	700	TESTRCM1 HM	03/19/2025	-	<div style="width: 0%;">0%</div>	02/17/2025	-

Hiring Manager will go to Recruiting and search for the job in filter options and scroll below to access it



Job Requisition fields

ROLE – Hiring Manager

Software Engineer (700)

Route Map

Assessment → Completed

1 Create Requisition → 2 Business Ops Review → 3 Strategy Office Review → 4 Recruiter Review → 5 Completed

Actions

Requisition Information

- * Status: Pending Approval
- * Req Id: 700

Position Information

- * Internal Job Title: Software Engineer
- * External Job Title: Software Engineer
- Same as Internal

Route Map is visible and requisition is pending for approval



Job Requisition fields

ROLE – Hiring Manager

Position Information

* Internal Job Title Software Engineer

* External Job Title Software Engineer

Position Software Engineer I (80000014)

Legal Entity HCL Technologies Ltd. (1000)

Business Line HCL Software Engineering (54779838)

Business Unit HCL Software Engineering-IO (56214337)

Division HCL Software Engineering-IO-Bigfix_Eng (55801628)

Department HCL SWE-IO-Bigfix_Eng Development (55636678)

Location
Selected Values: Bangalore (TLoc01)
Primary Value: Bangalore (TLoc01)

Geo Zone Zone A India

Fields are coming from position



Job Requisition fields

ROLE – Hiring Manager

Employee Group Regular

Employee Sub Group FT Salaried

Contract Start Date(Only valid for Contractor)

Contract End Date(Only valid for Contractor)

Career Level P1

* Band E1

* Sub Band E1.2

* Primary Skills .Net

Secondary Skills 5G ORAN Architecture ...

Mode of Working Home (Home)

Client Interview No

Requisition Type New

Hiring Manager fills mandatory fields like Band, Sub Band, skills etc.



Job Requisition fields

ROLE – Hiring Manager

Billing Details

* Billing Type Billable

Billing Start Date 02/20/2025 至 ⓘ

Posting Details

* Experience 2-5 Years

* Qualifications Associate Science I

* Designation Software Engineer I

* Job Category Network System

* Job Region India

Hiring Manager fills billing details, posting details etc.



Job Requisition fields

ROLE – Hiring Manager

ROLE PROFILES

* Internal Job Description

* External Job Description

Questions	Required	Disqualifier	Score	Weight	Actions
I					
<input type="button" value="Add more questions"/>					

Required Score: 0.0

* Competencies

Competency	Library	Category	Expected Rating %	Weight %	Action
<input type="button" value="Add more competencies"/>					

Hiring Manager fills Job Description and competencies.



Job Requisition fields and send to Business Ops

ROLE – Hiring Manager

ONB Coordinator: TESTRCM7 ONB
ISG Team: Q
Interviewer Parallel 1 Employee ID: [redacted]
Interviewer Parallel 2 Employee ID: [redacted]

Asset Details

Laptop Needed? Yes
Laptop Type: Lenovo Thinkpad
Any other additional assets?
Comments:

Spell check... Image scan...
Cancel Job Requisition
Save and Close
Close Without Saving
Add Another
+ Send to Business Ops

Hiring Manager fills Asset Details and ONB coordinator details and click on Send to Business ops to move it to next step



Job Requisition fields and send to Business Ops

ROLE – Hiring Manager

Software Engineer(700)

Route Map: Create Requisition → Business Ops Review → Strategy Office Review → Recruiter Review

Send to Business Ops

This requisition will now be sent to the Business Ops to approve.
You're about to send this form to the next person(s) specified in the workflow.
Forward Form to TESTRCMS WPC

Send to Business Ops
Cancel & Return to Form

Hiring Manager clicks on Send to Business ops to move it to next step



Hiring Manager Transfer it to Business Ops or FP&A

Business Ops opens SF and reviews the requisition

ROLE – Business Ops(WPC)

Approvals

Job Requisition

Software Engineer

Submitted on Feb 17, 2025

Location Bangalore (ITLoc01)

Req Id 700

Hiring Manager TESTRCM1 HM

Recruiter TESTRCM3 REC

Pending For 0 day

Software Engineer (700)

Route Map

Requisition Information

Status Pending Approval

Req Id 700

Business Ops views the approval in email as well as in approval tab in home page, reviews and validates the job requisition



Business Ops sends it to Recruiter

ROLE – Business Ops(WPC)

Software Engineer(700)

Route Map

Send to Strategy Office

This requisition will now be sent to the Strategy Office.

You're about to send this form to the next person(s) specified in the workflow.

Forward Form to TESTRCM9 RTO

Send to Strategy Office Cancel & Return to Form

Business Ops views the approval in email as well as in approval tab in home page, reviews and validates the job requisition



Recruiter Workflow from here

ROLE – Recruiter

Recruiter opens SF and reviews the requisition

The screenshot shows the Oracle HRMS interface for a Software Engineer requisition (Req ID: 700). On the left, there's a sidebar titled 'Approvals' with details about the job requisition: Software Engineer, submitted on Feb 17, 2025, from Bangalore (ITLoc01), Req Id 700, Hiring Manager TESTRCM1 HM, Recruiter TESTRCM3 REC, and Pending For 0 day. The main area displays the requisition information with a status of 'Pending Approval' and a Req Id of 700. At the top right, it says 'ROLE – Recruiter'. Below the requisition info, there's a 'Route Map' showing the workflow steps: Requisition Created, Reviewed by Business Ops, Strategy Office Review, and Recruiter Review. The 'Reviewed by Business Ops' step is highlighted with a blue bar.

Requierter views the approval in email as well as in approval tab in home page, reviews and validates the job requisition

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ROLE – Recruiter

Recruiter sends it to Recruiter

The screenshot shows the Oracle HRMS interface for a Software Engineer requisition (Req ID: 700). At the top, there are buttons for 'spell check...' and 'legal scan...'. Below them are 'Save and Close', 'Close Without Saving', 'Add Modifier', and a redboxed 'Send to Recruiter' button. To the right of these are 'Send to Previous Step' and another 'Send to Recruiter' button. The main area shows the requisition information and the 'Route Map' with the same four steps as the previous screenshot. A 'Send to Recruiter' dialog box is open at the bottom, containing instructions: 'This requisition will now be sent to the Recruiter', 'You're about to send this item to the next person/role specified in the workflow', and 'Forward Form to TESTRCM3 REC'. It has 'Send to Recruiter' and 'Cancel & Return to Form' buttons. The 'Send to Recruiter' button is also redboxed.

Requierter views the approval in email as well as in approval tab in home page, reviews and validates the job requisition

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Recruiter opens SF and reviews the requisition

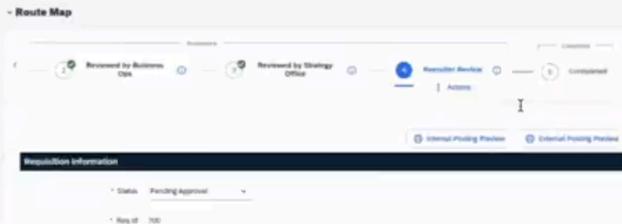
ROLE –Recruiter

Approvals

Job Requisition

Software Engineer	***
Submitted on Feb 17, 2025	
Location	Bangalore (ITLoc01)
Req Id	700
Hiring Manager	TESTRCM1 HM
Recruiter	TESTRCM3 REC
Pending For	0 day

Software Engineer (700)



Recruiter views the approval in email as well as in approval tab in home page, reviews and validates the job requisition



Recruiter opens SF and fills the requisition

ROLE –Recruiter

Internal Job Desc Header

Add Header and Footer Content

Internal Job Desc Footer

Update

External Job Desc Header

Same as Internal Header

Update

External Job Desc Footer

Same as Internal Footer

Update

ISG Team TESTRCM10 ISG

Find ISG Team... Clear

Recruiter views the approval in email as well as in approval tab in home page, fills JD header and footer, ISG team



Recruiter approves the Job Requisition

ROLE –
Recruiter

The screenshot shows a job requisition for a 'Software Engineer(700)'. At the top right, there are buttons for 'spell check...', 'legal scan...', 'Save and Close', 'Close Without Saving', 'Add Modifier', and 'Ready for Posting'. The 'Ready for Posting' button is highlighted with a red box. Below this, a 'Route Map' shows the status of the requisition: 'Requisition Created', 'Reviewed by Business Ops', 'Reviewed by Strategy Office', and 'Recruiter Review'. The 'Recruiter Review' step is currently active. A 'Ready for Posting' section follows, containing a note about posting the requisition from the Job Postings page and a message that the user is about to approve it. It includes a 'Ready for Posting' button (highlighted with a red box) and a 'Cancel & Return to Form' link.

Ready for Posting

After approving, be sure to post the requisition from the Job Postings page.

You are about to approve this requisition. Please note, this will not post the requisition.

Ready for Posting Cancel & Return to Form

Recruiter views the approval in email as well as in approval tab in home page, reviews and approves the job requisition



Job Postings over Intranet Via Successfactors

Recruiter posts the Job Requisition

ROLE – Recruiter

The screenshot shows the 'Job Postings' tab for a 'Software Engineer (700)' job requisition. The top navigation bar includes 'Job Requisition Details', 'Candidates (0)', 'Job Postings (2)', 'Candidate Search', and 'Campaign URL Builder'. A message 'Your changes have been saved.' is displayed in a yellow bar. The 'Job postings' table lists four types of postings:

Posting Type	Posting Status	Posting Start Date*	Posting Start Time	Posting End Date	Posting End Time	Last Modified Date	Last Modified By	Action
Intranet Posting	Posted	02/17/2025	05:40 PM IST	02/28/2025	11:59 PM IST	02/17/2025	TESTRCM3 REC	Remove Post
Corporate Posting	Posted	02/17/2025	05:40 PM IST	02/28/2025	11:59 PM IST	02/17/2025	TESTRCM3 REC	Remove Post
Internal Private Posting	Not Posted	MM/DD/YYYY		MM/DD/YYYY		--	--	Post Job
External Private Posting	Not Posted	MM/DD/YYYY		MM/DD/YYYY		--	--	Post Job

Recruiter opens the Job Requisition from recruiting dashboard, opens the Job and clicks on Job Postings. Provide start date and end date and click on post job



Slide 4

Conclusion

More Items to be included.