

HR832

SAP SuccessFactors Recruiting: Candidate Experience Administration

COURSE OUTLINE

Course Version: 2511

Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	<i>Example text</i>
Window title	<i>Example text</i>

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:



Lesson 1: Exploring the Administration Course

Lesson Objectives

After completing this lesson, you will be able to:

- Describe general information about the course.

Lesson 1: Describing SAP SuccessFactors Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Provide an overview of SAP SuccessFactors Recruiting.
- Describe the elements that are included in the Candidate Experience part of the Recruiting solution.
- List the elements that are included in the Standard Base Scope of the statement of work.
- Describe the integration points across SAP SuccessFactors Recruiting.
- Define terms related to SAP SuccessFactors Recruiting.

Lesson 1: Applying Job Data Leading Practices

Lesson Objectives

After completing this lesson, you will be able to:

- Identify leading practices for job data.
- Describe the uses of the Metadata Framework in SAP SuccessFactors.
- Format job location and other job field information.
- Describe some factors to be taken into consideration when configuring remote hiring.
- Identify leading practices to ensure data consistency.

Lesson 2: Mapping Recruiting Job Data

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Real Time Job Sync and other job collection methods.
- Identify leading practices for job data mapping for Real Time Job Sync.

Lesson 3: Posting Jobs

Lesson Objectives

After completing this lesson, you will be able to:

- Work with your functional consultant on your job distribution options, such as Recruiting Posting and XML feeds.

Lesson 4: Applying Source Tracking

Lesson Objectives

After completing this lesson, you will be able to:

- Explain why it is important to add source tracking before manually posting jobs.
- Populate the Site Source Editor.
- Create custom campaign URLs.

Lesson 1: Discovering Career Site Design Leading Practices

Lesson Objectives

After completing this lesson, you will be able to:

- Describe global website accessibility guidelines.
- Use accessibility tools to test specific aspects of the career site.
- Describe leading practices to populate metadata and alt text, create informative headings and links, and to ensure adequate contrast on your career site.
- Describe factors that influence the user experience (usability).
- Review text on CSB career site for clarity.
- Identify images that support and enhance your career site.
- Describe the leading practices used by SAP SuccessFactors to accomplish search engine optimization (SEO).

Lesson 2: Describing Career Site Builder

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the features available with Career Site Builder.
- Demonstrate how candidates use Mobile Apply on responsive CSB career sites.
- Describe the advantages to candidates when Candidate Account Simplification is enabled.
- Explain the difference between hosted vs. integrated career sites.

Lesson 3: Describing Career Site Page Types

Lesson Objectives

After completing this lesson, you will be able to:

- List the standard inclusions for an CSB career site.
- Describe what is typically included on each page type of an CSB career site.

Lesson 4: Describing CSB Page Components

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the available page components for CSB Career Sites.

Lesson 5: Describing Internal Career Site

Lesson Objectives

After completing this lesson, you will be able to:

- List the prerequisites for configuring the Internal Career Site.
- Describe how internals can access the Internal Career Site, search for jobs, and view content.

Lesson 1: Working in Career Site Builder

Lesson Objectives

After completing this lesson, you will be able to:

- Describe leading practices for updating a CSB Career Site.
- Use versions and drafts when making updates in CSB.

Lesson 2: Setting Up Roles and Permissions in Career Site Builder

Lesson Objectives

After completing this lesson, you will be able to:

- Add new users to Recruiter Single Sign On.
- Set up role-based permissions in CSB for users who will maintain the Career Site.

Lesson 3: Renewing the SSL Certificate for the CSB Site

Lesson Objectives

After completing this lesson, you will be able to:

- Complete the steps to obtain and install your SSL certificate.
- Enable certificate renewal reminders.

Lesson 4: Updating Global Settings

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the use of a Site Kit in CSB and why it should not be changed after the site has been developed.
- Change site-wide settings such as fonts, picklist search fields, and social links in the footer.
- Configure the cookie banner and cookie consent manager.

Lesson 5: Viewing and Updating Site Configuration Information

Lesson Objectives

After completing this lesson, you will be able to:

- View information about your site instance.
- Update the customer's IDs for Google Tag Manager, Google Analytics, Google, and Bing webmaster IDs.
- Refine SEO settings.

Lesson 6: Working with Data Protection and Privacy Settings

Lesson Objectives

After completing this lesson, you will be able to:

- Enable the Content Security Policy.
- Set conditions for the dynamic removal of users after a specified period of inactivity.
- Generate Information Reports and Change Reports.

Lesson 7: Exploring SAP Customer Data Cloud Based Authentication in Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Describe SAP Customer Data Cloud Based Authentication in Recruiting.

Lesson 1: Updating Global Styles

Lesson Objectives

After completing this lesson, you will be able to:

- Update the colors and background images used on CSB Sites.

Lesson 2: Working with Brands

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how brands are enabled.

Lesson 3: Updating the Home Pages

Lesson Objectives

After completing this lesson, you will be able to:

- Update home pages for each active locale and brand.

Lesson 4: Creating and Updating the Content Pages

Lesson Objectives

After completing this lesson, you will be able to:

- Add and update Content pages.

Lesson 5: Creating and Updating Landing Pages

Lesson Objectives

After completing this lesson, you will be able to:

- Create and update Landing pages.

Lesson 6: Creating and Updating Category Pages

Lesson Objectives

After completing this lesson, you will be able to:

- Create and update Category pages.

Lesson 7: Creating Headers and Footers

Lesson Objectives

After completing this lesson, you will be able to:

- Create headers and footers.

Lesson 8: Updating Job Layouts

Lesson Objectives

After completing this lesson, you will be able to:

- Configure and update Job Layouts in CSB.

Lesson 1: Configuring the Search Experience

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the Search Experience.

Lesson 2: Entering Translations (System Text)

Lesson Objectives

After completing this lesson, you will be able to:

- Change system text for any enabled language.

Lesson 3: Creating Job Alert Email Template

Lesson Objectives

After completing this lesson, you will be able to:

- Enable job alerts.
- Configure the Job Alert Email Template.

Lesson 4: Importing and Exporting

Lesson Objectives

After completing this lesson, you will be able to:

- Export CSB configurations from Stage and import into Production.

Lesson 5: Localizing the Career Site Builder

Lesson Objectives

After completing this lesson, you will be able to:

- Describe locales and locale configuration.
- Enable locales in Recruiting.
- Enter translations for enabled locales in Career Site Builder.

Lesson 6: Deleting Unnecessary Functions

Lesson Objectives

After completing this lesson, you will be able to:

- Access the Functions Viewer and delete unnecessary functions.

Lesson 1: Describing Candidate Relationship Management

Lesson Objectives

After completing this lesson, you will be able to:

- Describe several uses for Candidate Relationship Management.
- List the prerequisites for enabling Candidate Relationship Management.
- Enable Candidate Relationship Management and set user permissions.
- Decide how to organize candidates using talent pools.

Lesson 2: Creating Data Capture Forms

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how Data Capture Forms may be used and where the information is saved.
- Create a Data Capture Form.
- Create additional fields using the Candidate Profile Extension.
- Enable the Country field and data privacy options on a Data Capture Form.
- Associate a specific job alert to a Data Capture Form.
- Add a Data Capture Form to a landing page.
- Complete and submit a Data Capture Form.
- Enable existing candidates to complete a Data Capture Form.

Lesson 3: Creating Talent Pools

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose of talent pools.
- Create a talent pool status set.
- Create a talent pool.

- Share a talent pool.
- Add additional attributes to a talent pool.
- Add candidates to a talent pool.
- Manage candidates in a talent pool.

Lesson 4: Creating Email Campaigns

Lesson Objectives

After completing this lesson, you will be able to:

- Create an email layout.
- Create the Email Campaign Content Template.
- Create an email campaign and add recipients.
- Create the Initial Consent Opt-in Email Campaign.
- Send email campaigns and view results.

Lesson 5: Reporting on Talent Pools and Email Campaigns

Lesson Objectives

After completing this lesson, you will be able to:

- Run reports on talent pools and email campaigns.

Lesson 6: Working with Activity Tracking and the Dashboard

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how staffing teams can use the Activity Feed.
- Set permissions for admins and recruiting users.
- View candidate activity and set email notifications, if desired.

Lesson 1: Generating Reports in Advanced Analytics

Lesson Objectives

After completing this lesson, you will be able to:

- Use Advanced Analytics to evaluate trends in source performance.
- Generate full line-of-sight reports, and drill into details.
- Apply use cases to analyze your own recruiting data.
- Enable the desired columns for your reports, and describe what each measures.
- Generate the other available report types.
- Show trends using graphics, enable Advanced Options, and export the data to a spreadsheet.

Lesson 2: Implementing Advanced Analytics

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how Advanced Analytics is implemented, including mapping and updating candidate statuses.
- Decide which fields you would like to report on.
- Set user permissions for Advanced Analytics.

Lesson 3: Describing Source Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Use the source report to view visitors, subscribers, and apply starts.

Lesson 1: Earning SAP SuccessFactors Expert (SFX) Accreditation

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the SFX Accreditation program.

Lesson 2: Reviewing Additional Resources

Lesson Objectives

After completing this lesson, you will be able to:

- Review additional resources after completing this course.