TALENT ACQUISITION

SuccessFactors Recruitment Process - Staff Positions

1. Create Position
   - Hiring supervisor or department admin/support creates or edits the position with HR Compensation.

2. Create Requisition
   - Hiring supervisor or department admin/support is the Initiator and creates the requisition in SuccessFactors.

3. Approve Requisition
   - The Initiator (Business Office) reviews salary information and approves the requisition.
   - The Recruiter (Talent Acquisition) receives requisition, reviews, edits and approves.

4. Post Position
   - The Recruiter (Talent Acquisition) posts staff and service positions.

5. Review and Screen Applicants
   - This step moves candidates through the SuccessFactors talent pipeline.
   - The Recruiter (Talent Acquisition) completes this step.

6. Select Candidates and Schedule Interviews
   - The Recruiter (Talent Acquisition) works with hiring supervisor/committee and assists with this step.
   - The Initiator also can assist with scheduling interviews.

7. Create Offer Letter and Route for Approval
   - The Recruiter (Talent Acquisition) works with the hiring supervisor and HR Compensation to create offer letter and route for approval within SuccessFactors. Accepted verbal offer can proceed formal.

8. Complete Offer Approval in SuccessFactors and Move Candidate to Background Check
   - The Recruiter (Talent Acquisition) completes this step.

9. Close Requisition and Move Candidate to Onboarding
   - Recruiter moves candidate to Ready to be Hired once background check is complete.
   - The Initiator (hiring supervisor or department admin) enters rankings, ratings, comments, notes and other search materials for both staff and faculty positions.
   - The Initiator notifies interviewed candidates they were not selected.
   - The Recruiter (Talent Acquisition) notifies not-interviewed candidates via SuccessFactors.
   - The Recruiter (Talent Acquisition) moves new hire to onboarding.

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