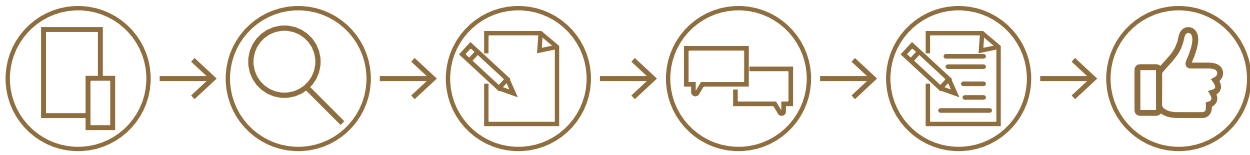# TALENT ACQUISITION

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 *Budget Approver* (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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