SAP SuccessFactors – Implementing Smart Recruiters Training

COURSE CONTENT

About Multisoft

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About Course

SAP SuccessFactors - Implementing Smart Recruiters Training by Multisoft Systems is designed to help HR and talent acquisition professionals configure and optimize the full recruitment lifecycle using SuccessFactors Recruiting. The program covers core setup and navigation, recruiting data models, job requisitions, templates, route maps, and approval workflows to ensure hiring processes remain consistent and compliant.

Module 1: Introduction to Smart Recruiters & SAP SuccessFactors Recruiting

- ✓ What Smart Recruiters is and how it fits in the HR tech ecosystem
- ✓ Business drivers for using Smart Recruiters with SuccessFactors
- ✓ Comparing Smart Recruiters with SuccessFactors Recruiting Management
- ✓ End-to-end hiring process overview
- ✓ Key terminology and recruitment concepts
- ✓ Integration scenarios and architecture

Module 2: SuccessFactors Recruiting Fundamentals

- ✓ Recruiting Management (RCM) overview
- ✓ Job Requisitions and Job Requisitions templates
- ✓ Candidate profiles and eligibility rules
- ✓ Hiring teams and roles
- ✓ Offer and onboarding basics
- ✓ Recruiting core data model

Module 3: Setting Up Smart Recruiters Integration

- ✓ Integration types (API, middleware, connectors)
- ✓ Integration architecture between SuccessFactors and Smart Recruiters
- ✓ Authentication and security setup
- ✓ Configuring data exchange endpoints
- ✓ Field mapping strategy for recruitment attributes
- ✓ Synchronization frequency and batch vs real-time

Module 4: Master Data for Recruiting

- ✓ Defining and aligning requisition structures
- ✓ Candidate data elements and normalization
- ✓ Job posting sources and job board configuration

✓ Hiring team and position data

✓ External recruiter and agency partner setup

✓ Synchronizing supporting recruitment data

Module 5: Job Requisition and Candidate Management

✓ Creating job requisitions in Smart Recruiters

✓ Approvals and workflow for requisitions

✓ Candidate sourcing and tracking

✓ Resume/CV parsing and enrichment

✓ Candidate status lifecycle management

Module 6: Candidate Experience & Portal Configuration

✓ Candidate portal design and branding

✓ Job posting visibility and access

✓ Candidate account creation and dashboard

✓ Application submission and status tracking

✓ Candidate communication templates

✓ Consent and privacy compliance

Module 7: Interviewing & Assessment Workflow

✓ Scheduling interviews and collaboration tools

✓ Interview kits and evaluation forms

✓ Skills and competency matching

✓ Structured candidate assessments

✓ Feedback collection and scoring

✓ Integration of assessments with candidate profiles

Module 8: Offer Management

✓ Creating and managing offers

- ✓ Compensation packages and approvals
- ✓ Offer letter generation and customization
- ✓ Conditional offers and contingencies
- ✓ Integration with background screening tools
- ✓ Offer tracking and acceptance

Module 9: Onboarding Integration

- ✓ SuccessFactors Onboarding overview
- ✓ Transition from recruiting to onboarding
- ✓ Data flow from Smart Recruiters to Onboarding
- ✓ Onboarding tasks and checklists
- ✓ Compliance forms and documentation
- ✓ Reporting on onboarding progress

Module 10: Reporting & Analytics

- ✓ Standard recruiting reports
- ✓ Smart Recruiters dashboards
- ✓ Candidate pipeline analytics
- ✓ Talent acquisition KPIs
- ✓ Integration reporting across Smart Recruiters and SuccessFactors
- ✓ Custom report creation and best practices

Module 11: Security, Compliance & Data Governance

- ✓ Authentication and authorization controls
- ✓ GDPR, privacy, and consent management
- ✓ Candidate data retention policies
- ✓ Auditing and logging
- ✓ Role-based access
- ✓ Data protection best practices

Module 12: Testing & Validation

- ✓ Integration test strategy
- ✓ Test case preparation
- ✓ End-to-end scenarios testing
- ✓ Error handling and exception testing
- ✓ Data reconciliation and validation
- ✓ Performance considerations

Module 13: Go-Live Preparation & Support

- ✓ Cutover and deployment checklist
- ✓ Readiness assessment
- ✓ End-user training plan
- ✓ Post-go-live support strategy
- ✓ Issue tracking and resolution process