CHAPTER 4

Built-In External Point Integrations

In this chapter, I will cover some external points of integration between the Recruiting Execution Suite (REC) and third-party applications. These integrations don't require a middleware or a big implementation. They usually can be achieved by adding a small piece of code to the existing XML code or enabling a switch in Provisioning or Admin Center.

Table 4.1 shows a list of built-in, external points of integration with Recruitment Management (commonly referred to as RCM) and Recruiting Marketing (commonly referred to as RMK). These integrations are between REC and Third Party vendors. (Note that I am using the term point of integration because REC integrates with one or minimal aspects of the external system. REC doesn't integrate with every functionality of the external vendor.)

Source	Target/External vendor	Type of integration
Recruitment Management	Jobvite	Social posting
Recruitment Management	LinkedIn	Apply with LinkedIn
Recruitment Management	DocuSign	Electronic signature
Recruiting Marketing	Multiposting	Job distribution
Recruiting Marketing	eQuest	Job distribution
Recruiting Marketing	Solique	Job distribution
Recruiting Marketing	LinkedIn	Apply with social
Recruiting Marketing	Facebook	Apply with Social
Recruiting Marketing	Xing	Apply with Social

Table 4.1 Available built-in, direct-point integrations in the SuccessFactorsREC

Note: Provisioning and XML settings are done by Success-Factors Professional Services or an Implementation Partner.

Any Admin Center-related configuration referred to in this chapter can be done by a recruiting administrator and/or an implementation partner with access to Admin Center.

4.1 Jobvite and SuccessFactors Recruitment Management

Jobvite is a global company that provides a Software-asasService (SaaS) social recruiting platform, enabling companies to advertise jobs and manage the recruitment process. Its web-based service enables its clientele to create job invitations, known as Jobvites (http:// www.jobvite.com/).

4.1.1 How this Integration Works

When the Jobvite and Recruitment Management integration is enabled, a recruiting user can:

- Click the Job Requisitions tab in Recruiting
- The job requisitions are listed in this tab. Mouse over any job requisition (in the Job Title column) or click the small folder-like icon to the right of any job name (Figure 4.1), and the available actions for the job are shown (Figure 4.2).

a Recruiting)∼			Q. Search for actions or p	sopie 🗘 🖑 🕼 Romant Ka	rthik (adminikasthiki) en orna Okameto (jokame	to) **	
				second meteological				
Job Requ	lisitions							~
1	4	19	17	Average Days Open	1212	G Crea	e New 🙆 Reports	Cifer Asprovals
 Approve 	Filter Job Requ	uisitions. Open Jo	b Requisitions	V Titler Coloris	* Display Options	tions per pag Highlight Job	e 25 V K	K Page 1 of 1 >
Job Title 🕈		Regid	Hiring Manager	Department	Location	Candidates	Progress R	equisition Status
Account Manage	0	902	Sid Morton ED	Sales (SALES)	Arlington, Virginia (US_DCM)		S	urcing
Administrative As	sistent (B	683	Vic Stokes (ET)	Sales	Dallas, TX	4	in In	erviewing
Compensation A	natyst 🕞	601	Linda Lewis #0	Talent Management	San Mateo, CA	S	P	one Screening
Cost Accountant	0	621	Janet James 80	Finance	San Mateo, CA	2	S	urcing
Database Progra	mmer 🗈	626	Jennifer Herley III	Technology	Boston, MA	4(1 Now)	s s	ourcing

Figure 4.1 The Job Requisitions dashboard

A Recruiting -			q	Search for actions or people 👘 🐧	Roby L Katha Secol St. Lory	k (admarkarthik) on a Dikamoto (ukamoto) 🎽
Addition Real States	Antonio - Co	eddent (Minner Comil)	THE REPORT OF STREET,			
Job Requisitions						
						Create New
Actions	19	17 🞬	erage Days Open 1212			
Requisition Actions						Itams per page 25
Mew or Edit Requisition	10 Open Job Re	aunton v	T Filter Options @ Display Options			Highlight Job Title
f# Sent Jobvie	Reald	Hiring Manager	Department	Location	Candidates	Program
Cand Ishala indefined	902	Sid Motor IEI	Sales (SALES)	Artingion, Virginia (US_DCM)		
Candidate Actions	683	Vic Stokes IEB	Sales	Dallas, TX	4	-
8 Candidate Summary	601	Linda Luwis EE	Talont Management	San Maleo, CA		1
Add Condidate Execution	621	Janel James 30	Fnance	San Maleo, CA	2	
CL CONCULOR CONCULOS	626	Jenniller Herley ES	Technology	Boston, MA	451 Newl	1
Veector; Business Development 🔞	1000	Vic Stokes Bill	Allances (ALNCE)	ACE_HC_HQ		1
Janector, Sales @	402	Vic Stokes #8	Kales	Boston, MA		Contraction of the local distance of the loc
Inector Sales (3)	1163	Richard Max (EI)	Salos (SALES)	Chicago (US_CHI)	2	
Employee Relations Manager 19	623	Linda Liters #E	Talont Management	Boston, MA	4	
Engineer (9	1069	Mary Cicilian IEE	Research & Development (RND)	San Matoo (US_SFO)	< 4(1.NON1	in the second
Enancial Analyst Pro	602	land, lanses, \$11	Energ	San Malen ("A		1

Figure 4.2 The Send Jobvite link appears when the integration is active

• Click the Send Jobvite link to send job openings to your connections via email. There are other job-posting options listed in the Actions pop-up window in Figure 4.2, as well as candidate actions.

Note: Either Jobvite or Recruiting Marketing can be used in the same SuccessFactors instance. However, both cannot be used together.

4.1.2 Prerequisites and Configuration

To enable Jobvite integration, the Enable Social Sourcing switch in Provisioning must be turned on (Figure 4.3). This must be enabled for your company to use Jobvite (http://www.jobvite.com/). Since it's a Provisioning switch, only SuccessFactors Professional Services or an Implementation Partner can turn it on.

~	DRIVEZ.0 Candidate Purge. Do not purge Candidate Profile II there are exit
~	Enable Social Sourcing

Enable Social	Sourcing
---------------	----------

- Jobvite
- Recruiting Marketing
 - Enable Job Marketing
 - Enable Career Site Builder
 - Use RCM Account Management

Figure 4.3 Enable the social sourcing setting in Provisioning to enable Jobvite integration

4.2 LinkedIn and SuccessFactors **Recruitment Management**

The LinkedIn and Recruitment Management integration is a separate integration from the Social Apply integration with Recruiting Marketing. (Refer to chapter 3 for details about the Social Apply integration.) If a company has both Recruiting Marketing and Recruitment Management, they should implement the Social Apply solution (a submodule of Recruiting Marketing).

How this Integration Works 4.2.1

When candidates apply for a job, they can choose to apply either by entering their candidate profile data manually or by using LinkedIn to populate certain data values on their candidate profile. If they choose to use LinkedIn, the Social Apply functionality must be enabled.

Select Apply Using LinkedIn 4.2.1.1

In the Career Opportunities section, candidates can see all the available jobs. There are two ways to apply using LinkedIn:

• You can select Apply using LinkedIn from the Select Action list next to the job title (Figure 4.4) or click the job title and then select Apply using LinkedIn directly from the detailed job description page (Figure 4.5)

Careors -	Q, Search for actions or passive 🖂 🤱 🧭 🎬	Rinky1 Kartuk (adminkartuk) -
Seed, Sandaharan Sandah	a Ann' Sector Arts, A Construction, And Sector Microl Sector.	
Career Opportunities		
Gywords 0	2 Jobs method your search	
Cost Main	here, per page $\boxed{10}$, we de \boxed{Page} $\boxed{1}$ of 1 \times ex	Surf by: Data Posted 🗸 🕈
 m positiste on absorbition 	Administrative Assistant Ja	Subart Artem
lob Language	Reg ID 802 - Poster 1508(011) - Vic Strates	1 Ameri
English US (English US) 🚽 😔	Color Englands II	A Annu and I marks
lob Location	Reg (D.180 - Podel 0001011 - Ratiant Mean	The second
Ary v		The second second
		22 CRIM XO RO FIRME
ob Function		
Ary v		e* - Refler Friend to Job
los Function Any v		e ⁴ . Noter Prend to Job

Figure 4.4 Career Opportunities page

6 General	Q. Sounds for actions or p	an y a	0	Reikyl Kartsk (ad	niteritik)	-	
and handle - for the state of t		-					
Job Listing Administrative Assistant (683)							~
ni si 482 - Posler 11082014	Acoly Ac	ply using Larkinder**	Save Juli	Email Job to Friend	Refer Friend to Jub	Q int Device Send Jobvice	Roburn to List
Job Usting Detail							
The Atministrative Assariant supplies administrative support services to an everybue, professional	el group, or organizational o	lepartnerit.					
Respectivities a control of a standard definition and the control internation or data. A control of the standard definition and the standard definition and the standard definition and the standard definition and the standard definition and the general boundard and an and the standard definition and the standard definition and the standard definition and an and the standard definition an	e.						
	Apply Ap	ply using Linkedin ^{®®}	Save Job	Erroll Job to Frend	Refer Found to Job	Send Jobette	Return to List

Figure 4.5 Detailed job description page

When you click the job requisition title (e.g., Administrative Assistant), a detailed job description page opens, as shown in Figure 4.5. Candidates can apply using LinkedIn from this page also. When Apply using LinkedIn is selected in either screen, the pop-up window in Figure 4.6 opens.



Figure 4.6 The LinkedIn security code pop-up window

4.2.1.2 Enter the LinkedIn Security Code

At the same time, a LinkedIn pop-up window opens, as shown in Figure 4.7, for the user to log in to LinkedIn to obtain the security code. In the pop-up in Figure 4.6, enter the security code provided by LinkedIn in Figure 4.8.

Tip! Pop-up blockers may interfere with LinkedIn's attempt to open a verification code window, and may need to be manually disabled.



Figure 4.7 Grant the application LinkedIn access



Figure 4.8 Get the LinkedIn security code

4.2.1.3 Connect to LinkedIn

Enter your log-in credentials and click the Allow Access button (Figure 4.7). This opens a new pop-up screen with the Security Code as shown in Figure 4.8.

Copy the security code and enter it in the designated field in the already opened pop-up window in Figure 4.6 and click the OK button.

This action opens the My Candidate Profile screen in Recruitment Management with the candidate profile data populated from LinkedIn, per the defined standardized field mapping as shown in Figures 4.9 and 4.10. Verify that the information is accurate and click the save icon on the top right to save your My Candidate Profile entries.

Rinky1 Kai	thik			
Rinky1 Ka	thik	ſw	Rinky1 Karthik's Res Last Updated: 09/28	ume ∥ 🗑 /2016
Title:	itelligence North America	<u>↑</u>	Your Cover Letter is	not on file.
* Company:	itelligence North America	_	oner here to under	
Phone:	9998887777			
* Email:	rinky.karthik@live.com			
✓ Previous Emplo	pyment		+ Add Another	➤ Documents
≡ itelligence No	orth America			There are no it
Project Manager	HCM -SuccessFactors		10 months 03/16 - Present	

Figure 4.9 The My Candidate Profile screen populated with data from LinkedIn

ly Candidate Profile			1						
Rinky1 Karthik						😭 Save	∯ Undo	Cancel	😭 Print Preview
 Previous Employment 			+ Add Another	✓ Documents					
Itelligence North Americ Project Manager HGM -Succe	ð ssPactors		B Remove Stimonitos	There are no terrs in	this section.				
V Dotoils			12.11.11.11.11	➤ More Information					
Company Name*	Itelligence North Ame	tice		* Address					
Title*	Project Manager HC	4.5		City	Alerta				
* From Diate	03/01/2016	6		State / Province	No Selection	~			
*End Dale	MM/DD/YYYY	FR		7 Zin / Perstal Code:					
Present Employer	Yes	×		Chantry	United States	~			
* Type of Eusress	Consulting Services	*		Ewining Phone:	Service College				
									Nort

Figure 4.10 Continuation of the My Candidate Profile screen populated with LinkedIn data

This completes the integration scenario. Candidates can now continue through the application process and apply for jobs.

4.2.2 Quick Facts

Here are some quick facts about this integration:

- This LinkedIn integration can only be used as part of the apply process; it is not possible to use LinkedIn to populate a My Candidate Profile if the candidate is not presently applying for a job.
- Integration can only be initiated and authorized by candidates, not recruiting users
- Integration can only occur on a case-by-case basis; the candidate's authorization is not used to maintain a dynamic link to the LinkedIn data.
- Not all available LinkedIn fields need to be mapped; companies may choose to use only some of the available LinkedIn fields
- LinkedIn integration is supported for both internal (i.e., existing employees) and external candidates

4.2.3 Prerequisites

LinkedIn integration requires initial setup by SuccessFactors Professional Services or an Implementation partner. The following switches in Provisioning need to be enabled:

- Provisioning > Company Settings > Enabled Job Search UI
- Provisioning > Company Settings > Complete Profile before Application

4.2.4 Configuration Steps

Once the necessary prerequisites are enabled in Provisioning, the next step is to map fields in LinkedIn to fields in Recruitment Management to define where the values from certain LinkedIn fields should be placed in the SuccessFactors Recruitment Management My Candidate Profile. Follow menu path Admin Center > Recruiting > Manage Recruiting Standardized Mapping. In Figure 4.11 the values on the left, in bold, are the values available from LinkedIn. The field boxes on the fight are dropdowns from which you can select the fields you configured in the My Candidate Profile in the XML template in Recruitment Management (discussed in chapter 3).

Manage Recruiting Standa To Bis page to map your reduce fields to standard	Verreing for Unsupped Fields: In many approximation of the second secon
Object Candidate Standardiz	alon v
Previous Work Experience	Previous Employment V
Is this present employer?	Present Employer 🗸
	Possible values:
	Yes Yos V
	No V
Employer	Company Name 🗸
Employer Address	Company Name V
Employer City	Pease select V Not Mapped
Employer State	Prease select V too Magned
Employer Country	Preese select 🗡 Not Mapped
Employer Postal Code	Prose select V Not Mapped

Figure 4.11 Configuration of standardized mapping

Tip! There are some limitations in this mapping. For example, you cannot map a field that is defined as Text to a value that LinkedIn sends over as a Date. Therefore, before mapping, it is important to verify how a certain field types are defined in the My Candidate Profile XML template in Recruitment Management versus how it is defined in LinkedIn.

Only the following fields are supported in the LinkedIn integration:

Basic information:

- firstName
- lastName
- address
- dateOfBirth
- cellPhone

Work information:

- currentTitle
- currentCompany
- employer
- jobTitle
- presentEmployer
- employmentStartDate
- employmentEndDate
- jobDescription

Education:

- nameofSchool
- degreeObtained
- fieldOfStudy
- startDate
- lastDate

4.3 DocuSign and SuccessFactors Recruitment Management

DocuSign (www.docusign.com) is a San Francisco- and Seattle-based company that provides electronic-signature technology and digital-transaction management services for facilitating electronic exchanges of contracts and signed documents (e.g., eSignatures).

DocuSign integration with SuccessFactors Recruitment Management enables the Online Offer functionality with eSignature capability.

4.3.1 How this Integration Works

Here is a step-by-step description of how this process works.

4.3.1.1 Create an Offer Letter with eSignature

Recruiting users with the appropriate role-based permissions can create an offer letter from the application record toolbar for candidates in the Offer status in the Talent Pipeline (as shown in Figure 4.12).



Figure 4.12 Recruiting users can create an Offer Letter for a candidate

When the Online Offer with eSignature functionality is configured, recruiting users can select the Online Offer with eSignature option as the required mode for the candidate to respond, as shown in Figure 4.13.

Offer Letter: Dav	vid Roberson for Database Programmer	
* Send Offer to:	døvid@mcom	
Subject	Offer - Executive, USA	
1500 Fashion Isla Ste. 300	and Blud	
San MatooCA 94404		
Dear Lorna		
On behalf of ACE	Corporation, (the "Company"), I am pleased to offer you employmen	I with the Company on the terms set forth below
1. Pe confirm wi	usition. You will start in a position as a Database Programmer , rep If the company that you are under no contractual or other legal obli	veting to me, Jennifer R Heitey. You will work out of our office located in San Mateo, CA. By signing this letter, you gations that would prohibit you from performing your ducies with the Company.
2 <u>Ce</u> Company	empensation. You will be paid wages of \$\$110,000,00 on an annual 's regular payroll policy. The Company may modify compensation fit	I basis, less payfoll deductions and all required withholdings. You will be paid your salary in accordance with the on time to time as it deems increasery.
3 Ba medical, d Ba Comp	enefits, You will also be entitled to receive the standard employee b fontal and vision insurance, ten (10) days Paid Time OE ("PTO") and assute Elacible Shandion Account class and ATABLIDE class or see other o	enellis made available by the Company to its employees of your same level to the full extent of your eligibility including. I we (2) having holdary acrossity. During your employment, you shall be permitted, to the extent eligible, to participate in the fully having holdary acrossity acrossity acrossity acrossity and the permitted of the context of the Acrossity
Jenniter R Herley ACE Corporation		
ACCEPTED AND AORE	CED	
Loma Chamoto		
Senieture		
Date		
04/30/2013		
Documents 0 attached		
Back Carcel	Pvint	Online Other with upgradulate Others Other Vestual Other Emuse as Sect. Emust as PDF adhet-beneri

Figure 4.13 Select the Online Offer with eSignature button in the offer letter

4.3.1.2 Send an Offer Letter with eSignature Using DocuSign

Selecting the Online Offer with eSignature option triggers DocuSign to display an iFrame in SuccessFactors Recruiting, as shown in Figures 4.14 and 4.15 (these are screenprints of different parts of one screen). Additional ad-hoc signers can be added at this point in the To field. These signers do not receive an email or workflow to sign within the SuccessFactors Recruitment Management module, but the email notification goes directly in their DocuSign accounts.

Divid Roberson	• 5 C 6 C mmx •	
D Stendard Fields		Occurserts Obsciathispet
Date Signed	1500 Fashion Island Blvd.	Ŧ
1 Name	Ste. 300	
Enal	San MateoCA	Sector and the
👯 Company	94404	1
<u>n</u> 201		Antonia Santa Santa
Checkbox	Deir Loma:	
Radio		
D Note	On behalf of ACE Corporation, (the " <u>Company</u> "), I am pleased to offer you employment with the Company on the terms set forth below.	<u>-</u>
d Decire	Position, You will start in a position as a Database Programmer, reporting to me, Iennifer R Herley, You will work out of our office located in San Maten CA. By similar	

Figure 4.14 The DocuSign pop-up window opens in SuccessFactors Recruitment Management

David Robotoci •	5 C U O 1894 -	e
Standard Fields	Jennifer R Herley	* Documents
Z Signature	ACE Corporation	Offictuation of the State of th
DS VIEW		
🛅 Date Signed	ACCEPTED AND AGREED:	1
🗶 Name		
🞽 Cruel	Loma Okamoto	
Consains E		- Contraction of the second se
🊔 186	sun ₩	WHICH AND A DECEMBER OF A DECE
T Test		WITH THE REPORT OF
Checkberk	Signature	here and the second sec
Dropdown		
(i) Nucleo		* 🚁 🚽
D Note	Date	
efe Approve		
4 Decime -		

Figure 4.15 Continuation of the DocuSign pop-up window that opens in SuccessFactors Recruitment Management

Tip! If the recruiting user attempts to create an offer for a candidate with an offer pending for another job at the same company, the user sees a warning.

Click the Send button in Figure 4.15 to send the candidate an email with the offer letter. The recruiter user will see a success message that the email was sent to the candidate, as shown in Figure 4.16.



Figure 4.16 Offer letter success pop-up message

4.3.1.3 Track eSignature Details in the Offer Letter Portlet

After the offer letter is sent, recruiting users with proper permissions can see an entry in the Offer Letter drop-down options in the Offer Letter portlet, as shown in Figure 4.17.

David Roberson (Ex 0 312-222-0000 E3 david@	ternal Candidate) Incom ⊈Cover Later ≦Resume #3 View Profile	Appen Mitsuel O Conse 15 Final	Resume
 Application 		← Comments	+ Add
* Status	6 - Offer 🗸 🗸	There are no iteres in this section	
Rejected Reason	No Selection	🛩 Jobs Applied	
Country	United States	Job title: Database Programmer (626) Recruiter: Lone Clamoto Datus 6 - Offer	Date 02/21/2010
Former Einskeyee Source: If Einstoyee Refemal, Name	No Corporate Website	Job Ittle: (T Project Manager (627) Recruite: Lome Ckanolo formute: 4 - refrace-Assess	Dale: (2/21/2010
al Ralaring Employee Work Examples / Other Attactoments	$\vartheta^{\rm 0}$. Documents 0 attached	✓ Correspondence	
Assessment Passed	No Selection 🗸	Date 0221/2010 User System System We Have Recieved Your Application	Action (irmal
Accessment Attachments	Attach a document		
Background Check, Passed	No Selection 🗸	V Oller Leiber	
Background Check Attachments	& Attach a document	Offor - Executive, USA Author: Send Mode:	Lerna Chemoto eSenature Offer
✓ Screening Details		View Certificate: Offer Extension On	Certificate
Are you authorized to work in the US?	Yes	Otter Response: Perce Standure Response:	ting (Not Viewed) Pending
Have you ever been convicted of a felony that has not been judicially	No		Cancel Offer

Figure 4.17 Offer Letter portlet showing details of the offer

The Offer Letter portlet fields related to the eSignature as shown in Figure 4.17 are:

- Offer: Details about the job offer—job title and location
- Author: The name of the recruiter responsible for sending the offer letter

- Send Mode: Includes a link so that the candidate can view the offer letter in DocuSign
- View Certificate: Includes a link to view the DocuSign certificate of the audit history of the signing process
- Offer Extended On: The date on which the online offer was sent
- Candidate Response: The available values for this field are as follows:
 - Accepted
 - Declined
 - Expired (displays when an offer has expired because a new online offer was created)
 - Canceled
- Candidate Responded On: Date on which the candidate responded to the offer
- eSignature response: The available values for this field are as follows:
 - Pending with Candidate
 - Declined by Candidate
 - Declined (implies additional user added, not candidate)
 - Completed
 - Expired (eSignature has expired because a new online offer was created)
 - Canceled

4.3.1.4 Candidate View: Receives an Offer Letter with eSignature

- After the recruiting user sends the offer letter with the eSignature request, the candidate receives an email from DocuSign requesting an eSignature
- The candidate clicks the View Documents button (link) in the email (Figure 4.18). They are redirected to the sign-in page for the Internal (employee) or External (candidate) Career Site in Success-Factors Recruitment Management, based on the candidate type.

4 | Built-In External Point Integrations

Delete	Respond	Quick Steps	Far	Move
Sun	12/4/2016 11:33 PM			
D	ocuSign Demo Syste	em <dse demo@docusi<="" td=""><td>qn.net></td><td></td></dse>	qn.net>	
Of	fer - Executive USA: eSignat		9	
David Roberson	Executive, obst. congitat			
lick here to dov	inload pictures. To help protect you	ir privacy. Outlook prevented automatic du	ownload of some	pictures in this messa
	ineau pietaren re neip pieteet jeu			pretares in ans messo
DI .				
Please revie	w and sign your documen	r 📑	i	
From:	Lorna Okamoto (LO	kamoto@ACECompany.com)	
	SuccessFactors Branding Ac	count		
Hello David Rob	erson,			
	V	iew Documents		
	•	lew bocuments		
	Alternately, you can access these do	ocuments by visiting docusign.com, clicking th	he "Access	
	Documents	ink, and using this security code.		
	422BD5703BF	-44B7FBD58B3D1FB0A14901		
DocuSign. The fa	stest way to get a signature.®			

Figure 4.18 Candidate receives an email to view and sign offer letter using eSignature

4.3.1.5 Candidate View: Signs and Accepts the Offer Letter with eSignature

After the candidate signs into the career site, he or she sees the detailed offer letter in the MY OFFERS tab in SuccessFactors Recruitment Management with the options to Accept & eSign, Decline Offer, or Email Recruiter (Figure 4.19).

E JOB SEARCH JOB MANAGEMENT PASSWORD MANAGEMENT MY PROFILE	MY OFFERS Welcome, Meg Wilson	Sign Out	English UK (English U
	and the second	5	
/ly Offers			
Logistics Officer (1061) - Pending	Offerlaner off	2	
Location Atlanta, GA		By clicking Acce sgree to the ter	pt Offer you understand an ms of this offer
Offer Date: 05/08/2014			Decline Offer
Offer Letter	e 19	E	mail Recruiter
vieg Wilson			
CANDIDATE_PROFILE_ADDRESS]]			
[CANDIDATE_PROFILE_CITY]]			
inited States			
bear Meg			
In behalf of ACE Corporation (the " <u>Company</u> "). I am pleased to offer you employment with the	e Company on the terms set forth below.		
 Position: You will start in a position as a Logistics Officer on []OB_AFPLICATION_CUST ocated in San Mateou, CA. By signing the letter, you confirm with the company that you are from performing your duties with the Company. 	OMTI reporting to Caroline Clark. You will work out of our office under no contractual or other legal obligations that would prohibit you		
 Compensation. You will be paid wages of 5 on an annual basis, less payroll deduction scondance with the Company's resular payroll policy. The Company may modify concentration 	s and all required withholdings. You will be paid your salary in in from time to time as it deems necessary.		

Figure 4.19 Candidate view of detailed offer letter in SuccessFactors Recruitment Management

Note: I have used a different candidate example in Figure 4.19 that already has an eSignature offer letter.

4.3.1.6 Candidate View: Accept & eSign the Offer Letter with eSignature

When the candidate clicks the Accept & eSign option, the DocuSign pop-up screen displays as shown in Figure 4.20.



Figure 4.20 DocuSign pop-up screen for the candidate

The candidate can review the disclosure statement (which is configurable by companies in the DocuSign Admin). The candidate has three options:

- **Review Document.** With this option, the candidate can review the document, eSign the offer letter, and proceed with accepting the offer
- **Decline. Decline the offer.** If this option is chosen, a status of Declined by Candidate is sent to the recruiting user and shows up in the in SuccessFactors Offer Letter portlet in Figure 4.17 (in the Offer Response field under Offer Letter).
- Finish Later. This option takes the candidate back to their MY OFFERS tab, and they can choose one of the other two options later.

When candidates click the Review Document option, they see a screen as shown in Figure 4.21, where they can select their eSignature style.

Full Name	Initials	
Meg Wilson	MW	
Select Style Draw		
DocuSigned by: Meg Wilson E1D35FC6C0EC4FB	MW	Change Style
E1035FC6C0EC4FB		

Figure 4.21 Candidate picks the signature style and electronically signs the offer letter

Once the eSignature is selected, they click the Adopt and Sign button to complete their job acceptance. A status of Accepted will be sent to the recruiter and the Offer Letter portlet is automatically updated. This completes the eSignature process.

4.3.2 Quick Facts

Here are some quick facts about this integration:

- DocuSign refers to transactions as envelopes, which is equal to the offer letters (or the act of sending an offer letter) in SuccessFactors.
- The Online Offer with eSignature functionality follows existing Online Offer functionality. For example, if a new online offer with eSignature is created, but an existing offer is pending, the new offer expires the existing offer as well as expiring the eSignature request.

4.3.3 Prerequisites

- Configure Online Offer in Provisioning must be enabled.
- The company must have a DocuSign account and contract.
- For new DocuSign clients: Contact *mailto:sales_successfactors@ docusign.com*. Indicate that you are a SAP SuccessFactors Recruiting customer and would like to sign up for a new account. Provide a system administrator email and password to DocuSign. This admin user can update DocuSign account preferences and is the primary account for the integration
- For existing DocuSign clients: Use the account ID provided by DocuSign along with the system administrator email and password in SAP SuccessFactors.
- Recruiting users have eSignature Sender Permission.

4.3.4 Configuration Steps

The recruiting administrator takes the following steps.

- Follow menu path Admin Center > Manage Recruiting Settings > Offer Letter > Enable electronic signature for offer letters.
- Check the Enable electronic signature for offer letters check box (Figure 4.22).
- Select the eSignature environment (demo or production) and provide the following information:
 - eSignature company account ID (from the DocuSign account)
 - eSignature administrator email address (from the DocuSign account)
 - eSignature administrator password (from the DocuSign account)
- Click the Save button to save the information

Offer Letter			
Set date format to be displayed in Offer	Letters	Default e.g. 12/04/2016	\sim
Allow candidates to accept offers o	nline or offer letters 💿		
Select eSignature environment	No Selection	\sim	
eSignature Company Account Id			
eSignature admin email address			
eSignature admin password			
Allow candidates to email job requ	isition operator		
Select an operator who will receive	e emails from candidate	Recruiter (recruiterName)	

Figure 4.22 DocuSign configuration

Tip! DocuSign offers all new DocuSign clients a trial period for sending 100 offer letters with unlimited users. DocuSign also provides a demo instance for companies to test the functionality.

4.4 Social Apply with LinkedIn, Facebook, Xing, and SuccessFactors Recruiting Marketing

Social Apply is an integration feature between Recruitment Management and Recruiting Marketing that I covered in chapter 3 of this book. When the Social Apply functionality is enabled, candidates can apply for a job using their social-networking credentials, such as LinkedIn, Facebook, Xing, and so on, from the Recruiting Marketing job search page.

Note: Both SAP SuccessFactors Recruitment Management and Recruiting Marketing have features to enable and design the career Portal. However, if Recruiting Marketing is being implemented along with Recruitment Management, the Recruiting Marketing career portal is used. In a Recruitment Management-only implementation, the standard Recruitment Management career portal is used.

There is a lot of flexibility for designing a career portal with the Career Site Builder (CSB) functionality available in Recruiting Marketing. The career portal available with Recruitment Management is standard and has a very basic layout.

4.4.1 How this Integration Works

To explain the Social Apply integration with Recruiting Marketing, I am going to apply for a job (as a candidate) in SAP's career portal. SAP has upgraded its own career portal with the latest Recruiting Marketing module with all the integrations turned on.

4.4.1.1 Apply for a Job in a Recruiting Marketing-Implemented Career Portal

In this example, I am applying for a job in SAP's career portal at https://jobs.sap.com/. Click the job title (e.g., Solution Marketing Expert Job) from the list of available jobs (as shown in Figure 4.23).



Figure 4.23 Career page of SAP jobs

The detailed job description displays as shown in Figure 4.24.



Figure 4.24 The detailed job-description page

After Social Apply is configured and integration is enabled, when a candidate clicks the Apply now button, three additional application options (LinkedIn, Facebook, and Xing) are offered as drop-down options, along with the Apply now option, as shown in Figure 4.25.

SAP	Career Home	Students & Grad	uates ~	Internal Employees	Life at SAP ~	Featured Jobs v	Locations	Join Our Talent Community
	Search b	y Keyword		Search by Locat	ion		Search All Jol	os
	← Back to se	sarch results similar jobs to me				Sh	are this Job 🚺	- f 💌 in 🖸 🖸
	Solution Apply n	I Marketing E: ow •	xpert Job)				
	Start a	pply with Facebook pply with Xing Now	0 0					
	Work Area: Ma Expected Trave Career Status: Employment 7	inketing ell: 0 - 10% Professional ype: Regular Full Time						
	COMPANY DE	SCRIPTION						

Figure 4.25 The four Apply Now drop-down options

4.4.1.2 Apply with LinkedIn, Facebook, or Xing

In Figure 4.25, click one of the following options to apply for a job:

- Click the Start Apply with LinkedIn option and a pop-up window opens, as shown in Figure 4.26, asking permission to log into LinkedIn and access information from LinkedIn
- Click the Start Apply with Facebook option and a pop-up window opens as shown in Figure 4.27, asking permission to log into Facebook and access information from Facebook
- Click the Start Apply with Xing option and a pop-up window opens as shown in Figure 4.28, asking permission to log into Xing and access information from Xing

Tip! Make sure the pop-up blocker is disabled on your browser.



Figure 4.26 Apply now via LinkedIn

· Mark to select testing		500 C	
Email similar jobs to me	Facebook - Google Chron	1e	
	https://www.facebook Facebook	k.com/login.php?skip_api_login=1	&api_key=1396 G
IT Principal Solution	Log in to use your	Facebook account with SAP.	
Apply now -	Email or Phone:		
Please wait	Password:	•••••	
-0 ⁻		Log In	
Work Area: Software-Design and Dev Expected Travel: 0 - 10%		Forgot account?	
Career Status: Professional		Create New Account	
Employment Type: Regular Full Time			
COMPANY DESCRIPTION			

Figure 4.27 Apply now via Facebook

(ING X			
Log in w	ith your XING creden char	tials or register now ge.	free of
	Join now for free	Log in	
	E-mail		
	Password		
	Remember login	Having problems logging in?	
	Log or sign up as a fre	in e member now	

Figure 4.28 Apply Now via Xing

4.4.1.3 Recruitment Marketing Updates Candidate Profile with Information from LinkedIn, Facebook, or Xing

When a candidate selects any one of the social-apply methods (LinkedIn, Facebook, or Xing) as described in step 4.4.1.2 and provides authorization to access profile information, the built-in integration (between SuccessFactors Recruiting Marketing and relevant social network sites) gathers the candidate's profile information and updates the SuccessFactors Recruiting Marketing site in the relevant Candidate Profile section or fields, as shown in Figures 4.29 and 4.30.

Solution Marketing Exp	ert (130301)	
That's pay the expressing procession is a second that a process with the experimentation of the expression of the the that's processing procession and an article state processing to four factors they frace	nak, hand is your land date profile will be it represented variance of being planned to a standard represent. Providences Not a position that matching plant skills and removals, if polyren galant for a specific plantary planta har assertion informed	ור אין איירא איירא אייר איירא איי דאיירא איירא איי
		♦ Valuend of Samirows → Enloyed of Samirows
+ Wiltermette		
schapter Herger 2000, 107, Cit, Higs and	test avoid, not any local temporal and an applied for descrives another source laters.	
* Besare	Cover letter .	
Radar Gartini, Des 2015, dice generication	Antonin a Council Later	
	0	
hudia kasahinanis 🚱		
0		
§ Traile Monutor		
> Work Dependent Phone enter your ca	ersele en vanat ekenen arsakigen firet)	

Figure 4.29 The Candidate Profile page in Recruiting Marketing

Candidate Profile
Thank you for expressing your interest in a career. Your resume offers important information, but the details found in your candidate profile will help increase your chances of being selected in a candidate search. The information you provide will not only in Thank you for your time and we will contact you if we find a position that matches your skills and interests. If you've applied for a specific position, please be aware the information you provided will be acce your Recruiting Team
\$ My Documents
Profile Information
Search Options and Privacy
Jobs Applied (1)
Saved Applications
Work Experience (Please enter your current or most recent employer first)
Education
Professional Certifications
Language Skills
a Geographic Mobility

Figure 4.30 The Candidate Profile page in Recruiting Marketing with updated information from the social networking site

The candidate can then proceed with applying for the job.

4.4.2 Quick Facts

• When candidates use the social-apply functionality from the Recruiting Marketing site, their basic information will be passed to and populated into their Recruitment Management Candidate Profile

4.4.3 Prerequisites

The following two prerequisites are necessary for integration with social networks:

- An API key must be configured for the social network (Facebook, LinkedIn, or Xing) to enable Social Apply in Provisioning (done by SuccessFactors Professional Services or the Implementation Partner).
- Standardized field mapping must have been done in Admin Center. Follow menu path Admin Center > Recruiting > Manage Recruiting Standardized Mapping (done by the recruiting administrator).

4.4.4 Configuration Steps

Here are some configuration steps to enable the Social Apply feature with Facebook, LinkedIn, and Xing (taken by SuccessFactors Professional Services or the Implementation Partner).

- Add the social profile type by navigating to Command Center > Site > Talent Community Setup. A locale can be configured for each social profile, and the options shown on the Social Apply button are specific to the social profile configured for that site.
- In the social profile's <configuration> node in Provisioning, add the XML declaration shown in Figure 4.31.

<socialApply> <networks>

<network type="linkedin" label="Start apply with LinkedIn" helpText="Use your LinkedIn profile to join our talent community, receive job alerts, and start the apply process." moreText="Nothing is posted on your LinkedIn account.We do not login to your LinkedIn account.We do not save login credentials to your LinkedIn account.You will be joining our Talent Community using your social profile."/>

<network type="facebook" label="Start apply with Facebook" helpText="Use your Facebook profile to join our talent community, receive job alerts, and start the apply process." moreText="Nothing is posted on your Facebook wall.We do not login to your Facebook account.</ li>We do not save login credentials to your Facebook account.You will be joining our Talent Community using your social profile."/>

```
<network type="xing" label="Start apply with Xing" helpText="Use your
Xing profile to join our talent community, receive job alerts, and start the
apply process." moreText="<ul&gt;&lt;li&gt;Nothing is posted on your
Xing wall.</li&gt;&lt;li&gt;We do not login to your Xing account.&lt;/
li><li&gt;You will be joining our Talent Community using your social
profile.</li&gt;&lt;ul&gt;"/>
<network type="manual" label="Apply Now"
helpText="Join our talent community, receive job alerts, and start the apply
process."/>
</networks>
</socialApply>
```

Figure 4.31 XML code details from SAP SuccessFactors Recruiting Marketing Implementation Guide

For jobs that share the locale of this profile, four options will be shown in the standard Apply now button: Start apply with LinkedIn, Start apply with Facebook, Start apply with Xing, and Apply Now.

• Configure the <network> node type. Valid values are LinkedIn, Facebook, and Xing.

Tip! For more detailed configuration steps for integration between Recruiting Marketing and Social Apply, refer to the Recruiting Marketing Implementation guide at http://help.sap.com/hr_recruiting?current=cloud4hr.

4.5 Job Distribution with eQuest, Multiposting, Solique, and SuccessFactors RMK

There are three companies—eQuest (www.equest.com), Multipposting (https://www.multiposting.fr/en/), and Solique (https://www.solique.ch/english/)—that are global job-distribution networks with built-in integration with SuccessFactors Recruiting Marketing.

The built-in integration between SuccessFactors Recruiting Marketing and these three companies is configured and available with the Marketing Central functionality of Recruiting Marketing. Marketing Central allows companies using SuccessFactors Recruiting Execution Suite to distribute jobs to global vendors and via social networks.

Note: eQuest also has a built-in integration with Success-Factors Recruitment Management; this is covered in chapter 3 of this book. Marketing Central doesn't affect the existing Recruitment Management-eQuest Integration.

4.5.1 How this Integration Works

Once the integration is enabled and configured with Marketing Central, take the following steps.

- Navigate to SuccessFactors Recruiting > Job Requisitions and hover over the requisition you would like to market
- Click the Market Job option
- Choose the job language, where relevant, from the Select Job Language drop-down options (Figure 4.32)

• The Posting Options section displays the vendors the users have been assigned to, as shown in Figure 4.32. The Source Tracker button (link) is available for all users.

Title MultipleLocale_test_en Job		Location Peony Street, Plymouth, MN, US	Pequisit 4501-en	ion ID US	
elect Job Language					
Inglish (United States) +		\$			
ndicates a job language with osting Options	posting activity				
© Quest	solique	broadbean			
eQuest	Solique	Source Tracker	Source Tracker		
Last Accessed:	Last Accessed:				

Figure 4.32 The posting options are displayed with the configured vendor details

Recruiting users can select the appropriate Posting Options to market the job.

4.5.2 Quick Facts

- The available Marketing Central vendors are eQuest, Solique, and Multiposting
- Multiposting is now an SAP company. Founded in 2008, Multiposting is a European job-posting solution that was acquired by SAP in 2015.

4.5.3 Prerequisites

- Recruiter Single-Sign-On must be configured to use Marketing Central. Single-Sign-On is configured by SuccessFactors Professional Services or an Implementation Partner.
- Marketing Central requires initial configuration by SuccessFactors Professional Services or an Implementation Partner
- Before configuring Marketing Central, the company must have credentials for the third-party marketing vendor (e.g., eQuest, Solique, or Multiposting). The company should contact the vendor and inform it that it is implementing SuccessFactors Marketing Central integration, and requires both stage and production credentials.

4.5.4 Configuration Steps

- Grant required recruiting users' permissions for job marketing in role-based permission. Navigate to SuccessFactors Admin Tools > Manage Recruiting > Recruiting Permissions > Job Marketing.
- Once permissions for job marketing are granted, a recruiter sync is required before users can access Marketing Central (done by SuccessFactors Professional Services or the Implementation Partner).
- Navigate to Command Center > Integrations > Vendor Groups > Add Vendor Group
- Click Add New Vendor Group. Enter the required Vendor Group information (e.g., eQuest, Solique, or Multiposting).
- Assign admin users to the vendor groups, using either Command Center or the Recruiting Dashboard

Tip! For more detailed configuration steps for Marketing Central and integration configuration for eQuest, Solique, and Multiposting, refer to the Recruiting Marketing Central Implementation guide at http://help.sap.com/ hr_recruiting?current=cloud4hr.

Conclusion

The integrations I have covered in this chapter are crucial for the Success-Factors Recruiting module because most of these integrations are already built-into the Recruiting module, thereby reducing the overall implementation time needed to turn on these features. From a functionality perspective, these are important features for a Recruiting application. With this chapter, I conclude discussing all Internal and External integrations with the SuccessFactors Recruiting (REC) module. In the next and final chapter, I will discuss briefly all integrations discussed so far and how they play an important role in making the SuccessFactors Recruiting module one of the best recruiting solutions on the market.