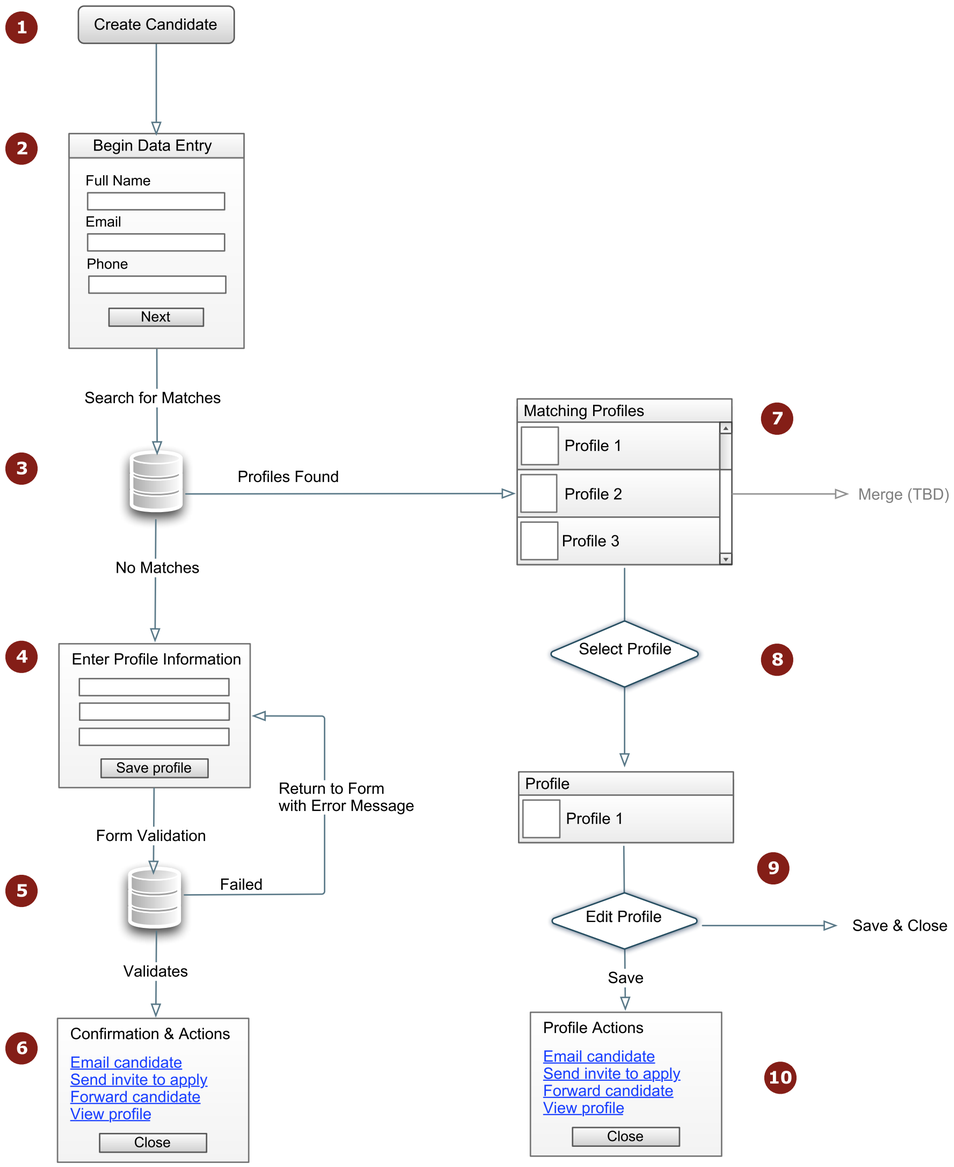
SuccessFactors New Candidate Profile Entry

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24



Notes

1 Operator Clicks Create Candidate Button

Entry points include the Search Candidate view and Create Requisition page.
Some alternates TBD (Wireframes will follow this document).

2 Begin Data Entry

Operator enters some basic information such as Name (first and last), Email Address, and Phone and clicks Next button. This will check to see if there is already a profile that matches the one they want to create. (TBD: which fields are required)

3 System Validates Entry

Database is queried and returns one of two responses: Found profiles that match or Found no profiles that match. If profiles are found that match, the operator is shown the profiles. If no profiles are found, the operator continues to fill in profile information.

4 Operator Fills Out Profile Information

The operator continues the process of completing a profile using the same procedure as a candidate (filling out their own profile). When complete, they click Save Profile.

5 System Validates Forms

The forms are validated to ensure are required fields are filled correctly and either returns an error message indicating what needs to be corrected or if no errors are made, displays a confirmation message.

6 Confirmation and Actions

Operator has confirmation that the profile has been created and now has a set of actions to choose from.

7 Matching Profiles

If system returns matching profiles, they will be displayed for the operator.
(The option to merge profiles is not covered in this document).

8 Operator Selects One Profile

The operator chooses one of the matching profiles to display.

9 Operator Can Edit Profile

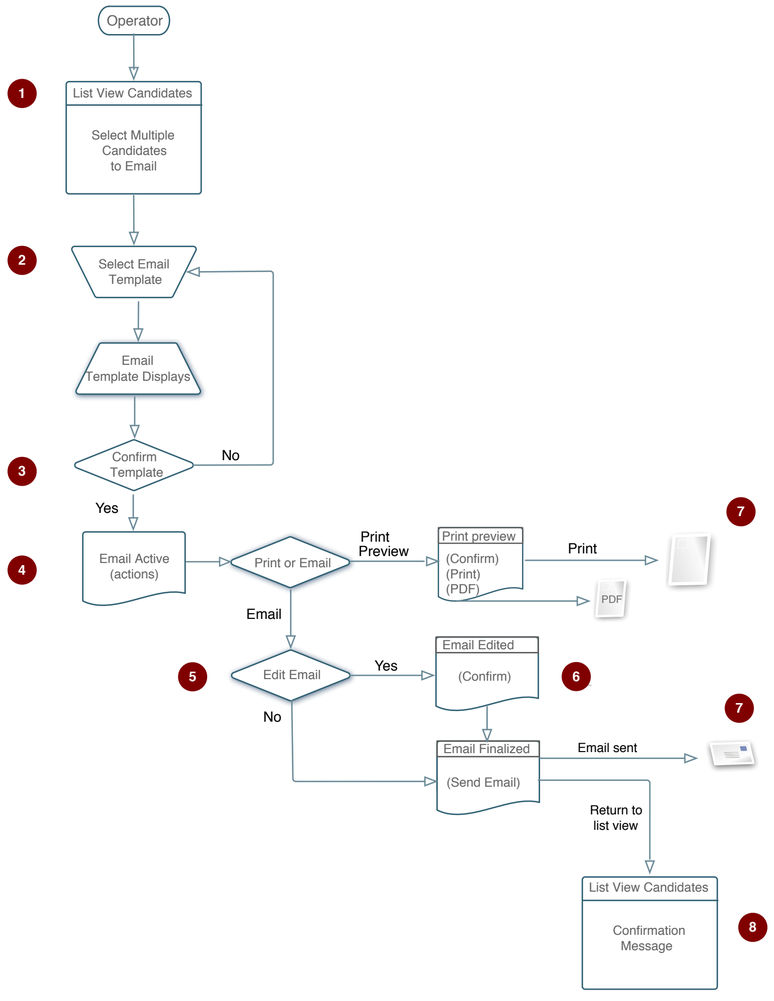
If the profile needs editing, the operator can make changes and save the profile.
They can then close after saving or take one of the Profile Actions.

10 Profile Actions

Operator has confirmation that the profile has been saved and now has a set of actions to choose from.

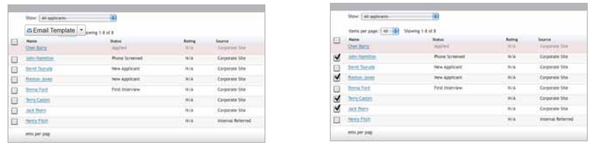
SuccessFactors: Recruiting Email Templates For Mass Communication Flow Chart DRAFT

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

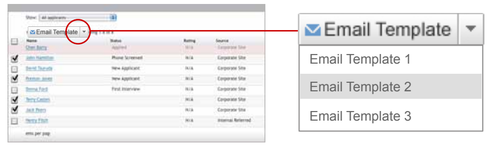


Notes

1 **Operator Selects Candidates for Email Communication**



2 **Operator Selects a Template from a List (Drop Down Menu)**



3 **Operator Confirms Dispayed Template is Correct**

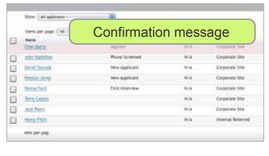
4 **Template is Now “Active Email” and Ready for Editing**

5 **Operator Decides Whether to Edit Email or Proceed to Actions**

6 **Operator Edits and Confirms Email and Proceeds to Actions**

7 **Operator Chooses an Email Action:**

Send Email **Print Email** **Preview & Print Email** **Create PDF** **Save.**

(Details on save and Audit Trail to follow)

8 **Operator is Returned to List View and is Shown a System Confirmation.**