Assign or Delete a Recruiting Team

Overview

SuccessFactors gives org chiefs the ability to identify other users as delegates, providing them with access to their job requisitions.

Org chiefs can attach additional users to their job requisitions on a case-by-case basis. This procedure provides instruction on setting up additional users to a Recruiting Team that can be attached to job requisitions.

Note: Users can be assigned to (or deleted from) a Recruiting Team after HR Shared Services has opened a job requisition.

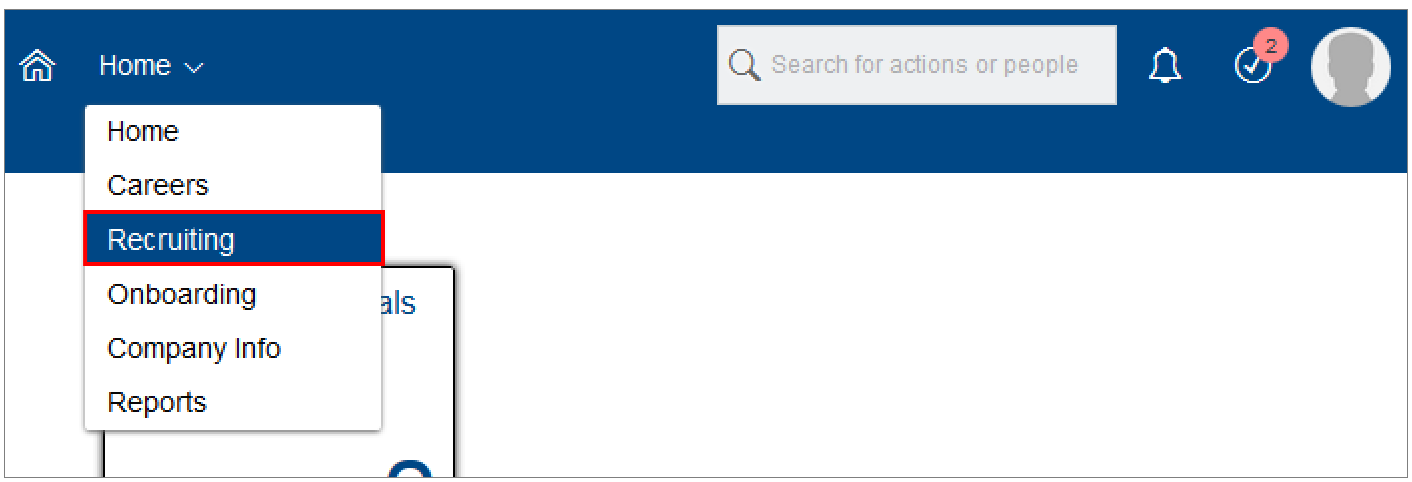
Users who are assigned to a Recruiting Team and attached to a job requisition inherit the same visibility and permissions as the org chief. This means they can complete the recruiting activities in the Talent Pipeline on behalf of the Org Chief, including the offer approval. This does not include generating seniority reports.

Recruiting Team members will continue to have visibility into the job requisition even if they change roles. To delete a Recruiting Team member from a job requisition, follow the steps in the Delete a Recruiting Team Member section of this document.

See also the SuccessFactors Delegation Reference and how to Assign or Delete a Proxy for more information around delegation options.

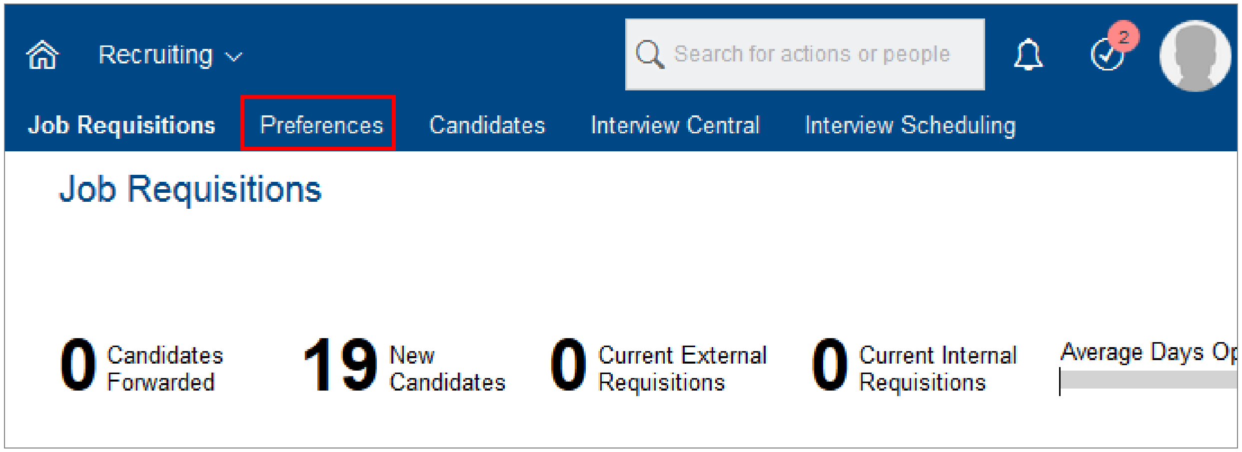
Assign a Recruiting Team

1. Click the **Home** menu and select **Recruiting** from the dropdown.



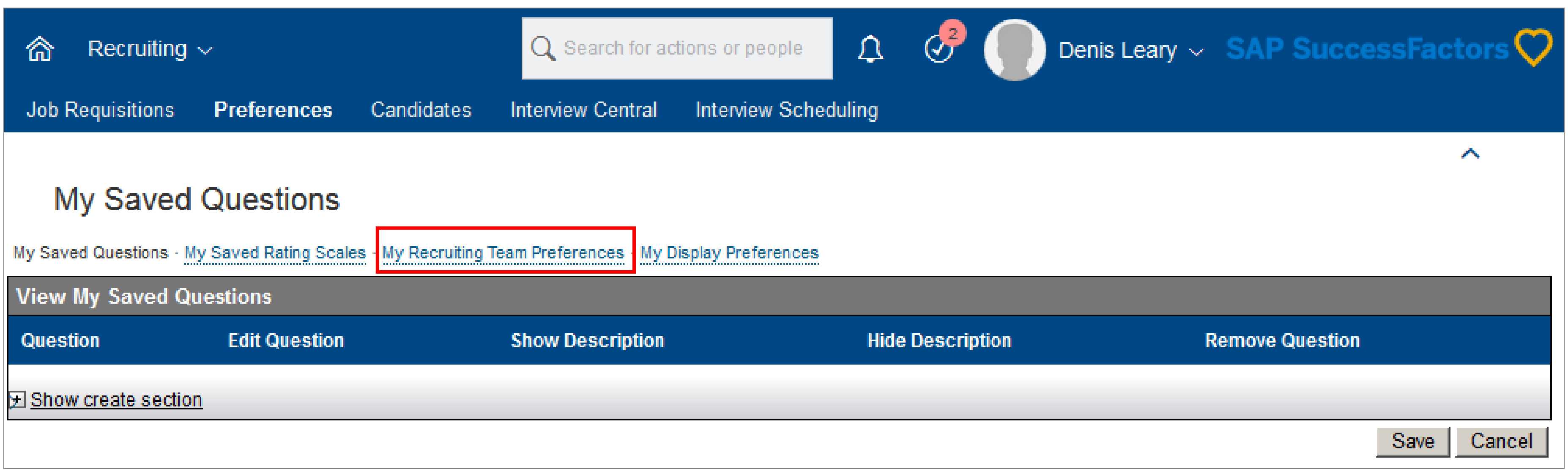
The *Job Requisitions* screen appears and displays a list of job requisitions.

2. Click **Preferences**.



The *My Saved Questions* screen appears.

3. Click **My Recruiting Team Preferences**.

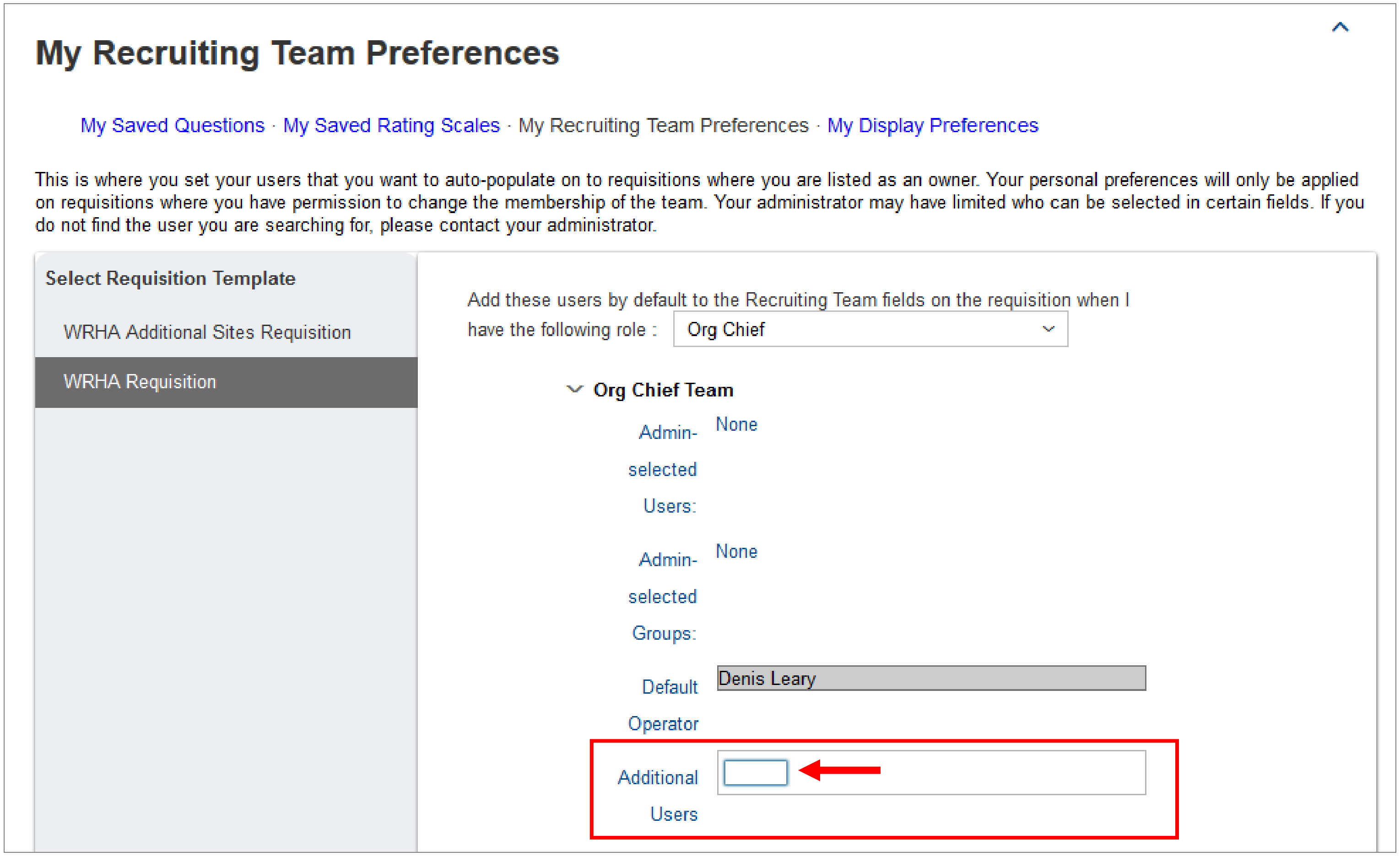


The *My Recruiting Team Preferences* screen appears.

4. Click **WRHA Requisition** under the **Select Requistion Template** menu.

On the right side of the screen,

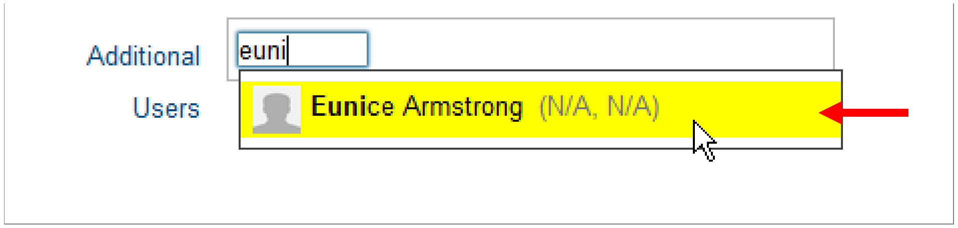
5. Ensure **Org Chief** is selected in the **Add these users by default to the Recruiting Team fields on the requisition when I have the folllowing role** drop-down.
6. Click in the **Additional Users** field.
   - A text field appears.



7. Enter the **name of the user** you wish to add to your **Recruiting Team** in the **Additional Users** field.

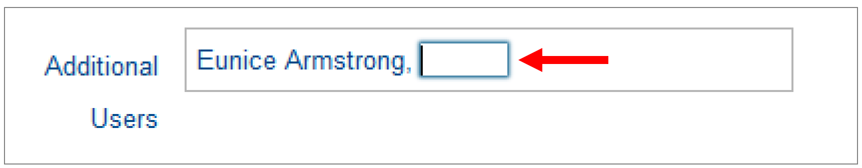
Note: As you type, the system will propose names that match your criteria directly below the field. Continue typing until the user's name you want to add to your Recruiting Team appears.

8. Click the **applicable name**.



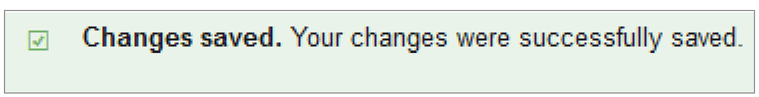
A new text field opens next to the name you selected in step 8.

9. Repeat **Steps 7 and 8** for each user you wish to add to your **Recruiting Team**.

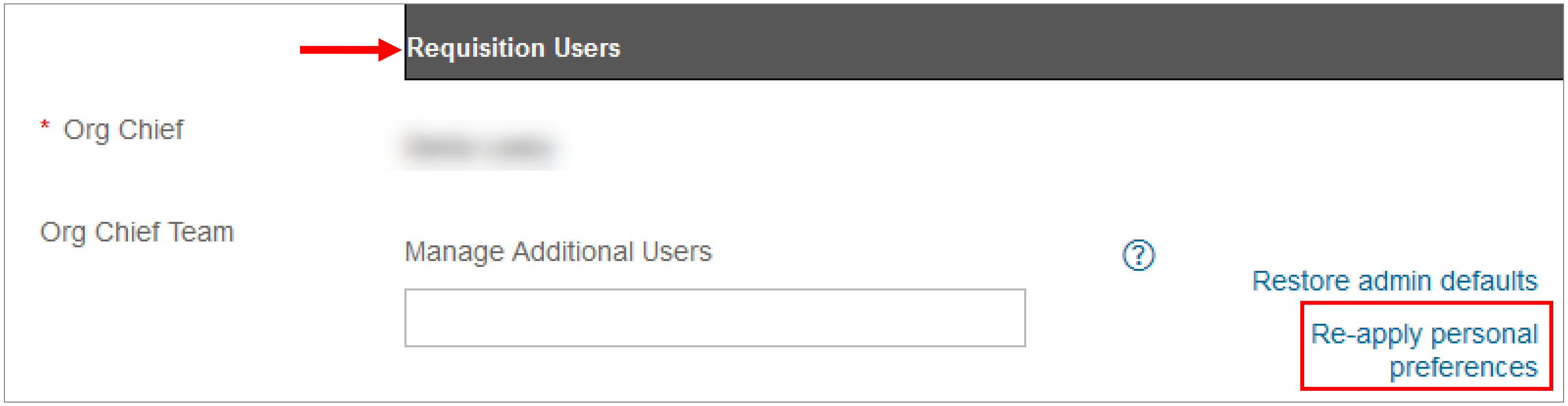


10. Click Save.

The additional user is added to your Recruiting Team and a message appears at the top of the screen to confirm that changes are saved.



Note: Your *Recruiting Team* can be attached within your job requisitions as required by clicking *Re-apply personal preferences* beside *Org Chief Team* in the *Requisition Users* section. See how to Attach Recruiting Team or User to a Job Requisition for step-by-step instructions.



Next Steps

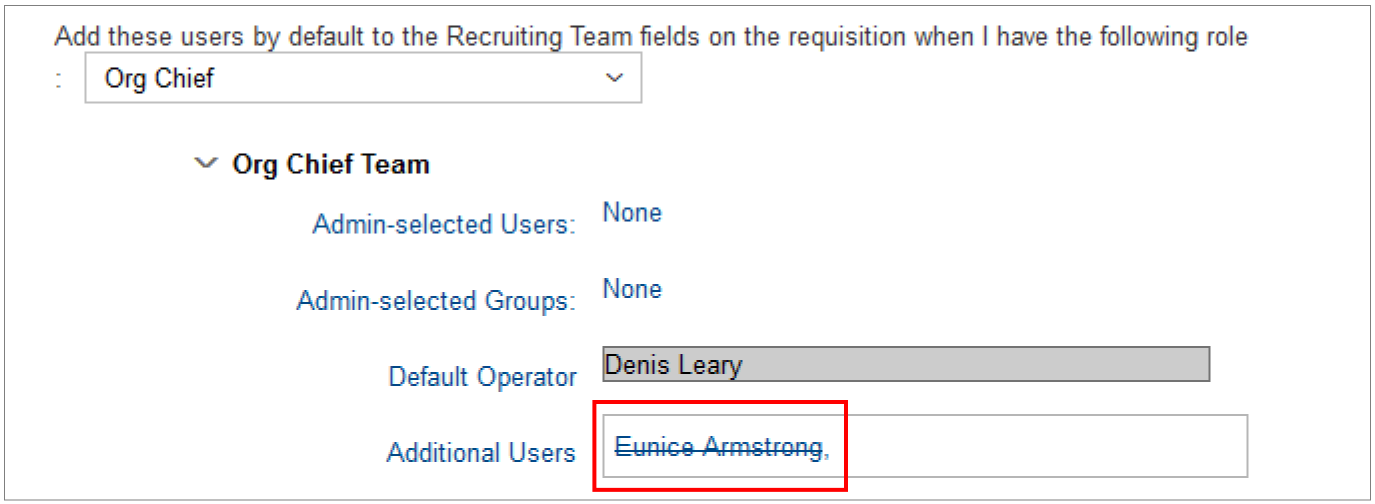
Additional users who have been assigned as part of a Recruiting Team will not receive any notification from SuccessFactors. You must advise the users you have added them to your Recruiting Team.

To delete one or more existing members of a Recruiting, refer to the Delete a Recruiting Team section of this document.

Delete a Recruiting Team Member

To delete an existing member of a Recruiting Team,

1. Follow steps 1 through 4 in the Assign a Recruiting Team section.
2. Place your cursor over the name of the team member in the **Additional Users** field that you wish to delete.
    - A strikethrough appears over the name.
3. Click the **name** to delete the user from your Recruiting Team.



4. Click 

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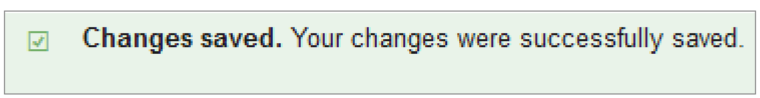
The individual's name is removed from the Additional Users field and a message appears at the top of the screen to confirm that changes are saved.



Next Steps

Individuals you delete from your Recruiting Team will not receive any notification from SuccessFactors. You may wish to contact the individual(s) to advise that you have deleted them from your Recruiting Team.