

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.

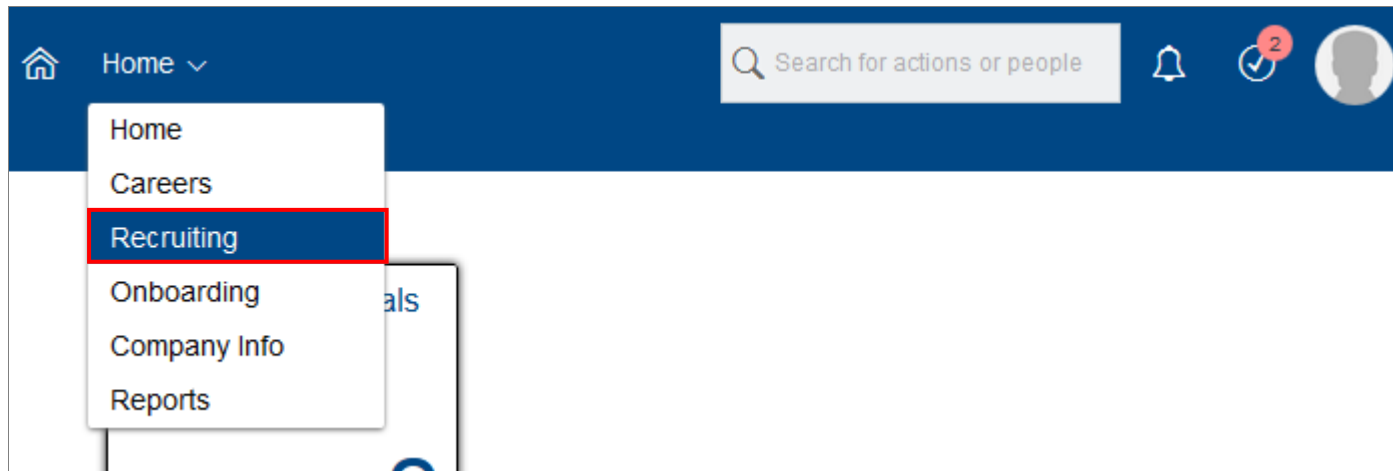
Users who are assigned to a Recruiting Team and attached to a job requisition inherit the same visibility and permissions as the org chief. This means they can complete the recruiting activities in the Talent Pipeline on behalf of the Org Chief, including the offer approval. This does not include generating 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 screenshot shows the SAP SuccessFactors interface. At the top, there is a navigation bar with a home icon, 'Recruiting' dropdown, a search bar, and notification icons. Below this is a secondary navigation bar with tabs: 'Job Requisitions', 'Preferences' (highlighted with a red box), 'Candidates', 'Interview Central', and 'Interview Scheduling'. The main content area is titled 'Job Requisitions' and displays a dashboard with four key metrics: '0 Candidates Forwarded', '19 New Candidates', '0 Current External Requisitions', and '0 Current Internal Requisitions'. A partial 'Average Days Op' metric is also visible.

The *My Saved Questions* screen appears.

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

The screenshot shows the 'My Saved Questions' screen in SAP SuccessFactors. The user is identified as 'Denis Leary'. The navigation bar includes 'Recruiting' dropdown, search bar, and user profile. The secondary navigation bar has tabs: 'Job Requisitions', 'Preferences' (selected), 'Candidates', 'Interview Central', and 'Interview Scheduling'. The main content area is titled 'My Saved Questions' and contains a breadcrumb trail: 'My Saved Questions > My Saved Rating Scales > My Recruiting Team Preferences > My Display Preferences'. Below the breadcrumb is a section titled 'View My Saved Questions' with a table. The table has a header row with columns: 'Question', 'Edit Question', 'Show Description', 'Hide Description', and 'Remove Question'. Below the table is a 'Show create section' checkbox and 'Save' and 'Cancel' buttons.

The *My Recruiting Team Preferences* screen appears.

4. Click **WRHA Requisition** under the **Select Requisition 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 following role** drop-down.

6. Click in the **Additional Users** field.

- A text field appears.

My Recruiting Team Preferences ^

[My Saved Questions](#) · [My Saved Rating Scales](#) · [My Recruiting Team Preferences](#) · [My Display Preferences](#)

This is where you set your users that you want to auto-populate on to requisitions where you are listed as an owner. Your personal preferences will only be applied on requisitions where you have permission to change the membership of the team. Your administrator may have limited who can be selected in certain fields. If you do not find the user you are searching for, please contact your administrator.

Select Requisition Template

WRHA Additional Sites Requisition

WRHA Requisition

Add these users by default to the Recruiting Team fields on the requisition when I have the following role :

Org Chief

v **Org Chief Team**

Admin- None selected

Users:

Admin- None selected

Groups:

Default Denis Leary

Operator

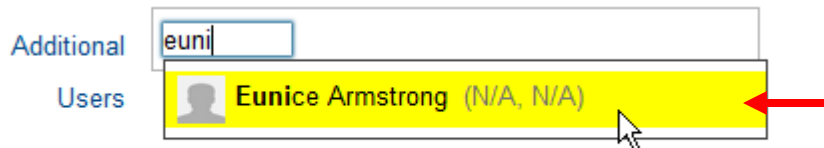
Additional ←

Users

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

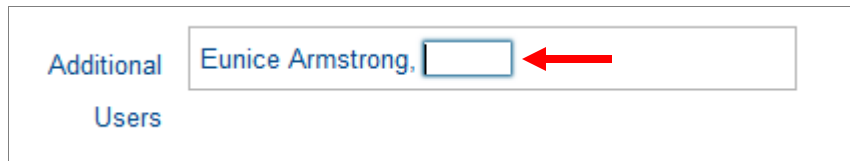
Note: As you type, the system will propose names that match your criteria directly below the field. Continue typing until the user's name you want to add to your Recruiting Team appears.

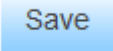
8. Click the **applicable name**.



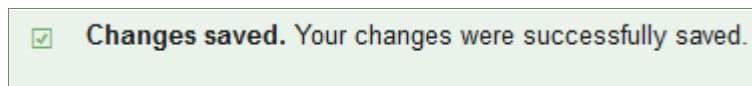
A new text field opens next to the name you selected in step 8.

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

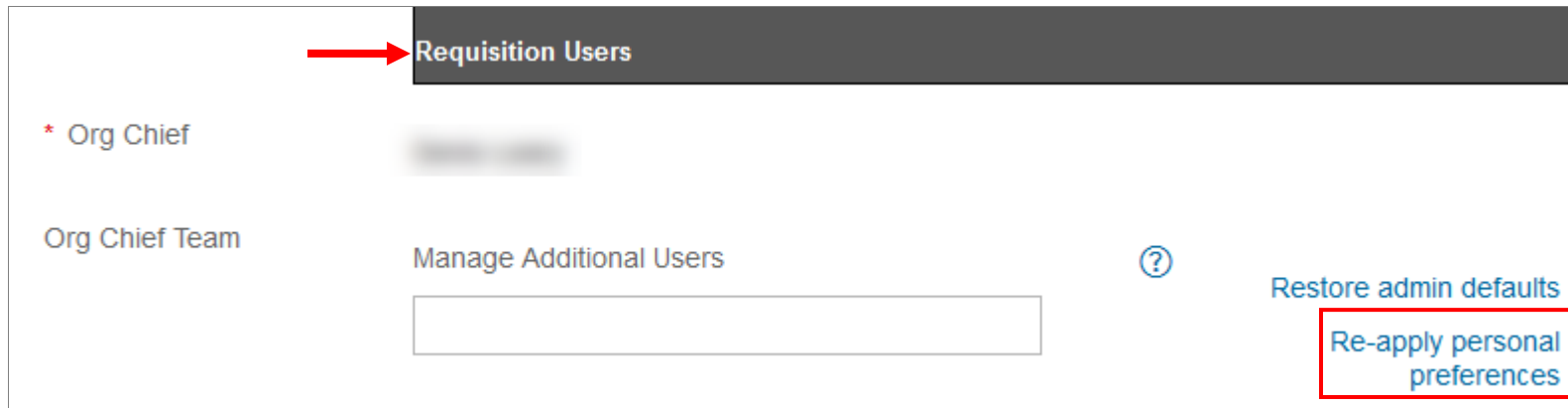


10. Click  .

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.



Add these users by default to the Recruiting Team fields on the requisition when I have the following role

:

▼ **Org Chief Team**

Admin-selected Users: None

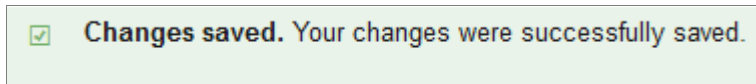
Admin-selected Groups: None

Default Operator

Additional Users

4. Click .

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.



Changes saved. Your changes were successfully 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.