

Attach Recruiting Team or User to Job Requisition

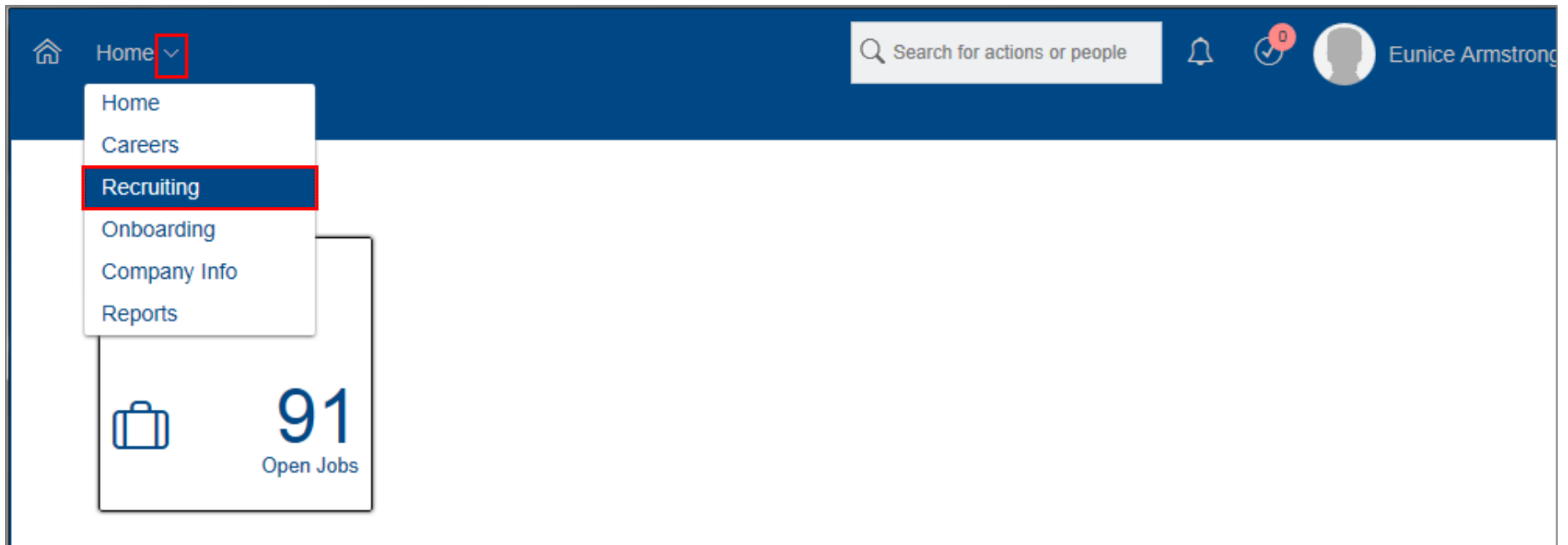
Overview

After an Org Chief [assigns a Recruiting Team](#), it can be attached to job requisitions so that team members can participate in recruiting activities or act on behalf of the Org Chief as required. Recruiting Team members inherit the same visibility and permissions as the Org Chief.

Note: Individual additional users can also be attached one-by-one within a job requisition to accommodate ad hoc needs on a case-by-case basis.

Procedure

1. Click the **drop-down arrow** next to the main menu on the **Home page**, and then click **Recruiting**.



The *Job Requisitions* screen appears.

2. Click the **applicable job requisition**.

Job Requisitions

Offer Approvals

0 Candidates Forwarded 5 New Candidates 2 Current External Requisitions 0 Current Internal Requisitions Average Days Open 0

Items per page 10

Approve Filter Job Requisitions: All job requisitions Filter Options Display Options Highlight Job Title: Highlight

Select All	Job Title	Requisition ID ↑	Org Chief	Currently With	Due	Candidates	Progress
<input type="checkbox"/>	Dietitian	2703	Eunice Armstrong	Misericordia Req Approval	11/06/2017	-	
<input type="checkbox"/>	Dietician DEV	2706	Braden Meikle		11/06/2017	1	
<input type="checkbox"/>	Dietitian - 2744	2744	Eunice Armstrong		11/09/2017	6 (5 New)	

The *Job Requisition Detail* screen appears, displaying all information associated with the requisition, organized by headings.

3. Scroll down to the **Requisition Users** heading.

Recruiting

Search for actions or people

Eunice Armstrong

SAP SuccessFactors

Job Requisitions Preferences Candidates Interview Central Interview Scheduling

WRHA Requisition for Dietitian - 2744

JOB REQUISITION DETAIL JOB PROFILE CANDIDATES (6) JOB POSTINGS (1) CANDIDATE SEARCH

Internal Posting Preview External Posting Preview

Requisition Information

* Requisition ID 2744

* Requisition Status Open

Position Info (SAP)

In the **Requisition Users** section,

- Click the **Re-apply personal preferences** link, to attach a Recruiting Team to a requisition after the team has been assigned.

Note: This process must be completed for each job requisition you want your Recruiting Team to have access to. This is useful if you want to attach the same Recruiting Team to job requisitions, and removes the need to enter the name(s) into each requisition. Refer to the [Assign or Delete Recruiting Team](#) how-to document for information on setting up a Recruiting Team.

The screenshot shows the SAP SuccessFactors interface for 'Requisition Users'. The top navigation bar includes 'Recruiting' and a search bar. Below the navigation, there are tabs for 'Job Requisitions', 'Preferences', 'Candidates', 'Interview Central', and 'Interview Scheduling'. The 'Requisition Users' section is currently selected, displaying a list of roles and their associated users. The 'Org Chief Team' row is highlighted, and a 'Manage Additional Users' button is visible next to it. A search input field is located below this button. In the top right corner of the interface, there is a 'Restore admin defaults' link and a 'Re-apply personal preferences' link, which is highlighted with a red box.

Role	User
* Org Chief	Maria Knaus
Org Chief Team	Manage Additional Users
* Org Chief One Up	Rosalie Sarah Callahan
* Finance Approver	Misericordia Req Approval
* HR Shared Services	HRSS Req Approval
* OESH and French Language Services	OESH Disability Case Management

OR

5. Enter the **names of one or more additional users** you would like to have visibility into the requisition in the **Org Chief Team, Manage Additional Users** field(s).

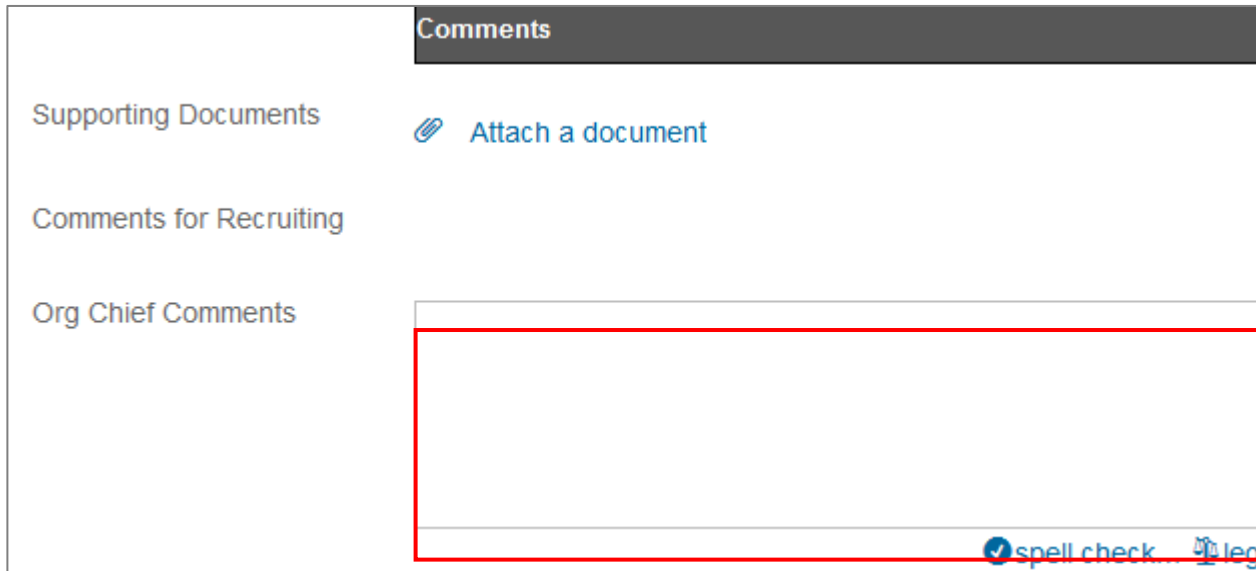
Note: This method accomodates ad hoc needs on a case-by-case basis.

The screenshot shows the 'Requisition Users' interface. On the left, there is a sidebar with 'Org Chief' (marked with an asterisk) and 'Org Chief Team'. The main area is titled 'Requisition Users' and contains a 'Manage Additional Users' section. A red box highlights a text input field in this section. A red arrow points from a text box to this field. The text box contains the text: 'After a name is entered into a field, an additional field opens to the right, allowing for another name to be added to the Org Chief Team.' To the right of the input field, there is a question mark icon and two buttons: 'Restore admin defaults' and 'Re-apply personal preferences'.

Note: Assigning a Recruiting Team is an optional step that allows for delegation of SuccessFactors tasks. This can be useful if you plan to have others participate in the recruiting process. For example, to review applicants, identify candidates, or take part in an interview panel. Additional users you add within a job requisition will inherit the same visibility and permissions as you for the individual requisition, giving them the ability to perform recruiting functions on your behalf. See also the [Assign or Delete a Proxy](#) how-to document for an additional delegation option.

In the *Comments* section,

6. Enter comments in the **Comments** field that may be relevant to the approval process for the job requisition.
 - Comments will be visible to the Org Chief One Up, Finance approver, any additional approvers added to the Route Map, and HR Shared Services.



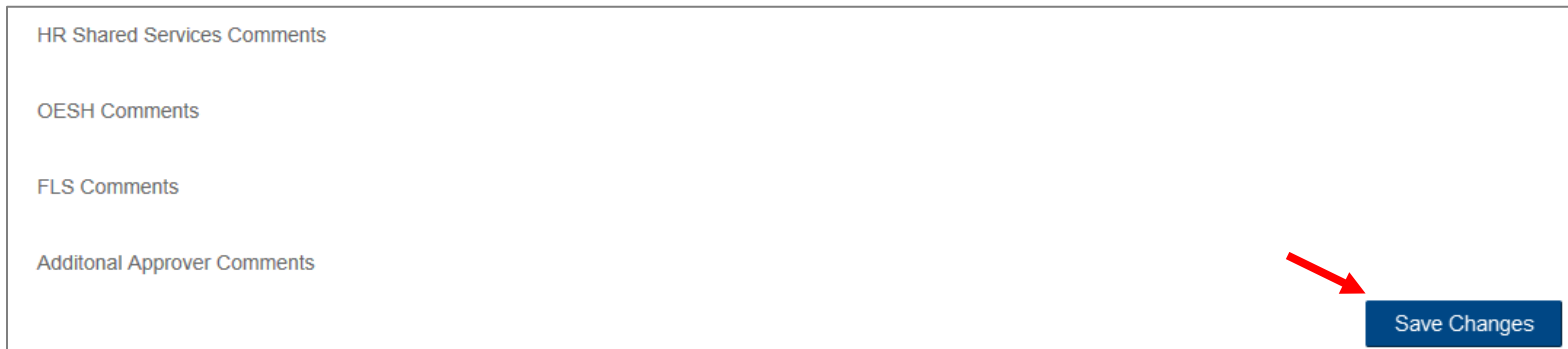
Note: Supporting documents can be uploaded and attached to the job requisition.

Certain documents may be required for approval, such as approved hiring restriction appeal documentation.

Click [Attach a document](#) to upload and attach supporting documents to the requisition.

See how to [Attach or Delete a Supporting Document for a Job Requisition](#) for detailed instructions.

7. Click Save Changes.



Note: 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.

Next Steps

After a Recruiting Team or additional user(s) are attached to a job requisition, they can participate in the recruiting process and/or perform recruiting functions on behalf of the Org Chief.