SuccessFactors Delegation Reference

Overview

SuccessFactors gives org chiefs the ability to identify other users as delegates, providing them with access to their job requisitions. A delegate can be set up to assist with a variety of recruiting activities (e.g. reviewing job applicants, identifying potential candidates, participating on an interview panel, etc.) and/or to act on behalf of the Org Chief.

There are two methods for setting up delegates in SuccessFactors:

- Proxy
- Recruiting Team

The choice of which method to use depends on which job requisitions the delegate will need to access, and what level of permission is being granted.

Note: If your site Human Resources department performs activities to support recruiting, contact them for guidance about which delegation method is preferred.

Proxy vs. Recruiting Team

The following table compares the Proxy and Recruiting Team delegation methods.

Description	Proxy	Recruiting Team
Access to job requisitions	All	Can be added to individual job requisitions upon approval. They can also be added after approval, as long as the requisition is not closed.
Generate a seniority report	Yes	No
Manage applicants using the Talent Pipeline	Yes	Yes
Complete an offer approval	Yes	Yes
Audit trail	Yes	Yes
Email notifications	No Org Chief may forward relevant email notifications to the Proxy	No

Resources

The following How-To documents will help you use SuccessFactors to set up delegation.

- [Assign or Delete a Proxy](#)
- [Assign or Delete a Recruiting Team](#)