

## Using SuccessFactors to Facilitate the FLS Posting Review Process

Authorized representatives from French Language Services (FLS) use SuccessFactors to help facilitate the FLS posting review process.

The activities described below provide an overview of how SuccessFactors supports the steps in the review process. Click the links to access step-by-step instructions for how to complete each one using SuccessFactors.



### 1. Proxy on Behalf of OESH / FLS

[Proxy on behalf of OESH](#). Enter *OESH Disability Case Management / French Language Services* in the *Please enter target user name* field when prompted.



### 2. Generate Job Posting Data Report

[Generate the Job Posting Data report](#) to identify job requisitions that require FLS review. The report can be filtered by future-dated posting start dates.



### 3. Display Job Posting Preview

[Display the job posting preview](#) to review the details of the posting(s) associated with job requisition(s) found in the Job Posting Data report. The information can be reviewed for accuracy.



### 4. Change the Job Requisition Status and Remove Job Posting(s)

[Change the job requisition status](#) to **On Hold-FLS** or **On Hold-OESH and FLS** (if the current status shows *On-Hold-OESH*). This identifies that the posting process has been placed on hold while the job requisition is evaluated for corrections to French language translation, designated bilingual requirements, etc. Comments must be entered into the job requisition to indicate the reason for placing the posting on hold, and the name of the individual who placed it on hold.



[Remove job postings](#) that are associated with the job requisition which has been placed on hold. This will prevent the posting(s) from going live on the applicable Careers website(s) while the job requisition is evaluated.



### 5. Change the Job Requisition Status

After the job posting is evaluated, contact HR Shared Services to update the posting with any necessary French language corrections/designated bilingual requirements.

If no updates are required, [change the job requisition status](#) to one of the following:

- **On Hold-OESH:** if the position has previously been placed on hold by both FLS and OESH, and has not yet been released by OESH. Comments must be entered to document the change.  
*Or*
- **Ready to Release:** to notify HR Shared Services that the job requisition has been evaluated, and is now released for posting because there are no updates required.