

Using SuccessFactors to Facilitate Recruiting and Onboarding

Org Chiefs (and their delegates) use SuccessFactors to facilitate the recruiting and onboarding processes.

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

Visit the [SuccessFactors Support Resources for Org Chiefs](#) page for additional support.



1. Identify a position vacancy that needs to be filled (existing or new).

- **Existing position:** Submit the SuccessFactors Request [form](#) to request a job posting.
- **New position or an existing position that needs to be updated:** Work with Finance to have a new position created, or an existing position updated, using one of the following forms
 - Shared Health: [Position Budget Request Form](#)
 - WRHA: [Position Budget Request Form](#)



2. Manage applicants.

The SuccessFactors Talent Pipeline is used for managing job applicants throughout the recruiting process, and is made up of a number of status segments that represent steps in the process. Org Chiefs and delegates can screen applicants, moving them through the segments in real-time.

- [Screen new applicants](#)
- [Manage candidates using the Talent Pipeline](#)
- [Access candidate references](#)
- [Request and check references](#)

Note: After a job posting expires, Provincial HR Shared Services will [run a seniority report](#) and attach a copy to the job requisition within three business days, if internal candidates have applied for the position, and seniority is a factor in awarding a position based on the language in the collective agreement. Org Chiefs (or their delegates) can also run a seniority report on an ad hoc basis if desired.



3. Complete an offer.

- Discuss the offer with the individual who will approve it (if other than you).
- Consult with Human Resources (if applicable).
- Extend a verbal offer to the successful candidate.
- [Complete an offer approval](#) and identify the offer approver in SuccessFactors.
- [Approve the offer](#) (if applicable) or send the offer approval to the applicable approver.



4. Complete onboarding activities (if required).

Provincial HR Shared Services will initiate the Onboarding process in SuccessFactors where forms relating to their employment are required.

- [Complete the Account and Access Request form](#) (if applicable)
- [Complete SuccessFactors onboarding activities](#) (optional)