

Manage Applicants Using the Talent Pipeline

Overview

The SuccessFactors Talent Pipeline is used for managing job applicants throughout the recruiting process. It is made up of a number of status segments that represent steps in the process. As applications are received for a job posting, they are collected in the New Applicant Review segment. The Org Chief (and any delegates) can [screen new applicants](#) from the New Applicant Review segment in real-time.

After applicants are screened, they can be moved into the other segments of the Talent Pipeline. For example, potential candidates can be moved from the New Applicant Review Segment into the Short List segment. Other applicants who are not being considered can be moved into the Do Not Proceed segment.

Note: Applicants who provide an answer to a screening question on the job application that results in automatic disqualification from the competition (e.g. does not possess required registration/licensure), are automatically moved into the *Automatic Disqualified* segment. These applicants can be reviewed and moved into other segments of the Talent Pipeline so that they can be included in the competition. For example, if the applicant made an error when answering the question.

For a full list of Talent Pipeline segments, and how they can be used, refer to the [Talent Pipeline Overview](#).

Note: The majority of Talent Pipeline status segments are optional and can be used to help track and manage applicants throughout the recruiting process. The Offer segment is the only status segment that is required to be used to complete the hiring process. The procedure for moving a candidate to the Offer segment and completing an offer approval can be found separately in the [Complete an Offer Approval](#) document.

Procedure

1. Click the **Home** menu and select **Recruiting** from the drop-down.





The *Requisitions* screen appears.

- Click the **applicable job requisition link** in the **Job Title** column.

Note: The corresponding requisition ID appears next to the job title in the *Requisition ID* column. The requisition ID is unique to the individual requisition and is useful to reference when you have more than one job requisition with the same job title.

Job Requisitions

Offer Approvals | RMK Dashboard

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

Items per page: 10 | Page 1 of 1

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

Select All	Job Title	Requisition ID ↑	Org Chief	Currently With	Due	Candidates	Progress	Updated
<input type="checkbox"/>	Dietitian - 2744	2744	Eunice Armstrong	Misericordia Req Approval	11/06/2017	-		12/20/2017
<input type="checkbox"/>	Administrative Assistant	2706			11/06/2017	1		11/07/2017

The *Requisition* screen appears and displays the details for the job requisition.

- Click **Candidates**.

Note: The number that appears in brackets beside “Candidates” represents the number of applicants for the position.

WRHA Requisition for Dietitian - 2744

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

Internal Posting Preview | External Posting Preview

From within the *Talent Pipeline* screen for a job requisition,

- Click the checkbox to the left of the **applicant or applicants** you wish to move to **another segment** of the Talent Pipeline.

Note: You can select multiple applicants within the same segment of the Talent Pipeline and move them into a new segment, provided they are all being moved into the same new segment. In the example below, three applicants are being selected so they can all be moved into the *Short List* segment.

▼ Talent Pipeline
🔗 View active candidates (6)
🔗 View all candidates (6)

0 Forwarded	0 Invited To Apply	6 New Applicant Review	0 Short List	0 Interviews ▼	0 Reference Checks	0* Offer ▼	0* SAP ▼	0 Hired	0 Do Not Proceed	>
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Candidates : View all candidates (6)

2 Selected
Action ▼
👁 Display Options
🔼 Filter Options
Highlight Candidate

✕

<input type="checkbox"/>	Name ↑	New Status	Forwarded By	Candidate Type	Interview Result	Overdue Interviews	Rating Source	Candidate Source	Phone Number
<input type="checkbox"/>	Braden Ramey	New Applicant Review		Internal			N/A Internal Site	Internal Site	2046615246
<input type="checkbox"/>	Daniel Jamieson	New Applicant Review		Internal			N/A Internal Site	Internal Site	2042228798
<input checked="" type="checkbox"/>	Diane Johnstone	New Applicant Review		Internal			N/A Internal Site	Internal Site	2042225566
<input checked="" type="checkbox"/>	Josh Johnson	New Applicant Review		External			N/A Job Board: RCM Redirect	Job Board: RCM Redirect	204555-2525
<input type="checkbox"/>	Ryan Oleschack	New Applicant Review		Internal			N/A Internal Site	Internal Site	2045589696
<input checked="" type="checkbox"/>	Sharon Goodman	New Applicant Review		Internal			N/A Internal Site	Internal Site	2042223656

Items per page

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of 1 > ⏩

5. Click Action.

Candidates : View all candidates (6)

3 Selected **Action** Display Options Filter Options Highlight Cand


Name ↑	Forwarded By	Candidate Type	Interview Result	Overdue Interviews	Rating Source
<input type="checkbox"/> Brade		Internal			N/A Internal Site
<input type="checkbox"/> Daniel		Internal			N/A Internal Site
<input checked="" type="checkbox"/> Diane		Internal			N/A Internal Site
<input checked="" type="checkbox"/> Josh J		External			N/A Job Board: RCM
<input type="checkbox"/> Ryan		Internal			N/A Internal Site
<input checked="" type="checkbox"/> Sharo		Internal			N/A Internal Site

Items per page 1 > >>

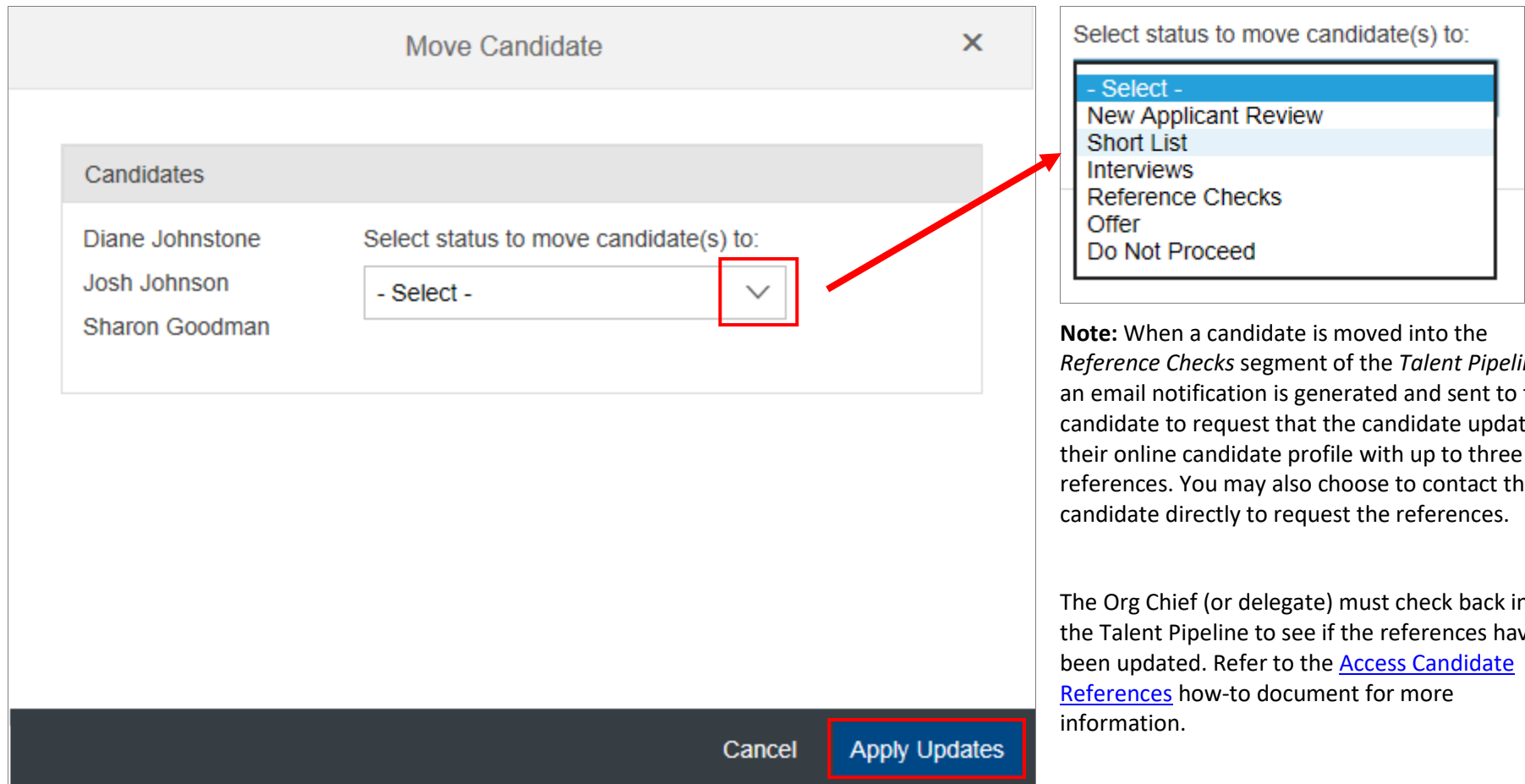
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- ✓ Advance Candidate
- ⊖ Disqualify Candidate
- ↻ Move Candidate**
- ✉ Email Candidate
- ➦ Add To Requisition
- ➦ Invite Late Stage Applicant
- ➦ Invite to Apply
- 🖨 Print or Save
- ➦ Forward To Colleague
- ➦ Forward To Requisitions
- 📄 View Resume

The *Move Candidate* pop-up window opens and displays the selected candidates on the left side of the screen.

6. Click  in the **Select status to move candidate(s) to** menu and select the **applicable Talent Pipeline segment** from the drop-down.

7. Click **Apply Updates**.



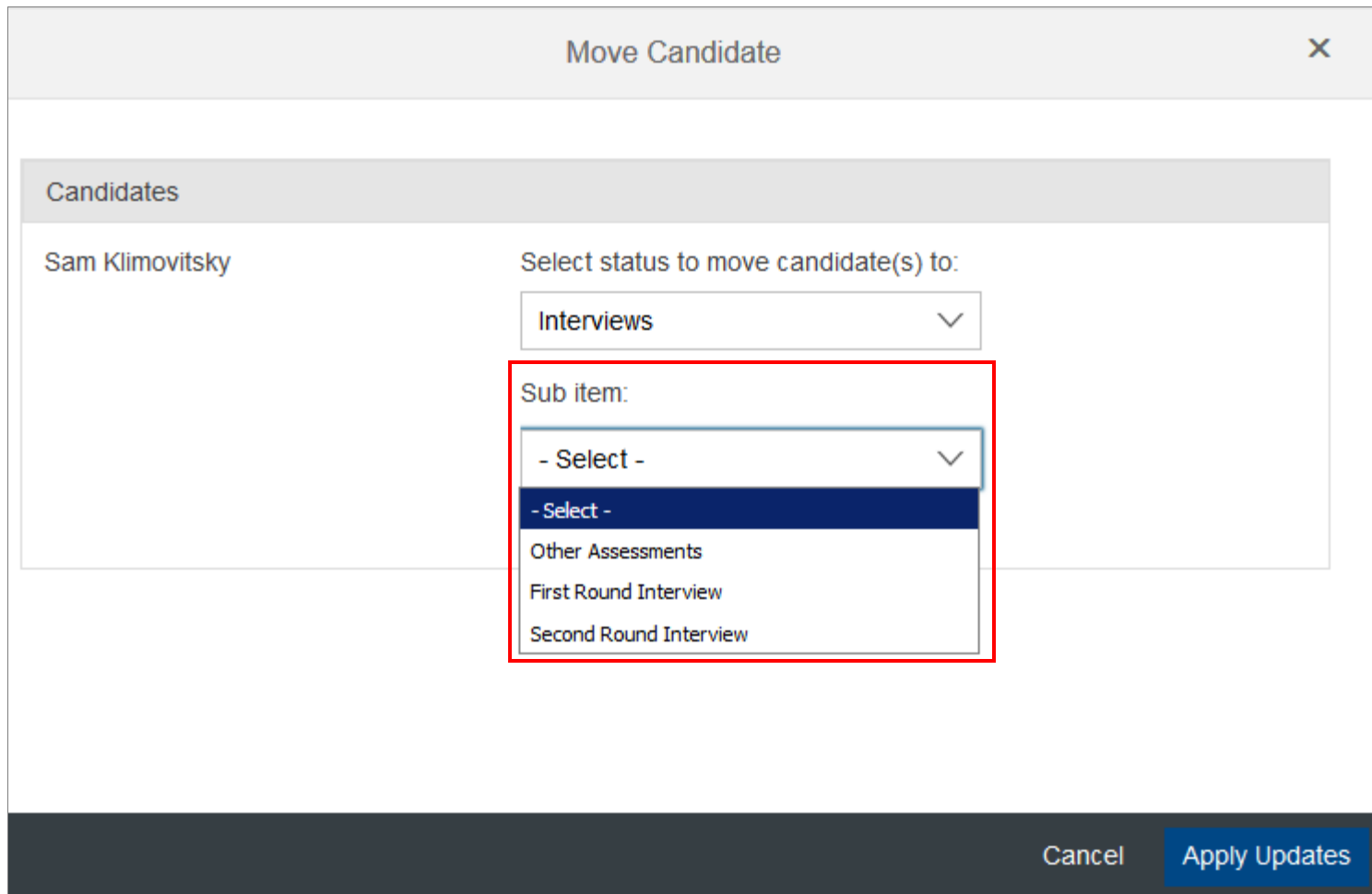
Note: When a candidate is moved into the *Reference Checks* segment of the *Talent Pipeline*, an email notification is generated and sent to the candidate to request that the candidate update their online candidate profile with up to three references. You may also choose to contact the candidate directly to request the references.

The Org Chief (or delegate) must check back in the Talent Pipeline to see if the references have been updated. Refer to the [Access Candidate References](#) how-to document for more information.

Note: After a job posting expires, HR Shared Services will use SuccessFactors to [run a seniority report](#) 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. The report is emailed to the Org Chief and a copy is attached to the applicable job requisition in SuccessFactors for reference.

Note: The Interviews segment contains three sub-folders: Other Assessments, First Round Interview, and Second Round Interview.

If you are moving applicants into the *Interviews* segment, after you select *Interviews* from the *Select status to move candidate(s) to* drop-down, you will be prompted to select the applicable sub-folder from a second (Sub item) menu that appears.



The screenshot shows a 'Move Candidate' dialog box with a close button (X) in the top right corner. The dialog is titled 'Move Candidate'. Below the title bar, there is a section labeled 'Candidates' containing the name 'Sam Klimovitsky'. To the right of the name is a dropdown menu labeled 'Select status to move candidate(s) to:' with 'Interviews' selected. Below this is another dropdown menu labeled 'Sub item:' which is open, showing a list of options: '- Select -', '- Select -', 'Other Assessments', 'First Round Interview', and 'Second Round Interview'. The first '- Select -' option is highlighted in blue. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Apply Updates'.

Note: The Offer segment also contains additional sub-folders. The procedure for moving a candidate to the Offer segment and completing an offer approval can be found separately in the [Complete an Offer Approval](#) document.

After moving the candidate(s), the Talent Pipeline screen appears and displays the names of the candidates in their new status.

Note: In the example below, three of six candidates have been moved from the New Applicant Review segment into the Short List segment. New Applicant Review and Short List each display '3' in their respective segments of the pipeline.

Talent Pipeline [View active candidates \(6\)](#) [View all candidates \(6\)](#)

0 Forwarded	0 Invited To Apply	3 New Applicant Review	3 Short List	0 Interviews	0 Reference Checks	0* Offer	0* SAP	0 Hired	0 Do Not Proceed
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Candidates : View Short List (3)

0 Selected **Action** [Display Options](#) [Filter Options](#) Highlight Candidate

Name	New Status	Forwarded By	Candidate Type	Interview Result	Overdue Interviews	Rating Source	Candidate Source	Phone Number	Last Update
Diane Johnstone	Short List		Internal			N/A Internal Site	Internal Site	2042225566	12/20/2017
Josh Johnson	Short List		External			N/A Job Board: RCM Redirect	Job Board: RCM Redirect	204555-2525	12/20/2017
Sharon Goodman	Short List		Internal			N/A Internal Site	Internal Site	2042223656	12/20/2017

8. Repeat the steps to move candidates between the Talent Pipeline status segments as required until you are finished.

Next Steps

The next steps depend on which segment(s) the candidate(s) have been moved into. For example, some of the candidates that have been shortlisted may need to be moved into one of the sub-folders within the Interviews segment, or from the Interviews segment into the Reference Checks segment. Remember that when a candidate is moved into the Reference Checks segment, an email notification is generated and sent to the candidate to request that the candidate update their online candidate profile with references. However, you may also choose to contact the candidate directly to request the references. For more information, refer to the following:

- [Talent Pipeline Overview](#)
- [Screen New Applicants](#)
- [Access Candidate References](#)
- [Complete an Offer Approval](#)