



SuccessFactors Org Chief Notifications

A number of email notifications can be generated from SuccessFactors (both automatic and user-generated) that alert org chiefs about activity associated with their:

- Job requisitions
- Job postings
- Job offers
- Successful candidates' hiring progress

Org Chief Notifications

The following table provides information about each of the SuccessFactors notifications in the hiring process that apply to org chiefs, including the trigger, subject line, message text, and any additional notes (e.g. required actions, etc.). Please note: these notifications are subject to change.



Trigger	Subject Line	Message Text	Notes
<p>HRSS publishes posting(s) to external and/or internal careers site</p>	<p>Job posting(s) created by HR Shared Services</p>	<p>A job posting has been created for the following requisition(s).</p> <p>[[BEGIN_REPEAT]]</p> <p>Position Title: [[JOB_REQ_TITLE]]</p> <p>Job Requisition Number: [[JOB_REQ_ID]]</p> <p>Position Number: [[JOB_REQUISITION_CUSTOM15]]</p> <p>[[END_REPEAT]]</p> <p>This will go live on the internal and/or external website as you requested after a mandatory hold period of 1 business days to allow for review by OESH and French Language Services (FLS). Please note you will not be notified when your posting goes live, but you can check the status of your requisition.</p> <p>If your requisition is for a Do Not Post posting type, you will receive another email with a link to share with your candidate.</p> <p>For information on the OESH review period and process, click here.</p> <p>French Language Services</p> <p>You can view applications as they are received in SuccessFactors. For detailed information containing screenshots click here.</p> <p>Regards,</p> <p>Human Resource Shared Services (HRSS)</p>	<p>AUTOMATED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>

Trigger	Subject Line	Message Text	Notes
<p>WRHA HR Shared Services creates a sourcing requisition and publishes the posting</p>	<p>Sourcing requisition and posting for [JOB TITLE]</p>	<p>A sourcing requisition has been created for the individual requisitions listed below. A job posting is now live on the careers website.</p> <p>You can view [REQUISITION #] in the Recruiting section of SuccessFactors.</p> <p>Sourcing requisition [REQUISITION #] represents the following:</p> <p style="padding-left: 40px;">[REQUISITION #] PCN: [PCN #]</p> <p>If you have any questions about how to hire from a sourcing requisition, contact HR Shared Services at 204-940-8500, option 5.</p>	<p>ACTION REQUIRED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>
<p>WRHA HR Shared Services publishes internal or external private posting in response to a Do Not Post job requisition</p>	<p>Private posting for the position of [JOB TITLE], [REQUISITION #]</p>	<p>We have created a Do Not Post posting type for the following position:</p> <p style="padding-left: 40px;">Job Title: [JOB TITLE] Position Control Number: [PCN #]</p> <p>Your selected candidate must apply for this position in order to be hired into it. Please send the posting / application link to your candidate: < insert link ></p> <p>You can use the sample email message below or write your own message:</p> <p style="padding-left: 40px;">Hi < insert candidate name >,</p> <p style="padding-left: 40px;">Please submit your application for the job we discussed. The link below will connect you with the application process. I need you to do this step so we can complete your hire into this position.</p> <p style="padding-left: 40px;">If you have any questions, please give me a call. I'm looking forward to having you on our team!</p> <p style="padding-left: 40px;">Link to posting / application: <insert URL provided above></p> <p>When your candidate's application for this is available in SuccessFactors, you can contact HR Shared Services to complete the offer template and approvals step for you. If you wish to do these steps yourself, see how to Complete an Offer Approval.</p>	<p>ACTION REQUIRED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p> <p>Org Chief copies the relevant part of this message into a new email, inserts the candidate's name and posting URL where indicated, and sends message to the candidate.</p>



Trigger	Subject Line	Message Text	Notes
<p>Posting(s) will expire in one day</p>	<p>Posting(s) will expire tomorrow</p>	<p>The posting(s) for the following position(s) will expire tomorrow, and the posting(s) will be removed from the careers website.</p> <p>[[BEGIN_REPEAT]] [[JOB_REQ_TITLE]] (Req #[[JOB_REQ_ID]]) on [[POSTING_TYPES]] [[END_REPEAT]]</p> <p>For positions covered by a collective agreement that requires seniority to be considered in hiring:</p> <p>If internal candidates have applied for the position, HR Shared Services will attach a seniority report to the job requisition within the next three business days. You can view this in SuccessFactors following these steps.</p> <p>For ALL positions:</p> <p>You can view applications in the SuccessFactors Talent Pipeline. For detailed instructions, see how to screen new applicants.</p> <p>Information on all steps within the Talent Pipeline is available in the SuccessFactors support library.</p>	<p>AUTOMATED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>
<p>A candidate declines an interview request using the SuccessFactors Interview Scheduling functionality – either because the proposed times don’t work or they want to decline the interview completely</p>	<p>Interview declined for the position of [JOB TITLE], [REQUISITION #]</p>	<p>[CANDIDATE NAME] has declined your interview request for the following position:</p> <p>Job Title: [JOB TITLE]</p> <p>Requisition Number: [REQUISITION #]</p> <p>Position Control Number: [PCN #]</p> <p>See candidate’s comments below.</p> <p>[COMMENTS]</p>	<p>AUTOMATED</p> <p>Org Chief or designate must use Interview Central functionality to trigger notifications.</p> <p>Notification is sent to interview “organizer” – Org Chief or designate – from healthcarecareers@wrha.mb.ca.</p> <p>Notification should be read for candidate’s comments. It may include a request for different scheduling options.</p>
<p>A candidate books an interview appointment using the SuccessFactors Interview Scheduling functionality</p>	<p>Confirmation of Interview for the position of [JOB TITLE], [REQUISITION #].</p>	<p>[CANDIDATE NAME] has scheduled an interview for the position of [JOB TITLE], [REQUISITION #]. The interview details are:</p> <p>Date:</p> <p>Time:</p> <p>Location:</p>	<p>AUTOMATED</p> <p>Org Chief or designate must use Interview Central functionality to trigger notifications.</p> <p>Notification is sent to interview “organizer” – Org Chief or designate – from healthcarecareers@wrha.mb.ca and interview team members.</p>



Trigger	Subject Line	Message Text	Notes
<p>A candidate books an interview appointment using the SuccessFactors Interview Scheduling functionality</p>	<p>Interview for the position of [JOB TITLE], [REQUISITION #]</p>	<p>You are scheduled to interview [CANDIDATE NAME] for the position of [JOB TITLE], [REQUISITION #]. The interview details are:</p> <p>Date:</p> <p>Time:</p> <p>Location:</p> <p>To see information on the candidate and the position, log into SuccessFactors, select <i>Recruiting</i> from the dropdown list and open <i>Interview Central</i>.</p> <p>If you can't attend the interview as scheduled, please let me know. Your input is valuable and we can reschedule if needed.</p>	<p>AUTOMATED</p> <p>Org Chief or designate must use SuccessFactors Interview Scheduling functionality to trigger notifications.</p> <p>Notification is sent to interview “organizer” – Org Chief or designate – from healthcarecareers@wrha.mb.ca</p>
<p>A candidate cancels a scheduled interview using the SuccessFactors Interview Scheduling functionality</p>	<p>Cancellation of Interview for the position of [JOB TITLE], [REQUISITION #]</p>	<p>[CANDIDATE NAME] has cancelled the scheduled interview for the position of [JOB TITLE], [REQUISITION #], on [DATE] at [TIME]. See candidate’s comments below:</p> <p>[COMMENTS]</p>	<p>AUTOMATED</p> <p>Org Chief or designate must use SuccessFactors Interview Scheduling functionality to trigger notifications.</p> <p>Notification is sent to interview “organizer” – Org Chief or designate – from healthcarecareers@wrha.mb.ca.</p> <p>Notification should be read for candidate’s comments. It may include a request for different scheduling options.</p>
<p>A candidate cancels a scheduled interview using the SuccessFactors Interview Scheduling functionality</p>	<p>Cancellation of Interview for the position of [JOB TITLE], [REQUISITION #]</p>	<p>The following interview has been cancelled:</p> <p style="padding-left: 40px;">Candidate: [CANDIDATE NAME]</p> <p style="padding-left: 40px;">Position: [JOB TITLE], [REQUISITION #]</p> <p style="padding-left: 40px;">Appointment: [DATE] at [TIME].</p> <p>Revised details will be sent to you if this interview is rescheduled.</p>	<p>AUTOMATED</p> <p>Notification is sent to interview team members</p>



Trigger	Subject Line	Message Text	Notes
<p>A member of the interview panel or meeting room responds in Outlook to an interview request initiated through the SuccessFactors Interview Scheduling functionality</p>	<p>Outlook Interview response for the position of [JOB TITLE], [REQUISITION #]</p>	<p>[RESPONDENT] has responded to the interview invitation requests for the position of [JOB TITLE], [REQUISITION #] scheduled for [DATE] at [TIME].</p> <p>[RESPONSE]</p>	<p>AUTOMATED</p> <p>Org Chief or designate must use SuccessFactors Interview Scheduling functionality to trigger notifications.</p> <p>Notification will be sent to interview “organizer” – Org Chief or designate – from healthcarecareers@wrha.mb.ca.</p>
<p>Org Chief moves a selected candidate into the offer folder</p>	<p>Offer step for [JOB TITLE], [REQUISITION #]</p>	<p>You have moved your selected candidate for the position of [JOB TITLE], PCN # [PCN #] into the SuccessFactors offer folder. It’s time to complete the offer form and approve this offer yourself or send it for approval as required.</p> <p>If your candidate has accepted a verbal offer of employment, you can ask HR Shared Services to complete the offer template and approval steps on your behalf. You may either phone them with the details or submit an Offer Approval Request Form.</p> <p>If you would prefer to do these steps yourself, see the Complete an Offer Approval “How To” and Offer Approval Field Reference.</p> <p>When these steps have been completed, HR Shared Services will issue an offer letter to your candidate.</p>	<p>AUTOMATED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>
<p>Org Chief has completed the offer template and the offer is ready for approval by Org Chief and/or ad hoc Approver</p>	<p>FOR APPROVAL: offer of employment for [JOB TITLE]</p>	<p>Your approval is required for this proposed offer of employment: [NAME] for [JOB TITLE].</p> <p>To access the offer details, follow this link: Document Link</p> <p>Please review the offer and complete all steps to approve the offer or provide further direction. For instructions, see how to Approve an Offer.</p> <p>If you are the Org Chief responsible for the requisition, ensure you have completed all steps to approve the offer. If you’re not sure, check the status of the offer. For instructions, see how to Filter Offer Approvals.</p> <p>When all required approvals are complete, HR Shared Services will issue an offer letter to the candidate.</p>	<p>AUTOMATED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>



Trigger	Subject Line	Message Text	Notes
Org Chief, Org Chief one-up or other approver provides approval for offer template	Offer for [JOB TITLE], [REQUISITION #] has been approved	<p>The proposed offer for the position of [JOB TITLE], [REQUISITION #] has been approved.</p> <p>HR Shared Services will issue a letter of offer to the candidate within approximately 5 business days. Your candidate will reply to this offer online, and you will receive the response by email.</p> <p>You will not receive a copy of the offer letter, but you can view its details in SuccessFactors. For instructions, see how to Display Offer Letter Information.</p> <p>If you need to revise an approved offer, please see how to Edit Offer Detail for information on how to proceed.</p>	<p>AUTOMATED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>
Org Chief one-up or other approver declines proposed offer of employment	Offer for [JOB TITLE], [REQUISITION #] requires revision	<p>The proposed offer for the position of [JOB TITLE], [REQUISITION #] requires revisions. Please review the approver's comments in the offer form.</p> <p>Once the offer has been adjusted, please submit the new version for approval.</p> <p>You can check the status of your offer in the approval process by following the instructions in how to Filter Offer Approval.</p>	<p>AUTOMATED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>
Candidate completes steps in SuccessFactors to accept letter of offer	I accept the offer for [JOB TITLE], [REQUISITION #]!	<p>I am accepting your offer of employment for the position of [JOB TITLE], [REQUISITION #] and look forward to joining your team as of [START DATE].</p> <p>Regards,</p> <p>[NAME]</p> <p>Job title: [JOB TITLE]</p> <p>Position Control Number: [PCN]</p> <p>EFT: [EFT]</p>	<p>AUTOMATED</p> <p>Sent from candidate email</p>



Trigger	Subject Line	Message Text	Notes
Candidate completes steps in SuccessFactors to decline letter of offer	No thank you - [JOB TITLE], [REQUISITION #]	Thank you for your offer of employment for the position of [JOB TITLE], [REQUISITION #]. However, I am declining the offer that was presented for the reason(s) below: [COMMENTS] Regards, [NAME] Job title: [JOB TITLE] Position Control Number: [PCN] EFT: [EFT]	AUTOMATED Sent from candidate email Notification should be read for candidate's comments. In some situations, a modified offer may be accepted.
Candidate wishes to discuss offer or request revisions prior to accepting	Will vary – set by sender	<i>Candidate is prompted to send a description of the concerns that require discussion prior to accepting or declining the job offer – e.g. an error or request to change start date. There is no standardized wording.</i>	AUTOMATED Sent from candidate email
A candidate has been hired into SAP or the requisition has been manually changed to cancelled or closed status	[JOB TITLE], [REQUISITION #] is now closed	[REQUISITION #] is now closed. Job title: [JOB TITLE] Position Control Number: [PCN] FTE: [FTE] This requisition has been closed for one of the following reasons: <ul style="list-style-type: none"> • You have filled the position and this hire has been processed in SAP. • You have contacted HR Shared Services with a request to have this requisition closed or cancelled • The requisition has been open for more than six months If you have any questions about this, please contact HR Shared Services at 204-940-8500, option 5.	AUTOMATED Sent from healthcarecareers@wrha.mb.ca



Trigger	Subject Line	Message Text	Notes
A candidate has been hired into SAP	SAP record for [NAME], [JOB TITLE]	<p>An employee record has been created in SAP for the following:</p> <p style="padding-left: 40px;">Name: [NAME]</p> <p style="padding-left: 40px;">Position: [JOB TITLE]</p> <p style="padding-left: 40px;">Position Control Number: [PCN#]</p> <p style="padding-left: 40px;">Start Date: [START DATE]</p> <p>[FIRST NAME]'s work hours can now be scheduled.</p> <p>In the upcoming days, [FIRST NAME] will be contacted regarding onboarding. You will receive more information on onboarding in a subsequent email.</p>	<p>AUTOMATED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>
HR Shared Services selects candidate's onboarding requirements and issues notification	Onboarding for [NAME], [JOB TITLE]	<p>[[NAME], [JOB TITLE] will now be asked to complete onboarding. You will be copied on this email and any required reminders.</p> <p>Reminders begin a week before the employee's start date if onboarding has not been completed. If you start receiving reminder messages, please follow up with your employee. All requested onboarding steps must be completed before [NAME]'s start date to ensure timely and correct pay and benefits coverage.</p> <p>At the same time [FIRST NAME] is completing the standard onboarding requirements, you may wish to use tools in SuccessFactors to help [NAME] transition into your area. For more information, see Onboarding Activities for Org Chiefs. To get started, open the Onboarding module in SuccessFactors and view the New Hire Activities.</p>	<p>AUTOMATED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>



Trigger	Subject Line	Message Text	Notes
<p>A candidate who requires onboarding has been hired into SAP</p>	<p>Account and systems access for [NAME]</p>	<p>It's time to request a network user ID and systems access for your new employee:</p> <p style="padding-left: 40px;">Name: [NAME]</p> <p style="padding-left: 40px;">Employee ID:</p> <p style="padding-left: 40px;">Start Date:</p> <p style="padding-left: 40px;">Position: [JOB TITLE]</p> <p>You can omit this step if your employee meets ALL of the following conditions:</p> <ul style="list-style-type: none"> • This is an internal transfer • There is no change to the primary site • The employee already has all of the required network and systems access (Remember – all employees require network and Outlook access at minimum) <p>Otherwise, follow this link to complete the Digital Health Account & Access Request Form.</p> <p>For instructions, see how to Complete Account & Access Request for New Employee.</p> <p>After your request has been processed, Digital Health will provide you with [FIRST NAME]'s network User ID and email address. Remember to share this information with [first name] at your earliest opportunity.</p>	<p>AUTOMATED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>
<p>An internal candidate has been hired into SAP and HR Shared Services has determined that no onboarding is required</p>	<p>Onboarding for [NAME], [REQ #]</p>	<p>HR Shared Services has determined that no onboarding is required by [NAME] for the hire into requisition #[REQ #]. This hire has been fully processed in SAP for HR / payroll–related purposes.</p> <p>FINAL STEPS FOR YOU</p> <p>System Access</p> <p>It's time for you to request account and systems access, unless both of the following conditions are met:</p> <ul style="list-style-type: none"> • There is no change to the employee's primary site • The employee already has all of the required network and systems access <p>If required, follow this link to complete the appropriate Digital Health Account & Access Request Form.</p> <p>Once the form has been submitted – or if the form is not required – all <i>required</i> actions for the hire have been completed.</p> <p>Optional onboarding to help [FIRST NAME] transition into your area</p>	<p>ACTION REQUIRED</p> <p>Sent from healthcarecareers@wrha.mb.ca when applicable</p>



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		<p>For information about additional onboarding tools in SuccessFactors, see Onboarding Activities for Org Chiefs. To get started, open the Onboarding module in SuccessFactors and view the New Hire Activities.</p>	
<p>Approximately 10 weeks elapse since time of hire</p>	<p>Probationary period for [NAME], [JOB TITLE]</p>	<p>It has been approximately 10 weeks since [NAME] was hired as [JOB TITLE]. It's important that you provide performance feedback to [FIRST NAME] during the probationary period – especially if you have identified issues.</p> <p>You can check the probationary period end date in SAP using T-code S_PHO_48000450 (Task Monitoring). Click here for step-by-step instructions.</p> <p>If you have concerns and require assistance, please contact your HR Consultant.</p>	<p>AUTOMATED</p> <p>Sent from healthcarecareers@wrha.mb.ca</p>
<p>Another Org Chief sees a candidate profile/application that looks as though it may be appropriate for your area</p>	<p>A candidate you may wish to consider</p>	<p>[NAME] is an individual whose qualifications may be a good fit for your area.</p> <p>If you are interested, please review [FIRST NAME]'s profile in SuccessFactors using the Candidate Search function.</p> <p>Regards,</p> <p>[SENDER]</p>	<p>ACTION REQUIRED</p> <p>Sent by another Org Chief or delegate</p>