

Job Requisition Field Reference

Overview

The job requisition screen contains multiple data fields that are organized into sections with the following headings:

- Requisition Information
- Position Info (SAP)
- Posting Information
- Do Not Post Candidate Information
- Job Posting Information
- Requisition Users
- Comments

Position-related fields on the job requisition are populated with data from SAP. This data is also used in the job posting, the Offer Approval, the Letter of Offer, and for Onboarding. Candidate data entered in SuccessFactors is used in the creation of the Offer Approval, Letter of Offer, and is integrated with SAP and Onboarding.

Note: The fields that display in the job requisition screen depend on your SuccessFactors role. For example, an Org Chief sees all fields, while Finance users will see only a relevant subset of fields.

Reference

This reference can be used when reviewing the details for a SuccessFactors job requisition.

The table on the next page documents the full list of data fields included in the job requisition organized by section, and includes the following information:

- **Field:** the name of field.
- **Populated by:** the system or individual responsible for populating the field.
- **Action:** the action that can or must be taken to complete the field correctly.
- **R/N/O:** an indicator to identify field requirements.

R/N/O	Description
R	The field is required to complete the requisition. Note: Some fields are required in certain position/posting scenarios as indicated.
N	The field is not required to complete the requisition.
O	The field is optional.

Requisition Information			
Field	Populated by	Action	R/N/O
Requisition ID	SuccessFactors	N/A	R
Requisition Status	SuccessFactors	Initial requisition is set to Pending by default, but can be changed. Refer to the Job Requisition Status Reference for information about requisition statuses.	R
Position Info (SAP)			
Field	Populated by	Action	R/N/O
Position Number	SAP	Validate Info	R
Position Title	SAP	Validate Info	R
External Posting Title	SAP	Validate Info Text can be updated as required to reflect a clearer description for applicants.	R
Job Code	SAP	Validate Info	R
Position Group	SAP	Validate Info	R
Position Sub Group	SAP	Validate Info	R
Personnel Area	SAP	Validate Info	R
Personnel Sub Area (Union Affiliation)	SAP	Validate Info	R
Organization Unit Name	SAP	Validate Info	R
Annual Base Hours	SAP	Validate Info	R
Hourly Min	SAP	Validate Info	R
Hourly Max	SAP	Validate Info	R
Budget Hourly Rate	SAP	Validate Info	R
Step on Scale 0 through 20	SAP	Validate Info	R
Cost Centre/Order Name	SAP	Validate Info	R
Cost Centre/Order Number	SAP	Validate Info	R
Previous Incumbent Name	SAP	Validate Info	R
Previous Incumbent Number	SAP	Validate Info	R
Previous Incumbent's Last day worked (MM/DD/YYYY)	SAP	Validate Info	R
Previous Incumbent's Work Schedule	SAP	Validate Info	R
Previous Incumbent's Timekeeper ID	SAP	Validate Info	R



Posting Information			
Field	Populated by	Action	R/N/O
Site	SAP	Validate Info	R
Work Location	SAP	Validate Info	O
Department/Unit	SAP	Validate Info	R
Posting Category	SAP	Validate Info	R
Hiring Status	SAP	Validate Info	R
Reason for Term	SAP	Validate Info	R (terms only)
Anticipated Start Date	SAP	Validate Info	R
If Term, End Date	SAP	Validate Info	R (terms only)
Posting Type	SAP	Validate Info	R
FTE	SAP	Validate Info	R
Designated Bilingual Position	SAP	Validate Info	R
Anticipated Shift	SAP	Validate Info	R
Anticipated Shift Length	SAP	Validate Info	R
Rotation Calendar or other shift information	SAP	Validate Info	N
On Call	SAP	Validate Info	R
City	SAP	Validate Info	R
Do Not Post Candidate Information			
Field	Populated by	Action	R/N/O
First Name	SAP	Validate Info	R (Posting Type Do Not Post)
Last Name	SAP	Validate Info	
Email Address	SAP	Validate Info	
Job Posting Information			
Field	Populated by	Action	R/N/O
Seniority Report	HRSS	Upload/attach a Seniority Report at the closing of competitions for unionized positions.	R (unionized positions)



Requisition Users			
Field	Populated by	Action	R/N/O
Org Chief	SAP	N/A	R
Org Chief Team	Org Chief	Add users to provide visibility into the requisition, and allow them to perform recruiting functions.	O
Org Chief One Up	SAP	N/A	R
Finance Approver	SAP	N/A	R
Finance Team	Finance	N/A	N
HR Shared Services	SAP	N/A	R
HR Shared Services Team	HRSS	N/A	N
OESH and French Language Services	SAP	N/A	R
OESH and French Language Services Team	OESH/FLS	N/A	N
Comments			
Field	Populated by	Action	R/N/O
Supporting Documents	Org Chief	Upload/attach documents in support of the job requisition approval.	N
Comments for Recruiting	SAP	N/A Field contains comments if provided and entered into SAP at the time the position vacancy was created.	N
Org Chief Comments	Org Chief	Enter comments relevant to the requisition.	N
Finance Comments	Finance	Enter comments relevant to the requisition.	N
HR Shared Services Comments	HRSS	Enter comments relevant to the requisition.	N
OESH Comments	OESH	Enter comments relevant to the requisition.	N
FLS Comments	FLS	Enter comments relevant to the requisition.	N