

# Send Candidate Information to SAP

## Overview

After a successful candidate has accepted a job offer, the candidate information must be sent to SAP through system integration for processing. To accomplish this, the candidate must be moved to the Send to SAP subfolder located within the SAP segment of the Talent Pipeline.

## Procedure

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



The *Recruiting* screen appears and displays a list of requisitions.

2. Click the **applicable job requisition** under the **Job Title** column.

Job Requisitions

[Create New](#)
[Offer Approvals](#)
[RMK Dashboard](#)

**4** Candidates Forwarded  
 **7** New Candidates  
 **32** Current External Requisitions  
 **32** Current Internal Requisitions  
 Average Days Open **8**

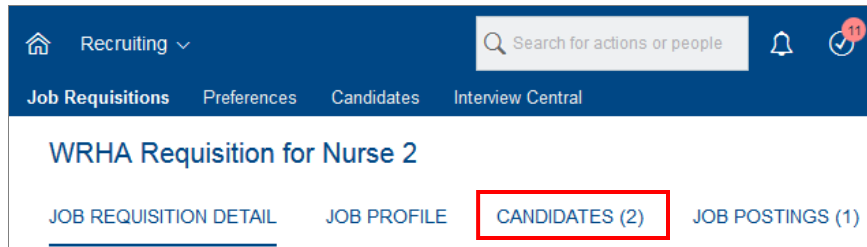
Items per page: 150 | Page 1 of 2

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

Select	Job Title	Requisition ID	Position Number	Org Chief	HR Shared Services	Org Chief One Up	Finance Approver	Currently With
<input type="checkbox"/>	External Process	2981						HRSS Req Approval
<input type="checkbox"/>	Home Support Worker	2968		PERSONID_700037 PERSONID_700037	HRSS Req Approval	PERSON_700017 SFI_CE	WRHA Corporate Req Approval	Recruiting Admin

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

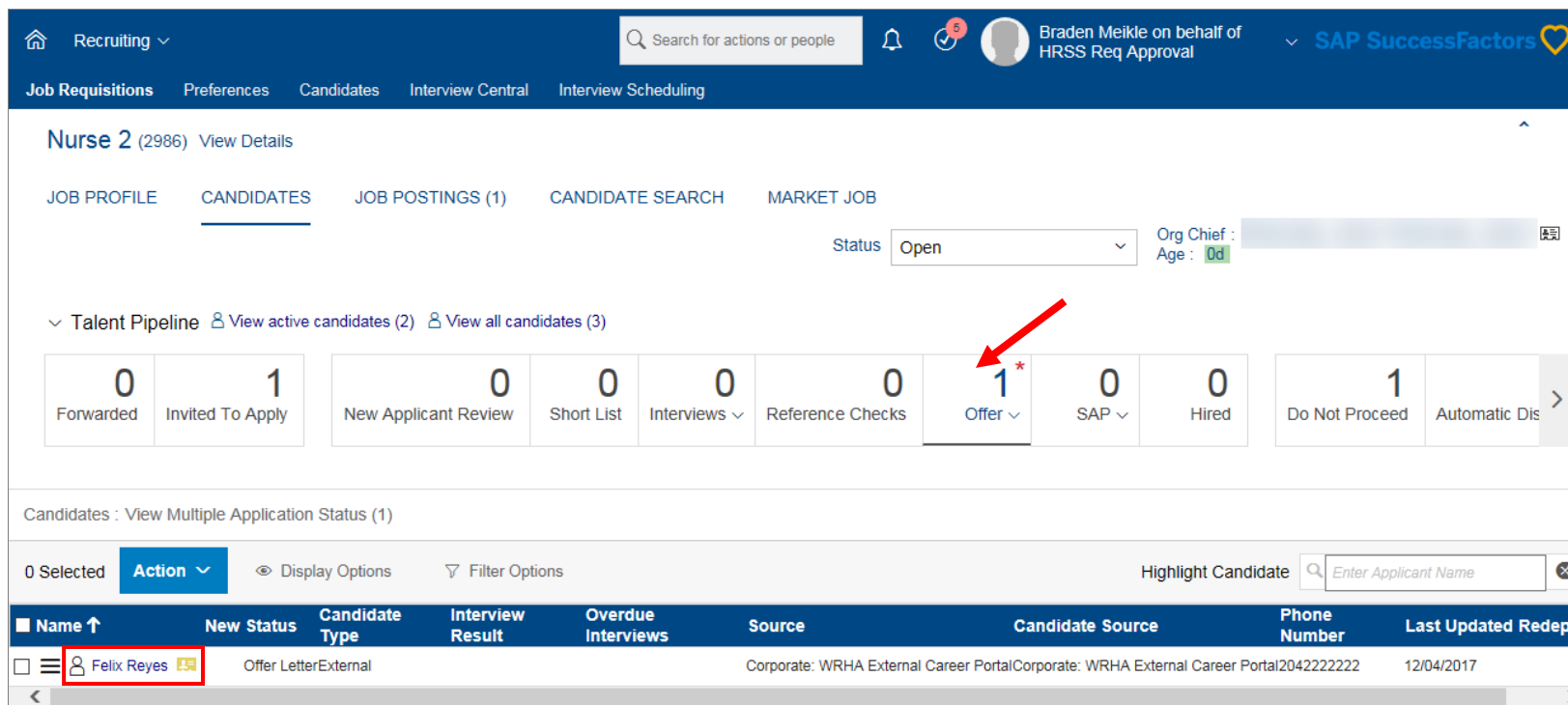
3. Click **Candidates**.



The *Talent Pipeline* for the job requisition displays.

4. Click the **Offer** segment within the **Talent Pipeline**.

5. Click the **candidate's name**.



The candidate overview displays below the *Talent Pipeline*.

6. Locate the **Offer Letter area** (right side of the screen) and confirm that the candidate has accepted the offer.
7. Click the **checkbox** next to the candidate's name under the **Name** heading (left side of screen).

Talent Pipeline [View active candidates \(2\)](#) [View all candidates \(3\)](#)

0 Forwarded	1 Invited To Apply	0 New Applicant Review	0 Short List	0 Interviews	0 Reference Checks	1* Offer	0 SAP	0 Hired	1 Do Not Proceed	Automatic Dis
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Candidates : View Multiple Application Status (1)

1 Selected **Action**   
 Filter Options

**Name**

Felix Reyes

**Felix Reyes** (External Candidate) Application Resume

2042222222 [noperson@yopmail.com](mailto:noperson@yopmail.com) [Cover Letter](#) [Resume](#) [View Profile](#)

Save Cancel Email Take Action

Application   
 Offer   
 \* Status: Offer Letter

Additional Documents [Attach a document](#)

**ADDITIONAL INFORMATION**

How did you hear about this job? Online - WRHA career site

Are you legally authorized to work in Canada? I am authorized to work in this country for any employer

Redeployment #

Screening Details   
 There are no items in this section.

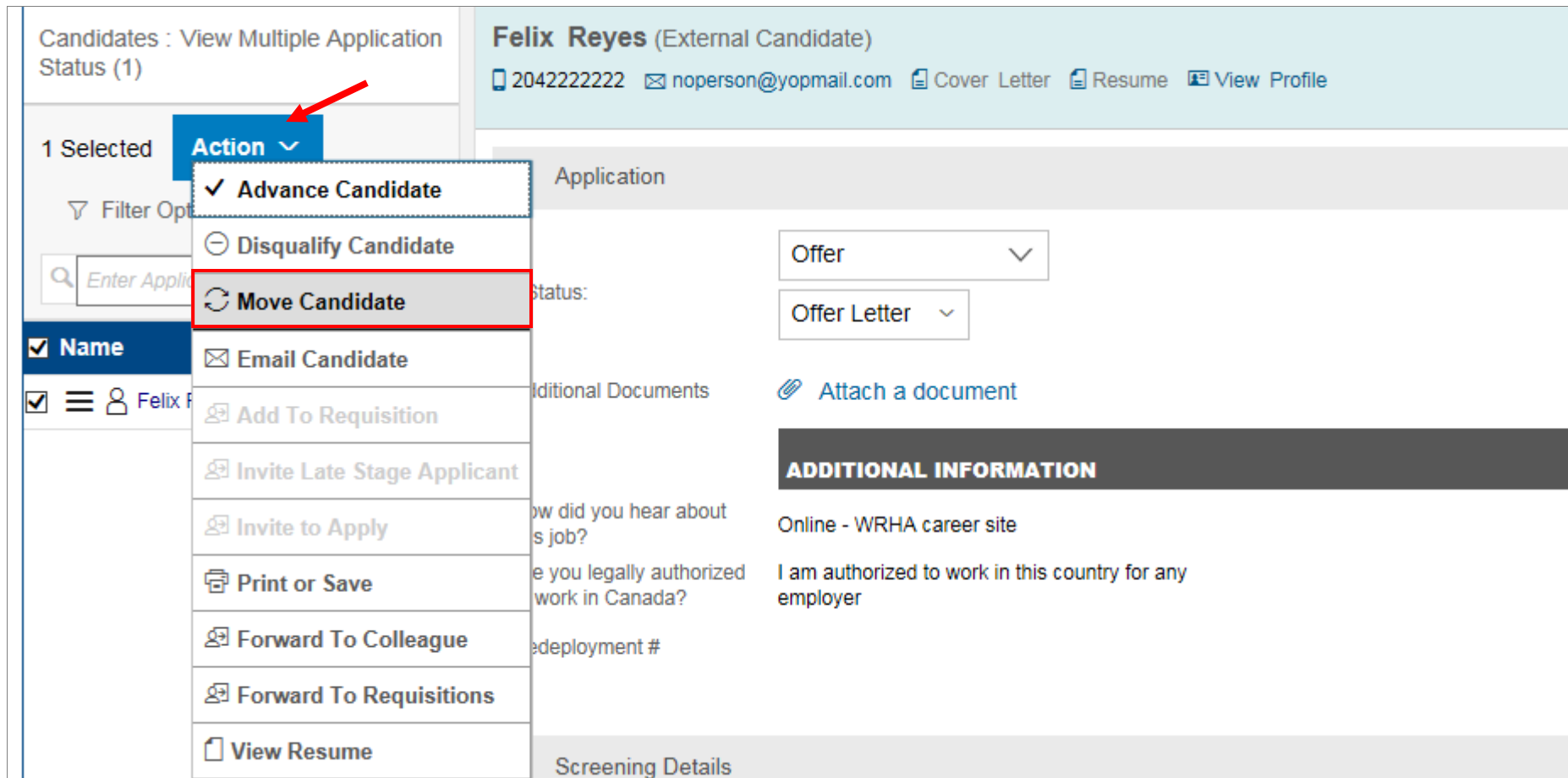
Comments + Add   
 There are no items in this section.

Correspondence   
 Date: 12/04/2017 User: System System Action: Email   
 Your application for the position of Nurse 2

Offer Letter   
 LOO for unionized permanent staff   
 Author: HRSS Req Approval   
 Send Mode: Online Offer   
 Offer Extended On: 12/04/2017   
 Offer Response: Accepted   
 Candidate Responded On: 12/04/2017

Support

- Click the **Action** button and select **Move Candidate** from the menu.



The screenshot displays the SuccessFactors interface for managing candidates. On the left, a table lists candidates, with one selected. An 'Action' dropdown menu is open, and the 'Move Candidate' option is highlighted with a red box. A red arrow points to the 'Action' button. The main area shows the details for 'Felix Reyes (External Candidate)', including contact information and application status. The 'Move Candidate' option is highlighted in the dropdown menu.

The *Move Candidate* screen opens.

9. Click the **Select status to move candidate(s) to** menu and select **SAP** from the dropdown.

10. Click the **Sub item** menu and select **Send to SAP**.

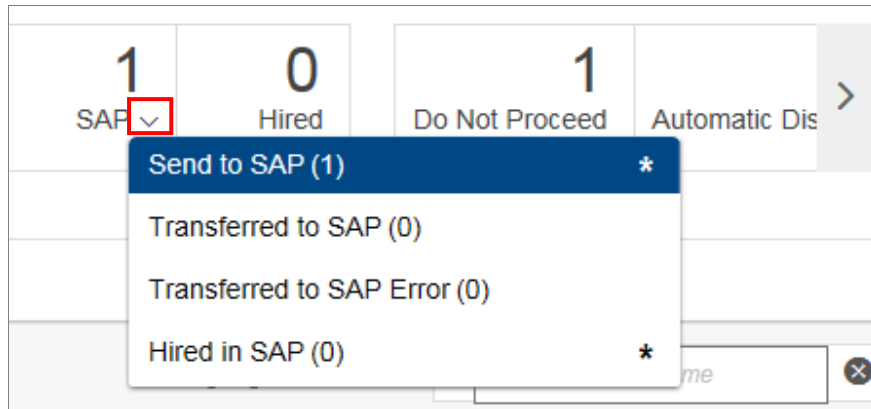
**Note:** The *Sub item* drop-down menu will display after **SAP** is selected from the *Select status to move candidate(s) to* drop-down menu.

11. Click the **Apply Updates** button.

The screenshot shows a 'Move Candidate' dialog box with a close button (X) in the top right corner. The dialog contains a 'Candidates' section with a table listing 'Felix Reyes'. To the right of the candidate name are two dropdown menus. The first dropdown is labeled 'Select status to move candidate(s) to:' and has 'SAP' selected. A red arrow points to this dropdown. The second dropdown is labeled 'Sub item:' and has 'Send to SAP' selected. A red arrow points to this dropdown. Below these dropdowns is a text area labeled 'Please comment on the status change (optional):' which is currently empty. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Apply Updates'. A red arrow points to the 'Apply Updates' button.

The candidate is moved into the *Send to SAP* subfolder. Once integration between SuccessFactors and SAP runs, the candidate is moved into the *Transferred to SAP* subfolder.

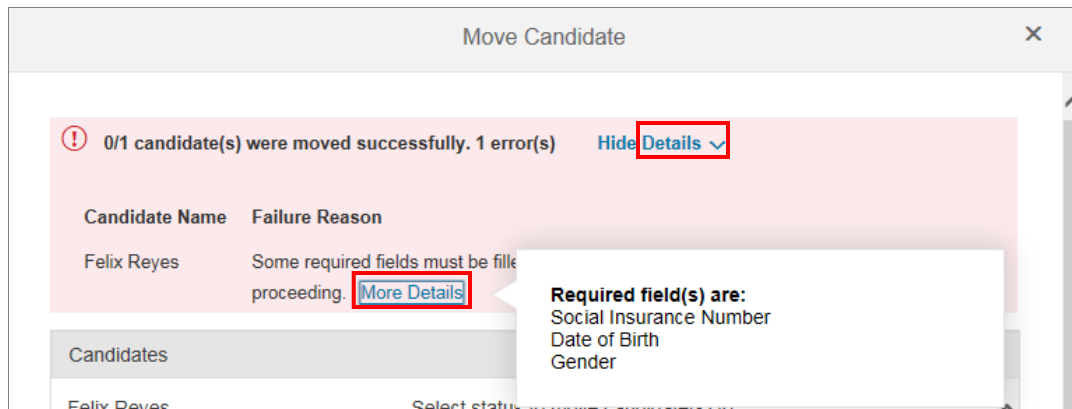
**Note:** Click in the SAP segment to display the current SAP status.



### SAP Status Reference

<b>Send to SAP</b>	Initiates integration with SAP for the successful candidate.
<b>Transferred to SAP</b>	Indicates candidate data was successfully transferred from SuccessFactors to SAP through integration.
<b>Transferred to SAP Error</b>	Indicates candidate data failed to transfer from SuccessFactors to SAP through integration due to an error.
<b>Hired in SAP</b>	Indicates candidate data was processed in SAP and successfully transferred from SAP to SuccessFactors through integration.

**Note:** It is possible for an error to occur when attempting to send candidate information to SAP. If this does occur, the system will display an error message. The error details can be displayed by clicking the *Details* links. In the example below, the candidate has not completed fields that are required for processing in SAP. System integration errors are monitored by the SuccessFactors System Administrator.



## Next Steps

After candidate information is sent from SuccessFactors to SAP through system integration, HR Shared Services can [Process the Candidate Action in SAP](#).