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.

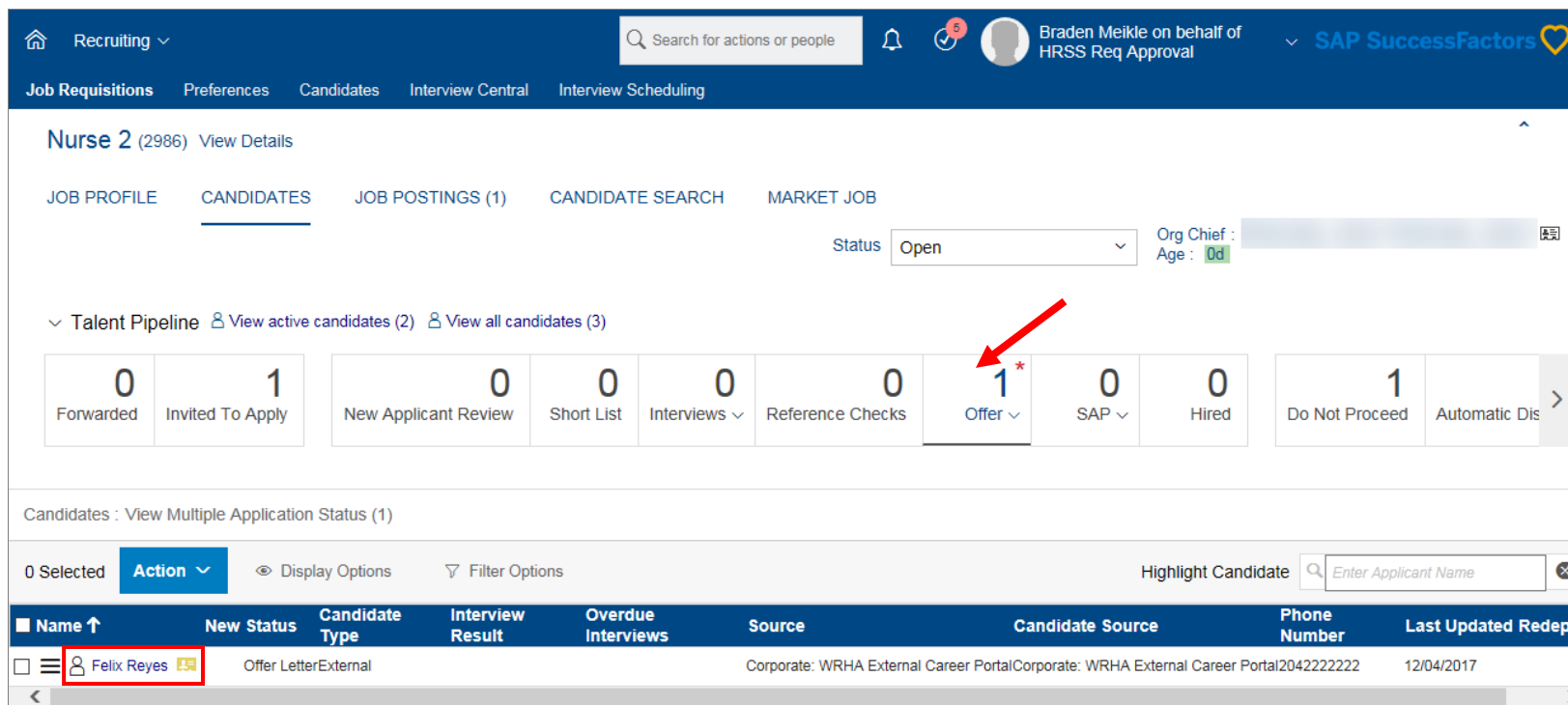The *Requisition* screen appears and displays the requisition details.

3. Click **Candidates**.
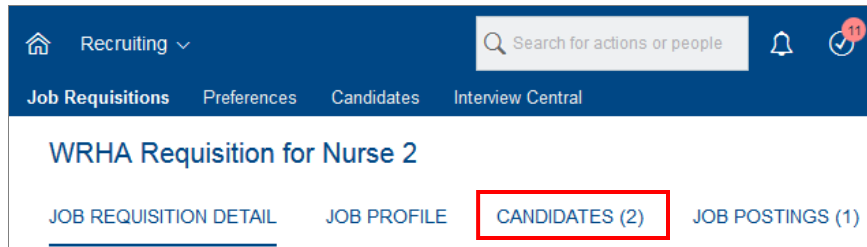
The *Talent Pipeline* for the job requisition displays.

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).

You can click the offer letter text link to display and/or print a copy of the offer letter.

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

The *Move Candidate* screen opens.

9. Click the S**elect 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.

Move Candidate	✕
Candidates	
Felix Reyes	Select status to move candidate(s) to: SAP ⌄ Sub item: Send to SAP ⌄ Please comment on the status change (optional):
	Cancel **Apply Updates**

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.
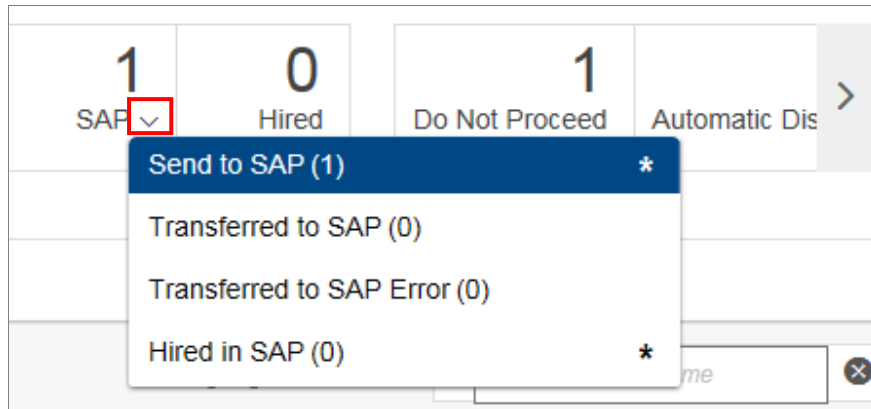
SAP Status Reference

Send to SAP	Initiates integration with SAP for the successful candidate.
Transferred to SAP	Indicates candidate data was successfully transferred from SuccessFactors to SAP through integration.
Transferred to SAP Error	Indicates candidate data failed to transfer from SuccessFactors to SAP through integration due to an error.
Hired in SAP	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.
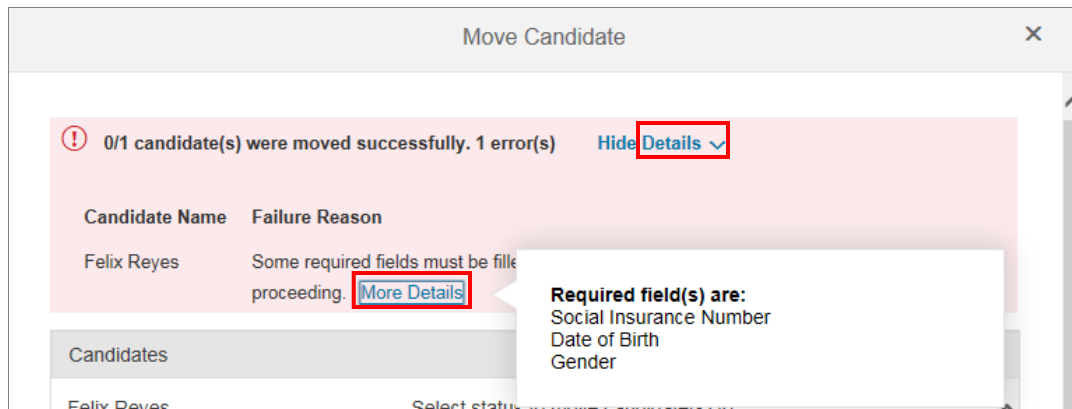
Next Steps

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