

INTEGRATION OF RECRUITMENT PLANS WITH HRIS AND SUCCESSFACTORS RECRUITING FOR FACULTY RECRUITMENT



UNIVERSITY OF
TORONTO

RECRUITMENT PLANS, HRIS, AND SUCCESSFACTORS RECRUITING

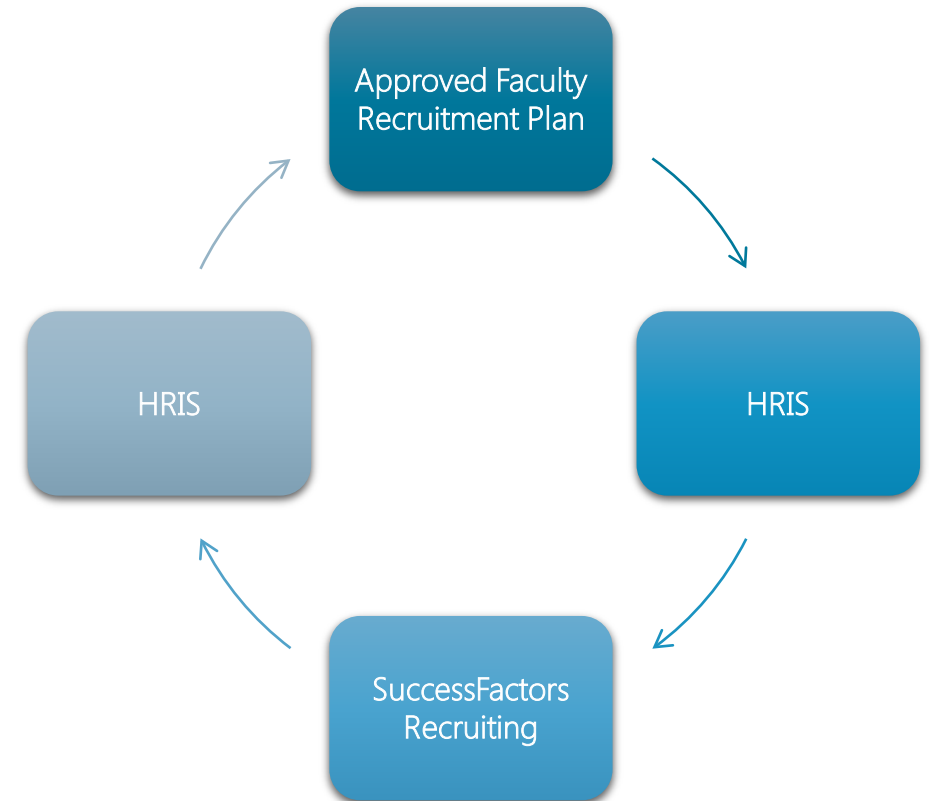
Overview

The purpose of this job aid is to explain the integration between approved Faculty recruitment plans, the University's Human Resources Information System (HRIS), and SuccessFactors Recruiting.

This integration will allow users to reconcile recruitment plans to searches and searches to hires.

This integration will function as follows:

1. Approved searches in Faculty recruitment plans will create vacant positions in HRIS
2. This will in turn create corresponding ad requisitions in SuccessFactors Recruiting
3. Candidates may be tracked in SuccessFactors Recruiting and will be onlined into the vacant position in HRIS
4. The loop will close as vacant positions are filled or closed at the end of each search year



RECRUITMENT PLANS, HRIS, AND SUCCESSFACTORS RECRUITING

Recruitment Plan Integration with HRIS

- Once a Faculty recruitment plan, or a one-off search request, is approved, each search will be uploaded by VPFAL into HRIS.
- This upload will create a vacant position in HRIS for each approved search
 - Some of the additional information each search request requires (in the recruitment plan template) is essential to establish the HRIS position appropriately, e.g., the employee subgroup, the HRIS org unit, and the position reports to information.
- In the course of the search year the positions will either
 - Be filled by hiring the successful candidate into the HRIS position, or
 - Left vacant and closed at the end of the search year if the search was unsuccessful, or did not proceed

Next: HRIS integrates with SuccessFactors Recruiting



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HRIS Integration with SuccessFactors Recruiting

- The creation of the vacant position in HRIS will trigger the automatic creation of a corresponding requisition in SuccessFactors Recruiting
 - Some of the additional information each search request requires is essential to allow academic units to access the requisition in SuccessFactors Recruiting, e.g. UTORID of the user who will be supporting the search in the unit (i.e., the ASA), UTORID of Search Chair, name of academic unit
 - Other information from the search request creates the requisition in the appropriate stream and employee subgroup, e.g., tenure stream or CLTA.
- The ASA in the unit will be notified by email once the requisition is created. It will rest with them until they are ready to draft an ad and submit it for approval.
- The ASA will be able to distinguish between requisitions using the divisional ID identified in the search request. This is why all search requests require a unique identifier at the time of approval.
- The ASA should refer to the job aid on Accessing and Completing a requisition for help in beginning the process.

Next: Managing Candidates in SuccessFactors Recruiting



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Managing Candidates in SuccessFactors Recruiting

- SuccessFactors Recruiting provides extensive functionality to help an academic unit manage candidates.
- Provided that a unit continues to use the candidate pipeline in the tool, at least for the mandatory steps, they will be in a position to leverage the automated integration of SuccessFactors Recruiting and HRIS in onlining of the successful candidate into HRIS.

Next: SuccessFactors Recruiting integrates back to HRIS



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Integration of SuccessFactors Recruiting back to HRIS

- Once the successful candidate is identified in SuccessFactors Recruiting and moved to the **Auto Hired in SAP** status, this will trigger a notification to the Payroll/Business Officer identified on the requisition. The candidate is now ready to hire in HRIS.
- Critical information about the successful candidate that was gathered by SuccessFactors Recruiting will transfer to HRIS to facilitate the onlining of the new faculty hire to the vacant faculty position created when the approved search was uploaded to HRIS.
- This will help improve the quality of faculty data by ensuring that faculty are online into the correct employee subgroup with appropriate reporting lines.
- Please note that exceptions may exist where a candidate will need to be manually hired in HRIS.

Next: Reconciliation of Recruitment Plans



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Reconciliation of Recruitment Plans

- At the end of the search year, recruitment plans will be reconciled against the positions created in HRIS
 - In most cases a candidate will have been hired into the relevant vacant position in HRIS
 - Vacant positions for searches still in progress will remain open until completed
 - Vacant positions where either a search did not proceed or was unsuccessful will be closed which will result in the closure of the requisition in SuccessFactors Recruiting.
- This process will result in closing the search process for all approved searches and will accurately record the outcome in all appropriate systems.
- In the following search year, new vacant positions will be created for any carry-forward searches from previous years that are included in subsequent recruitment plans.



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Other Resources

Related Job Aids:

We will have a complete set of job aids that will walk users through each step of the process, including:

- Logging In
- Navigating
- Accessing and Completing a Requisition
- Posting a Requisition
- Managing Candidates
- Triggering Auto-hire in HRIS
- Processing Auto-hire in HRIS