SAP ERP HCM

Manager Self Service for E-Recruiting 6.0

New Function with Enhancement Package 3

SAP AG
New Manager Self Service for E-Recruiting
Overview EhP3

♦ **Requisition Request Form**
  Initiation of recruitment process through creation and maintenance of requisition requests via a standard form (Adobe Interactive Forms)
  - through easy navigation and selection functionalities
  - including multi-level approval workflow based on organizational management
  - with automated information to the recruiting department after approval of the request

♦ **Delegation / Substitution Scenario**
  Delegation of certain recruiting tasks to other persons in the organization which could be another manager or the manager’s assistant

♦ **Requisition Request & Activity Monitor**
  Monitor functionality for the most important information during the overall recruitment process from a requisition overview page
  - including information regarding publication information (content & date)
  - Showing statistical information like number of candidates/applications, rejected applications
  - Recruiter (HR responsible) in charge

♦ **Candidate / Application Assessment (Activity Management)**
  Assessment and ranking of candidates against the open requisition(s) based on their profile and application as well as ranking candidates against candidate pool in general
  - through fast candidate ranking on one screen
  - through using the existing questionnaire framework for detailed assessment
Requisition Request
Creation via Adobe Interactive Form

Recruitment Requisition Request

Attachments
- Requisition Request
- Service Level Agreement

Add Attachment
Delete Attachments

Workforce Requisition

The information you enter in this form will be used as a basis for creating the requisition in SAP E-Recruiting. Therefore, complete as much information as you can.

Request Template: You can use the data from a previous request as a template for this request. Choose the 'Select' pushbutton, select the desired template in the dialog box and choose 'OK'.

Request Template

Basic Data
- Requisition Title: Senior Consultant (fm) SAP Consulting Oil & Gas
- Interest Group: Specialist and Managerial Personnel

Done

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Requisition Request
Employment Information
### Education and Training

<table>
<thead>
<tr>
<th>Education Type</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Level</td>
<td>University / College</td>
</tr>
<tr>
<td>Field of Education</td>
<td>Field of Business</td>
</tr>
<tr>
<td>Subject</td>
<td></td>
</tr>
</tbody>
</table>

**Qualification:** Enter the required qualifications in the form of keywords. This data is used as the basis for completing the internal qualification catalog. This text is not used directly for the job posting.

- Bachelor degree
- SCM modules implementation skills
- Project implementation experience
- Certification in SCM
- Oil & Gas Business Knowledge advantageous
Job Posting Texts: Create a draft for the texts in the job posting. This draft is used as a basis for the final publication (introduction).

Company:
SAP AG

Department:
SAP Consulting Oil & Gas

Project:
The Consultant in implementation projects will be responsible for project planning and presentations to customers, configuration of Supply Chain processes, and testing and documentation. The involvement of the consultant is still the end of the project.

Requirements:
4+ years industry/consulting experience (about 4 years SAP consulting experience preferred) and functional experience in operations.

Tasks:
The Consultant/Senior Consultant performs tasks involved in implementation of SAP SCM solution as per customer requirements using a structured approach. Application knowledge of SAP Industry Solution Oil & Gas is advantageous but not mandatory.

The Consultant
Requisition Request
Approval Information
The realization possibility: Implementation in SAP ERP - SAP E-Recruiting  
Version/ Patch: 14.1

of Application: SAP ERP  
and process: Managing External Recruiting  
(process is in external view)

has been successfully released by Andreas Rudolph.

Please follow the link to display the realization possibility.  
Requisition Request
Check and Send
Requisition Request
Ready (process number)

Process Number can be used for “Process Status Tracking”
Requisition Request
Portal Overview – All Requests
## Substitution / Delegation

### Overview - Work List

### Process Delegate List:
- Add new delegates / substitutes

---

**Edit Substitutes**

<table>
<thead>
<tr>
<th>Substitute</th>
<th>Pers.No.</th>
<th>Substitution Type</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

---

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Definition of delegation details:
- delegate
- type of delegation
- validity of delegation
Substitution / Delegation
Define Details
### Requisition Monitor

**Portal → Requisition Monitor (part I)**

The Requisition Monitor is a tool within SAP's Recruiting module that allows users to manage and monitor requisitions for job openings. The Monitor provides an overview of the requisition process, allowing users to track the status of requisitions, including the number of candidates selected, in process, rejected, or withdrawn.

**Requisition Overview**

The Requisition Overview section of the Monitor is highlighted in the image. It displays a table that includes columns for Requisition ID, Requestor, Status, Created On, Shortlisted, Total, In Process, Rejected, and Withdrawn. Each row in the table represents a specific requisition, with detailed information such as the requisition ID and the number of candidates in different statuses.

**Candidate Assessment**

Below the Requisition Overview, there is a section for Candidate Assessment. This section provides tools for conducting candidate assessments, including a questionnaire for the relevant candidates. It offers options to access a candidate for requisition, access a candidate for the talent pool, and conduct a talent pool assessment.

**Examples of Requisitions**

- **Requisition ID:** N056000524
- **Requestor:** John Doe
- **Status:** Released
- **Date:** 08/11/2007
- **Shortlisted:** 1
- **Total:** 44
- **In Process:** 44
- **Rejected:** 0
- **Withdrawn:** 0

The Requisition Monitor is a crucial tool for managing the hiring process, ensuring that all requisitions are tracked accurately and efficiently.
Requisition Monitor Portal → Requisition Monitor (part II)

Requisition Overview

Candidate Assessment

All candidates that you prioritized for the selected requisition are listed here.

You can assess the relevant candidates with regard to the selected requisition and also in general with regard to the Talent Pool.

You can also call questionnaires for the relevant candidates.

Goto Questionnaire Assess Candidate for Requisition Assess Candidate for Talent Pool

Candidate Status Total Filed Overall Assessment Individual Assessment Overall Assessment Individual Assessment

Max Hufnagel In Process 1 0 Blocked
Anja Egger In Process 1 0 Blocked
Gertrude Illume In Process 1 0 Blocked
Maria Mustermann In Process 1 0 Blocked

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Requisition Monitor
Show Requisition Request Form (pdf)
### SAP E-Recruiting

#### Data Overview for Requisition 50005321

<table>
<thead>
<tr>
<th>General Job Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Data</strong></td>
</tr>
<tr>
<td>Requisition</td>
</tr>
<tr>
<td>Requisition Title</td>
</tr>
<tr>
<td>Alias</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Interest Group</td>
</tr>
<tr>
<td>Application Close</td>
</tr>
<tr>
<td>Process Template</td>
</tr>
<tr>
<td><strong>Job Details</strong></td>
</tr>
<tr>
<td>No data on employment details available</td>
</tr>
<tr>
<td><strong>Payment Information</strong></td>
</tr>
<tr>
<td>No data on payment information available</td>
</tr>
</tbody>
</table>
Select requisition for candidate ranking
Select candidate & start ranking for requisition

Requisition Monitor
Candidate Assessment (Basis: Requisition)
**Requisition Monitor**

Candidate Assessment (Basis: Requisition)

---

**Assess Candidate for Requisition**

Requisition: [Details]
Candidate: [Details]
Note: 

As you can assess the selected candidates with regard to the requisition.

- **Assessment:** [A - Z]
- **Note:** [Very good...]

Save | Cancel

---

*Execute candidate ranking for requisition*
### Requisition Monitor

Candidate Assessment (Basis: Requisition)

Overview on individual/overall ranking results

---

#### Requisition Overview

<table>
<thead>
<tr>
<th>Requisition Monitor</th>
<th>Released</th>
<th>Status</th>
<th>Total Filled</th>
<th>Overall Assessment</th>
<th>Individual Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDS000521</td>
<td>03.11.2007</td>
<td>1</td>
<td>44</td>
<td>44</td>
<td>A</td>
</tr>
</tbody>
</table>

---

**Candidate Assessment**

- Name: [Candidate Name]
- Status: In Process
- Total Filled: 1
- Overall Assessment: A

---

**Candidate Assessment:**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Total Filled</th>
<th>Overall Assessment</th>
<th>Individual Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Candidate Name]</td>
<td>In Process</td>
<td>1</td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>
Requisition Monitor
Candidate Assessment (Basis: Talent Pool)

Select candidate & start talent pool ranking
Requisition Monitor
Candidate Assessment (Basis: Talent Pool)

Assess Candidate for Talent Pool

Here, you can assess the selected candidates with regard to the Talent Pool.

Assessment: Very good...

Execute candidate ranking for talent pool
Overview on individual/overall ranking results
Requisition Monitor
Candidate Assessment through questionnaire

Select candidate(s) and start assessment through questionnaire

---

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Status</th>
<th>Total</th>
<th>Filled</th>
<th>Overall Assessment</th>
<th>Individual Assessment</th>
<th>Overall Assessment</th>
<th>Individual Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Eisenmann</td>
<td>In Process</td>
<td>1</td>
<td>0</td>
<td>Overall</td>
<td>Individual</td>
<td>Overall</td>
<td>Individual</td>
</tr>
<tr>
<td>Anna Peters</td>
<td>In Process</td>
<td>1</td>
<td>0</td>
<td>Overall</td>
<td>Individual</td>
<td>Overall</td>
<td>Individual</td>
</tr>
<tr>
<td>Bettina Blume</td>
<td>In Process</td>
<td>1</td>
<td>0</td>
<td>Overall</td>
<td>Individual</td>
<td>Overall</td>
<td>Individual</td>
</tr>
<tr>
<td>Mario Mustermann</td>
<td>In Process</td>
<td>1</td>
<td>0</td>
<td>Overall</td>
<td>Individual</td>
<td>Overall</td>
<td>Individual</td>
</tr>
</tbody>
</table>
Requisition Monitor
SINGLE Candidate Assessment

Execution of assessment through questionnaire

Here, you can fill out the editable questionnaires for the selected candidate.
You can save, reset, or complete the editable questionnaires. Saved questionnaires can be edited again, completed questionnaires can be displayed in display mode only.

Candidate: [Candidate Name]
Manager's Feedback

Is this candidate interesting for you?

- [ ] Not specified
- [o] Yes
- [ ] No
Selection of multiple candidates & assessment entry
Verification of candidate selection & start of questionnaire-based assessment
Requisition Monitor
MULTIPLE / MASS Candidate Assessment

Execution of assessment for all candidates in one step

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Manager's Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Is this candidate interesting for you?</td>
</tr>
<tr>
<td></td>
<td>- Not Specified</td>
</tr>
<tr>
<td></td>
<td>- EN</td>
</tr>
<tr>
<td></td>
<td>- No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Manager's Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Is this candidate interesting for you?</td>
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<tr>
<td></td>
<td>- Not Specified</td>
</tr>
<tr>
<td></td>
<td>- EN</td>
</tr>
<tr>
<td></td>
<td>- No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Manager's Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Is this candidate interesting for you?</td>
</tr>
<tr>
<td></td>
<td>- Not Specified</td>
</tr>
<tr>
<td></td>
<td>- EN</td>
</tr>
<tr>
<td></td>
<td>- No</td>
</tr>
</tbody>
</table>
Requisition Monitor
Overview Questionnaire-based Assessment
Requisition Monitor
Publication Overview

<table>
<thead>
<tr>
<th>Requisition Monitor</th>
<th>Request</th>
<th>Status</th>
<th>Created On</th>
<th>Shortlisted</th>
<th>Total</th>
<th>In Process</th>
<th>Rejected</th>
<th>Winnowed</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Released</td>
<td>08.11.2007</td>
<td>1</td>
<td>44</td>
<td>44</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

All published postings for the selected requisition are listed here.

<table>
<thead>
<tr>
<th>Publications</th>
<th>Job Posting</th>
<th>Reference Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Posting Channel</th>
<th>Language</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>XX-TRANS NOTE</td>
<td>XX-TRANS NOTE EN</td>
<td>05.11.2007</td>
<td>16.02.2008</td>
<td>For External Candidates</td>
<td>German</td>
</tr>
<tr>
<td></td>
<td>XX-TRANS NOTE</td>
<td>XX-TRANS NOTE EN</td>
<td>05.11.2007</td>
<td>19.01.2008</td>
<td>For External Candidates</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>XX-TRANS NOTE</td>
<td>5173-912-001-0000</td>
<td>05.11.2007</td>
<td>12.01.2008</td>
<td>For Internal Candidates</td>
<td>English</td>
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<tr>
<td></td>
<td>XX-TRANS NOTE</td>
<td>5097-341-9271-883</td>
<td>12.11.2007</td>
<td>09.12.2007</td>
<td>For Internal Candidates</td>
<td>German</td>
</tr>
</tbody>
</table>

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Requisition Monitor
Display Publication Form (pdf)

SAP E-Recruiting
Data Overview for Job Posting  50004055

Basic Data
Job Posting  50004055
Status  Released
Industry  Construction / Related Building Trades and Crafts
Functional Area  Facility
Contract Type
Employment Fraction

Descriptions  English
Define E-Recruiting Services for MSS

Specify E-Recruiting Services for MSS (Web Dynpro ABAP)

Use
You use this IMG activity to activate the services that you require within the framework of Manager Involvement in SAP E-Recruiting.

Activities
Activate the following services:
- default_host\sapb\recruiting\data\overview
- default_host\sapb\webdynpro\saphrec\a_data\overview
- default_host\sapb\webdynpro\saphrec\a_recruit\monitor
- default_host\sapb\webdynpro\saphrec\a_recruit\assess
- default_host\sapb\webdynpro\saphrec\a_bp\assess
- default_host\sapb\webdynpro\saphrec\a_ca\assess
- default_host\sapb\webdynpro\saphrec\a_substitution\manager
- default_host\sapb\webdynpro\saphrec\a_substitution\admin
Mandatory New Customizing
Manager Self Services (mySAP ERP)

Business Package / Functional Package “Recruitment”
OPTION:
You need this IMG for the individual configuration of new forms
OPTION:
The object and data provider is used to show “position data” in the request form of the manager. You need this IMG to make individual customizing settings.
**Duplicate Check**
Enhanced functionality for identifying already existing candidates as soon as new applications get maintained from a person on the company side (person could e.g. be from an agency or a company’s employee), e.g. through

- First name
- Last name
- Postal code

**Posting Default Information**
Pre-population of position information used for job posting out of organizational management, e.g. job description, as default values including

- the possibility to overwrite default values in case they are not useful
- different language versions if available
Duplicate Check

HRRCF_DUPLICATION_CHECK_EXT
Customizing: BADI Delivery
Posting Default (1)

- **Duplicate Check**
  HRRCF_DUPLICATION_CHECK_EXT

- **Posting Default Information**
  HRRCF_DEFAULT_TEXTS
  - BAdI to specify Proposal Texts for Postings
BADI Delivery
Posting Default (2)