How to create a job requisition in SuccessFactors

This guide shows you how to create a job requisition in SuccessFactors, route it through approval, and publish it to your career sites. You work in the Recruiting module of SAP SuccessFactors. You start from a template, choose a job role, complete the requisition form, add screening questions, and submit the requisition. After the manager approves it, the recruiting team posts the job.

Prerequisites

Before you begin, make sure you have the following:

- Access to the SAP SuccessFactors login page in your web browser.
- Administrator credentials. In this example, the user is logged in as Jane Moneypenny (sfadmin) on behalf of Tessa Walker (twalker), a recruiter.
- Access to the proxy feature if you need to act as another user, such as the recruiter or the approving manager.

Access Recruiting

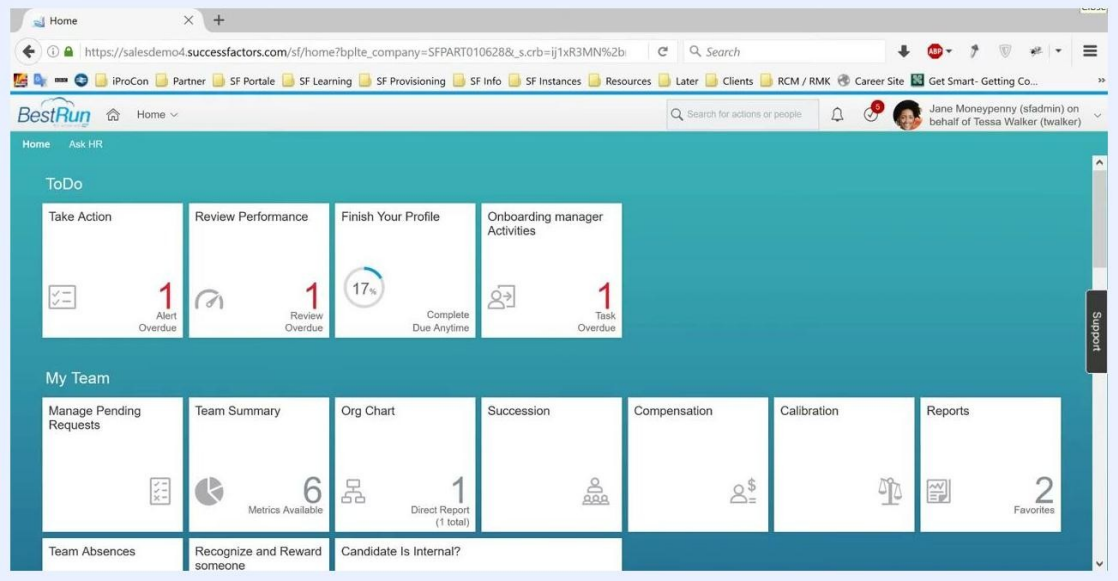
1. Log in to SAP SuccessFactors

Open your web browser and go to the SAP SuccessFactors login page. Log in with your administrator credentials.

After you log in, the SAP SuccessFactors Home page appears. It shows these sections:

- **ToDo**, with tiles for Take Action, Review Performance, Finish Your Profile, and Onboarding manager Activities.
- **My Team**, with tiles for Manage Pending Requests, Team Summary, Org Chart, Succession, Compensation, Calibration, Reports, Team Absences, Recognize and Reward someone, and Candidate Is Internal?.

Notifications and user information appear in the top right corner.



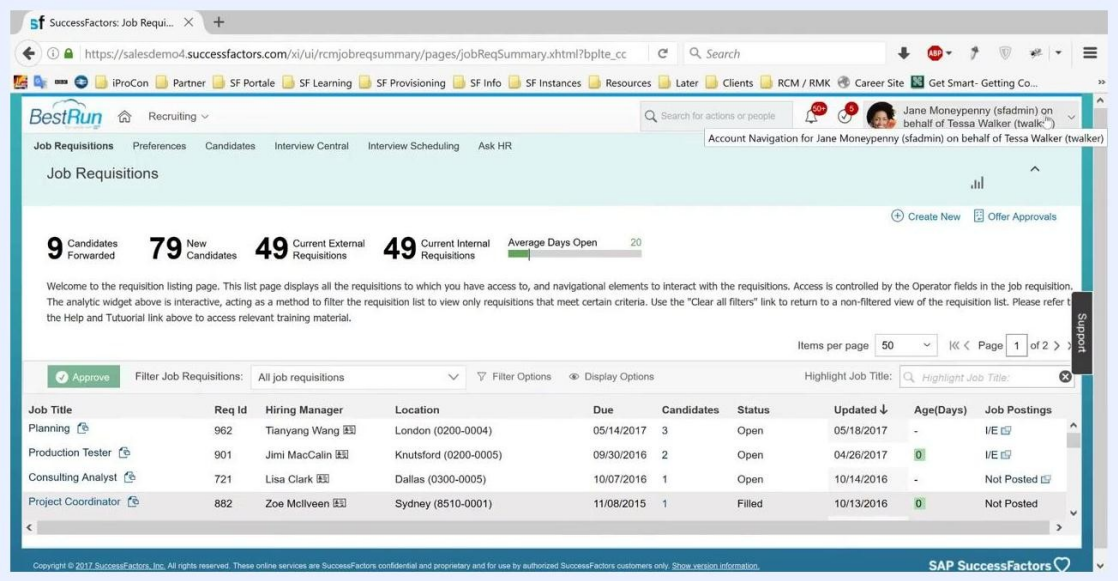
SAP SuccessFactors Home page with the ToDo and My Team sections, logged in as Jane Moneypenny on behalf of Tessa Walker

2. Confirm your proxy status

If you need to act as another user, confirm that you are proxied as that user. In this example, the admin is proxied as Tessa Walker, a recruiter, so that you can perform recruiter-specific actions.

3. Open the Recruiting overview

Click the **Home** dropdown or navigation menu and select **Recruiting**. This opens the Recruiting module, where you can manage job requisitions.



Cursor over the Home navigation menu on the SAP SuccessFactors Home page

4. Review the Recruiting Overview page

The page summarizes your job requisitions:

- 9 Candidates Forwarded
- 79 New Candidates
- 49 Current External Requisitions
- 49 Current Internal Requisitions
- Average Days Open: 20

Below the summary, a list shows the job requisitions you are responsible for. The columns are Job Title, Req Id, Hiring Manager, Location, Due, Candidates, Status, Updated, Age(Days), and Job Postings.

Example requisitions in the list:

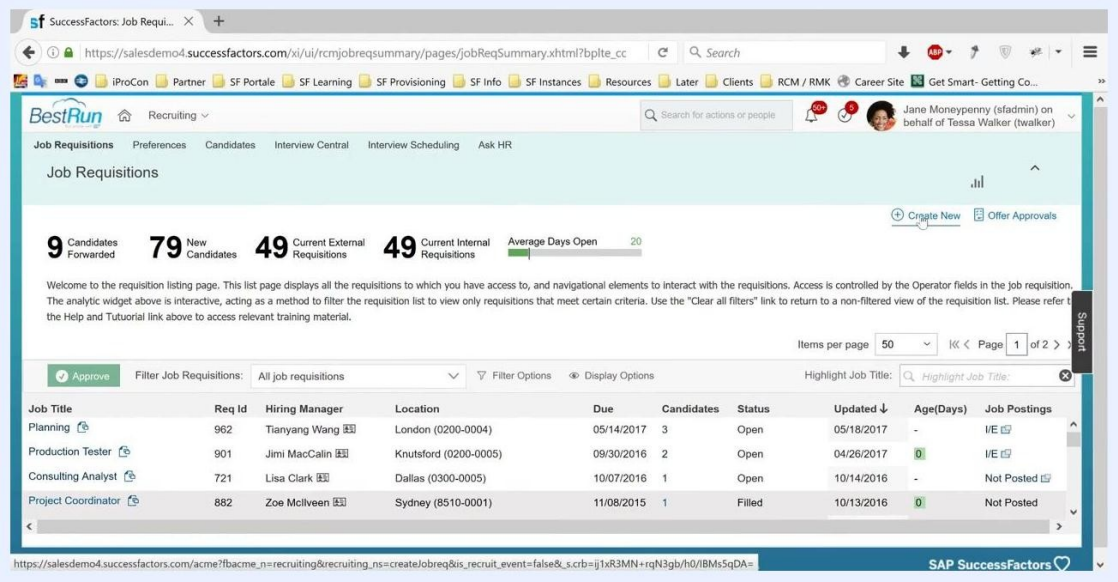
- Planning (Req Id: 962, Hiring Manager: Tianyang Wang, Location: London, Due: 05/14/2017, Candidates: 3, Status: Open)
- Production Tester (Req Id: 901, Hiring Manager: Jimi MacCalin, Location: Knutsford, Due: 09/30/2016, Candidates: 2, Status: Open)
- Consulting Analyst (Req Id: 721, Hiring Manager: Lisa Clark, Location: Dallas, Due: 10/07/2016, Candidates: 1, Status: Open)

- Project Coordinator (Req Id: 882, Hiring Manager: Zoe McIlveen, Location: Sydney, Due: 11/08/2015, Candidates: 1, Status: Filled)

Create a new job requisition

5. Start to create a job requisition in SuccessFactors

On the Job Requisitions page, click the **Create New** button in the upper right area.



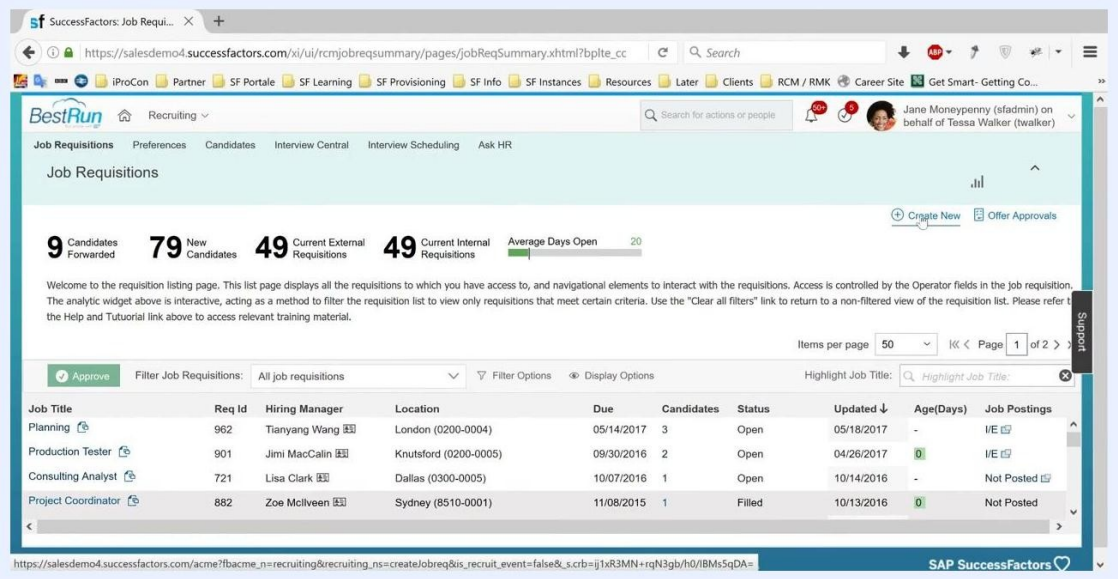
Cursor clicking Create New on the Job Requisitions page, with the requisition list and statistics visible

6. Select a job requisition template

On the **Create New Job Requisition** page, choose a template. You see two options:

- Simple Job Requisition
- Standard Job Requisition

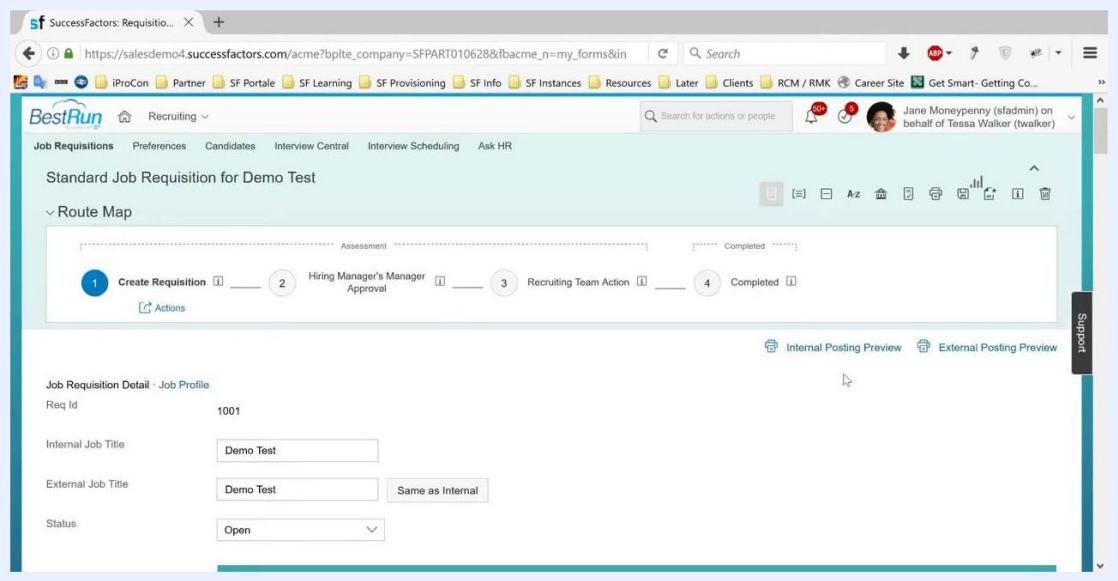
The templates differ in the fields and features available. For example, you might use one template for students and another for employees. In this guide, click the **Standard Job Requisition** link.



Create New Job Requisition page with the Simple Job Requisition and Standard Job Requisition templates

7. Choose how to start the requisition

You can copy an existing job requisition, browse **Families & Roles**, or create a new job requisition from a blank template. In this guide, click **Create New Job Requisition From Blank Template**.



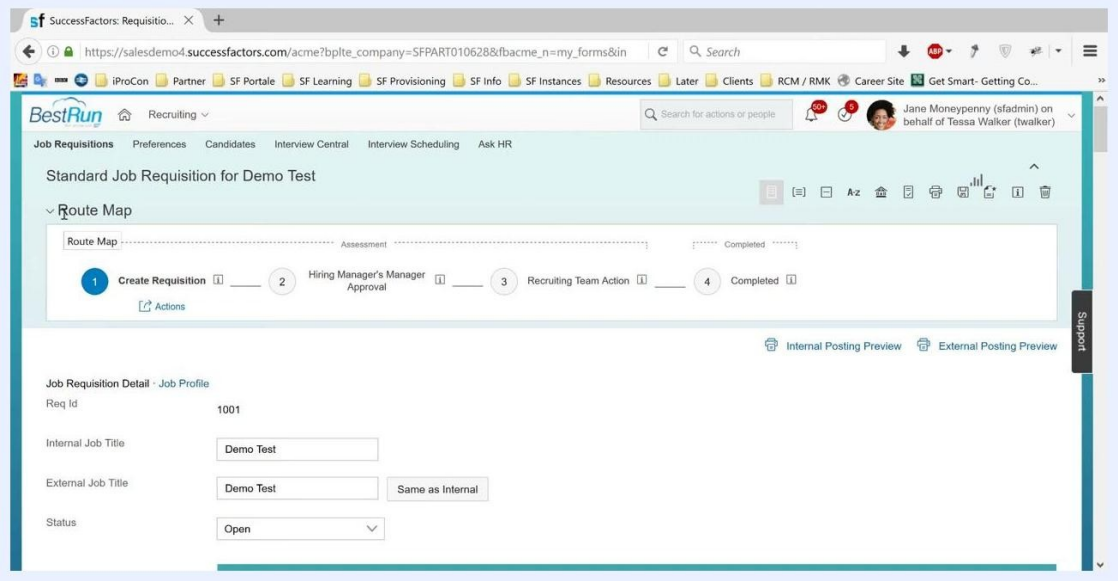
Create New Job Requisition page with the cursor on the Create New Job Requisition From Blank Template option

8. Review the Route Map

The job requisition form opens on the **Standard Job Requisition for Demo Test** page. A **Route Map** at the top outlines the approval workflow:

- Step 1: Create Requisition (current step)
- Step 2: Hiring Manager's Manager Approval
- Step 3: Recruiting Team Action
- Step 4: Completed (requisition can be published)

The Route Map tracks progress through each approval stage.



Standard Job Requisition for Demo Test page with the Route Map and job requisition detail fields

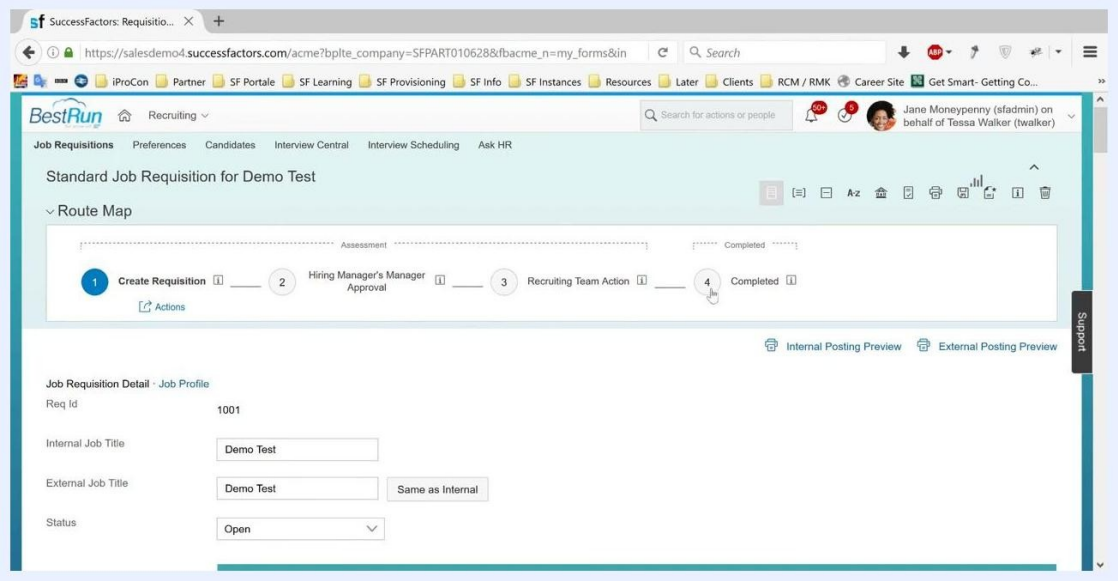
9. Review the job requisition detail fields

The form contains a mix of standard and custom fields, which you can tailor to your organization’s needs. A red asterisk (*) marks required fields.

Example fields at the top of the form:

- **Req Id:** 1001
- **Internal Job Title:** Demo Test
- **External Job Title:** Demo Test (with an option to set it as "Same as Internal")
- **Status:** Open

Additional sections include Organizational Information (Legal Entity, Division, Department, and so on).

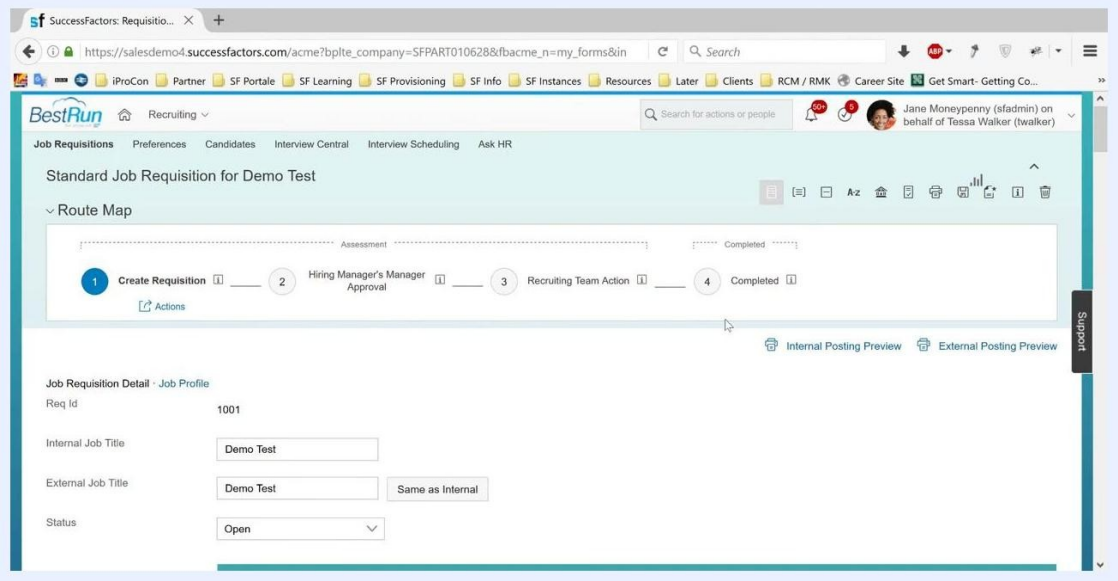


Job requisition detail fields including Internal Job Title, External Job Title, Status, and Organizational Information

10. Begin filling out the required fields

Select values for required fields such as Location, Posting Country, and Job Country. Use the dropdown menus to choose from the available options. For example, select "Boston-Boston (3400-0001)" for Department, or choose a country for Location.

You must complete required fields before you proceed.



Dropdown menus open for the Department and Job Country fields, with required field indicators

Select a job role and review the job profile

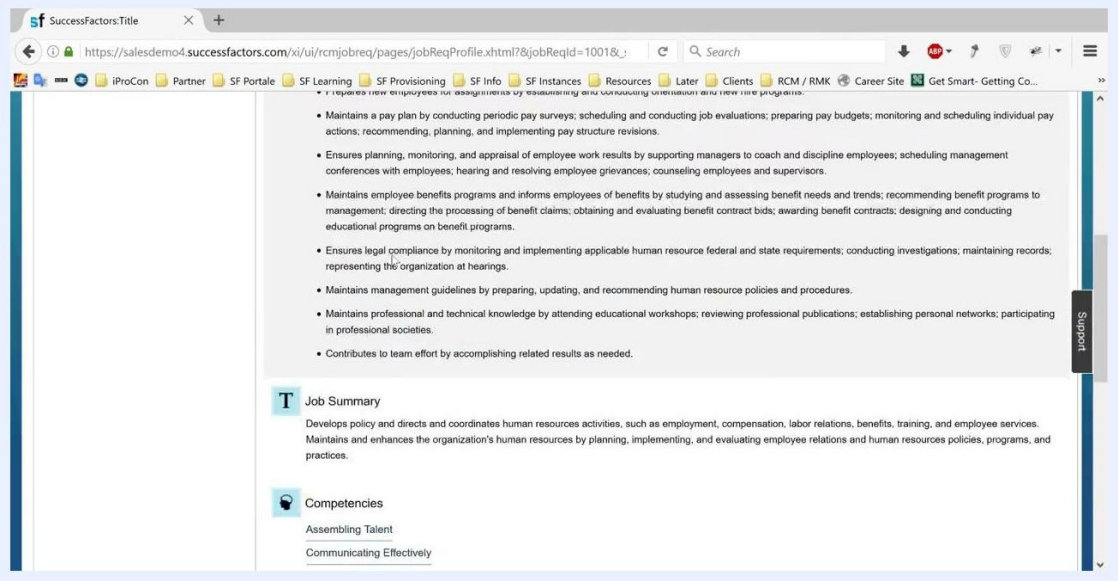
11. Open the Job Profile tab

The system provides a **Job Roles and Families** feature. It lets you define roles and associate them with predefined content, including job descriptions, responsibilities, summaries, competencies, skills, education requirements, and interview questions. This streamlines the requisition process and keeps similar roles consistent.

Go to the **Job Profile** tab in your job requisition. If no job role is selected, this warning appears:

“No Job Role. You currently have no job role selected for this requisition. Selecting a role will allow you to create your job description from a structured job profile that exactly matches what will be expected of the job candidate in their new role.”

Click the **Select Role** button to begin.



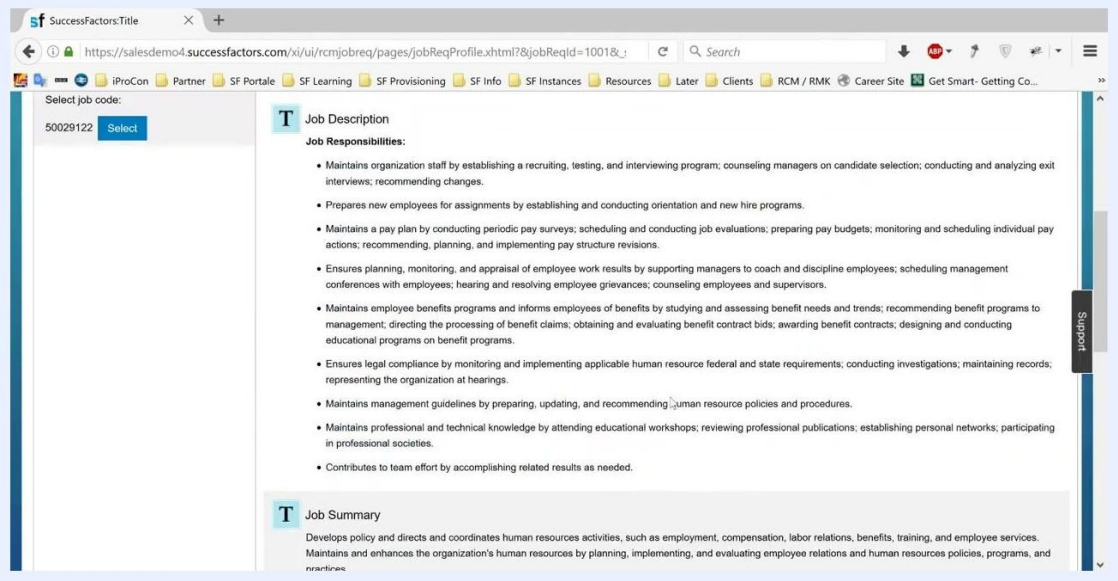
Job Profile tab with the no job role warning and the Select Role button

12. Select a job family

In the "Select the job role that matches your requisition" section, open the **Job Family** dropdown menu. Choose the family that fits your position. Example options include:

- Administrative Support Family
- Human Resources Family
- Managerial and Supervisory Family
- Marketing/Community Relations Family
- Services and Maintenance Family
- Skilled Craft Family

For this example, select **Human Resources Family**.



Job Family dropdown menu open with the available family options

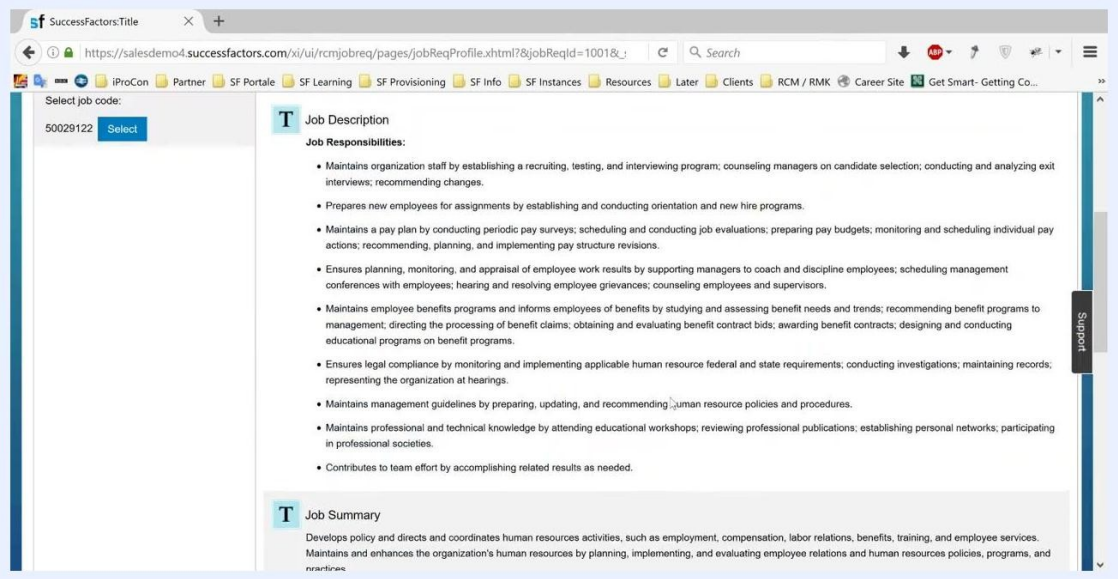
13. Choose a job role and review the job profile content

After you select the family, the available roles within it appear. For the Human Resources Family, select **HR Professional**.

Once you select a role, the system fills in several sections with predefined content:

- **Job Description**, including Job Responsibilities
- **Job Summary**
- **Competencies**, such as Assembling Talent and Communicating Effectively

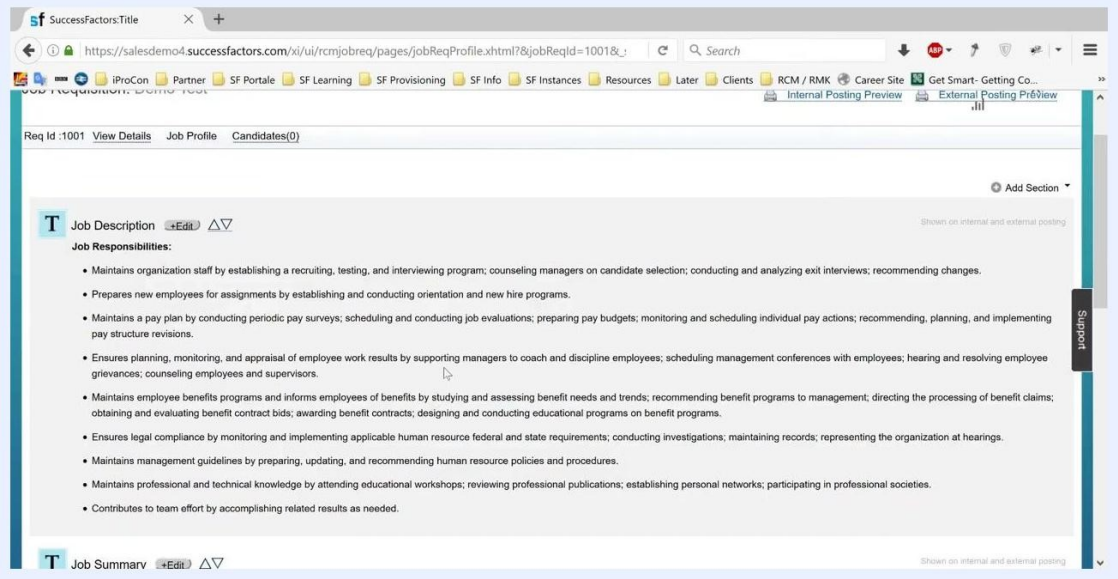
These sections give the requisition a clear structure, and you can customize them as needed.



Job profile page with pre-populated Job Description, Job Summary, and Competencies for the HR Professional role

14. Add or customize sections

Click **Add Section** to add a custom section to the job profile. Click the **Edit** button next to a section header to edit an existing section. Changes and additions you make here are reflected in the job requisition.



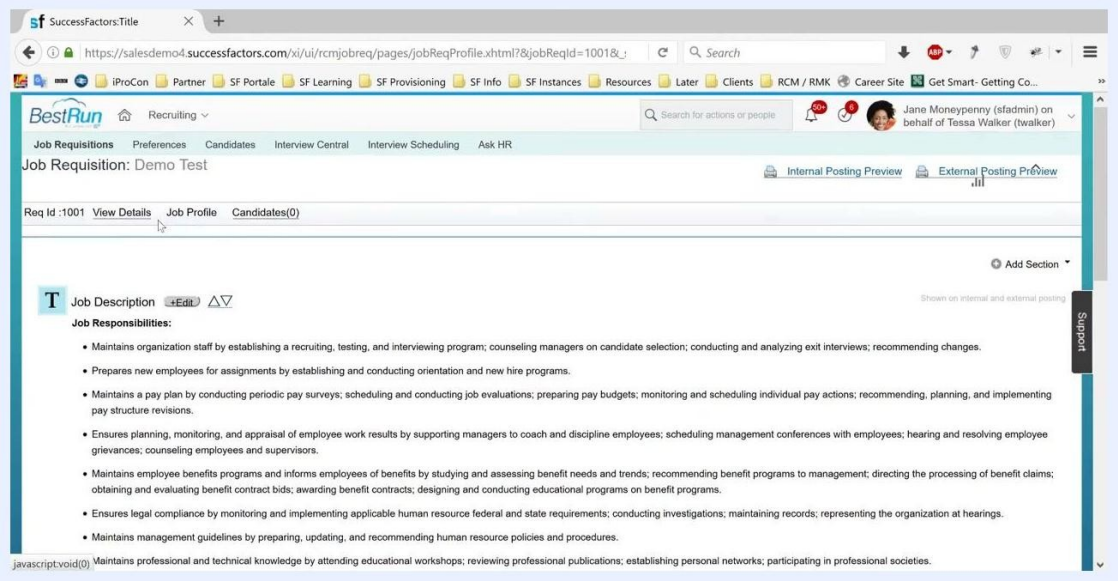
Job Description section with the Edit and Add Section options

15. Continue filling out the requisition form

Enter or confirm the following details in the Organizational Information section:

- **Internal Job Title:** HR Professional
- **External Job Title:** HR Professional (or select "Same as Internal")
- **Status:** Open
- **Location:** Berlin-Berlin (1010-0001)
- **Posting Country:** Germany (DE)
- **Job Country:** Select the appropriate country from the dropdown.

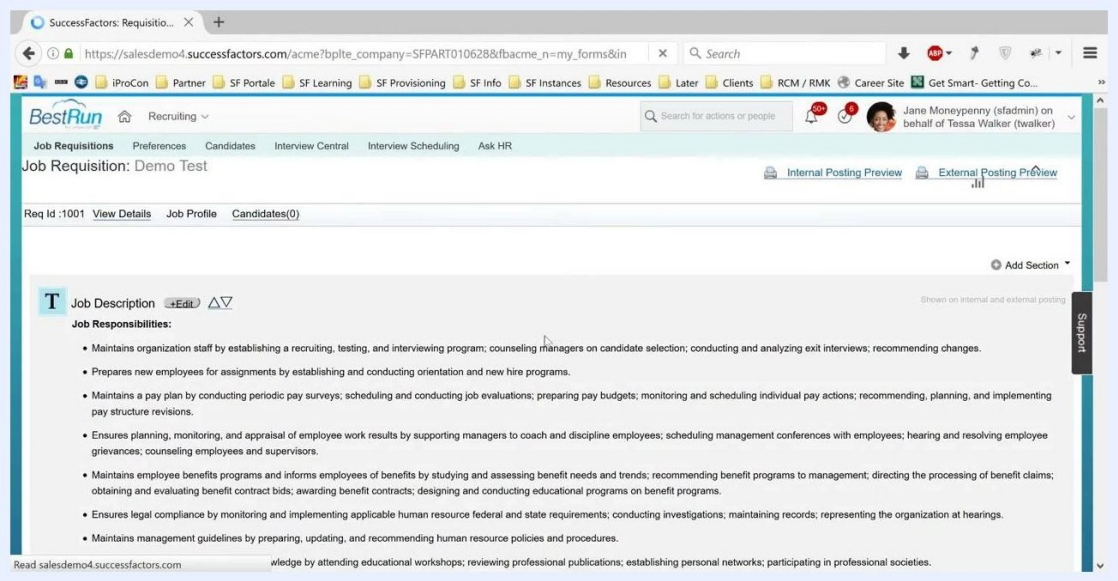
A red asterisk (*) marks required fields.



Organizational Information section with HR Professional titles, Open status, Berlin location, and Posting Country set to Germany

16. Specify the job function

In the **Job Function** dropdown, select the functional area for the job. For an HR Professional, choose **Human Resource**. Tooltips such as "Choose the functional area of this job" may appear to guide your selection.



Job Function dropdown menu open with options such as Administration, Business Analysis, Customer Service, and Human Resource

Note: Job roles and families keep your job requisitions consistent, comprehensive, and aligned with organizational standards. Predefined content saves time and reduces errors, while custom sections give you flexibility when needed. Always review and save your changes before you submit the requisition for approval.

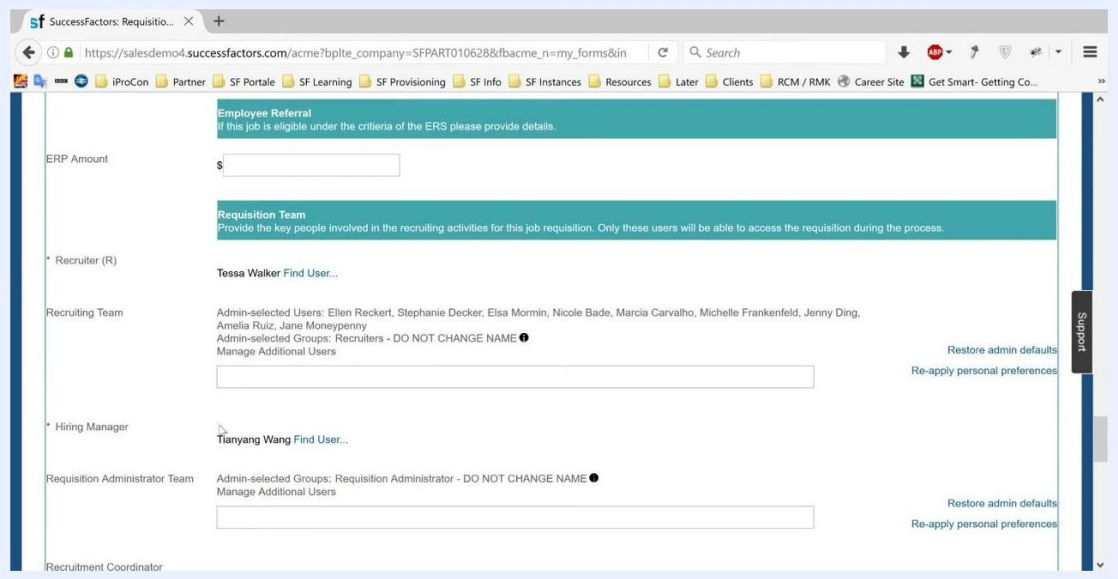
Fill in all required fields in the requisition form

17. Complete the remaining required fields

Fill in all required fields in the requisition form, focusing on those marked with a star (*). Example fields include:

- Replacement for whom
- Recruitment Justification
- Salary and Benefits Information
- Is this a budgeted position
- Currency (set to USD)
- Base Salary

- Salary Frequency
- Employment Type
- Pay Type



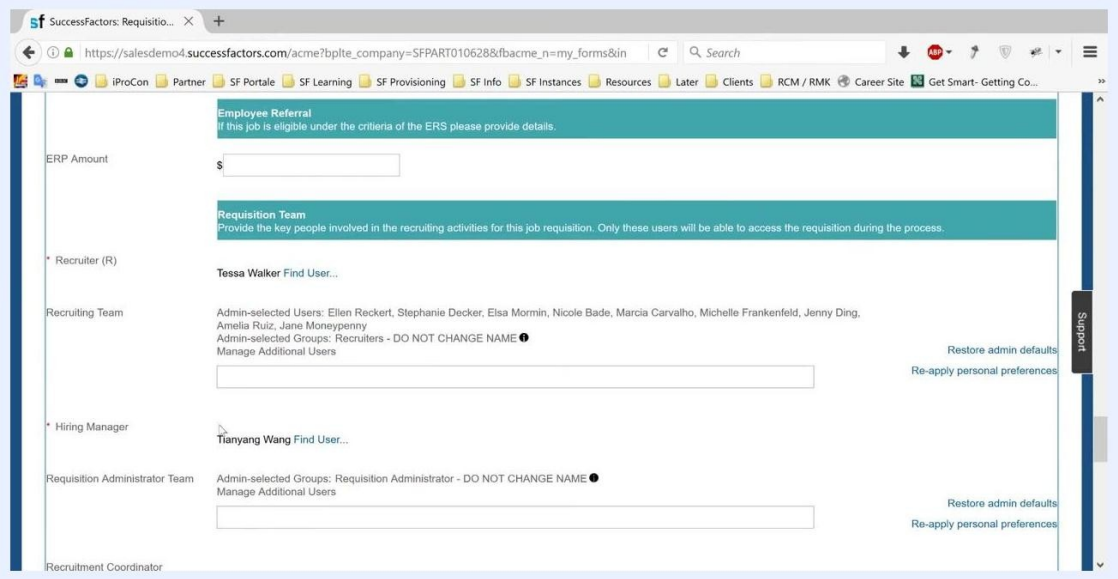
Requisition form fields including Salary and Benefits Information, Currency set to USD, and dropdowns for Employment Type and Pay Type

18. Define the requisition team

In the **Requisition Team** section, define the key people involved in the recruiting process:

- Enter or confirm the Recruiter (for example, Tessa Walker).
- Enter or confirm the Hiring Manager (for example, Tianyang Wang).
- Review or add members to the Recruiting Team and the Requisition Administrator Team as needed.

- Optionally, add ERP Amount and Employee Referral details if applicable.



Requisition Team section with the Recruiter, Hiring Manager, and Recruiting Team members

19. Add competencies and skills

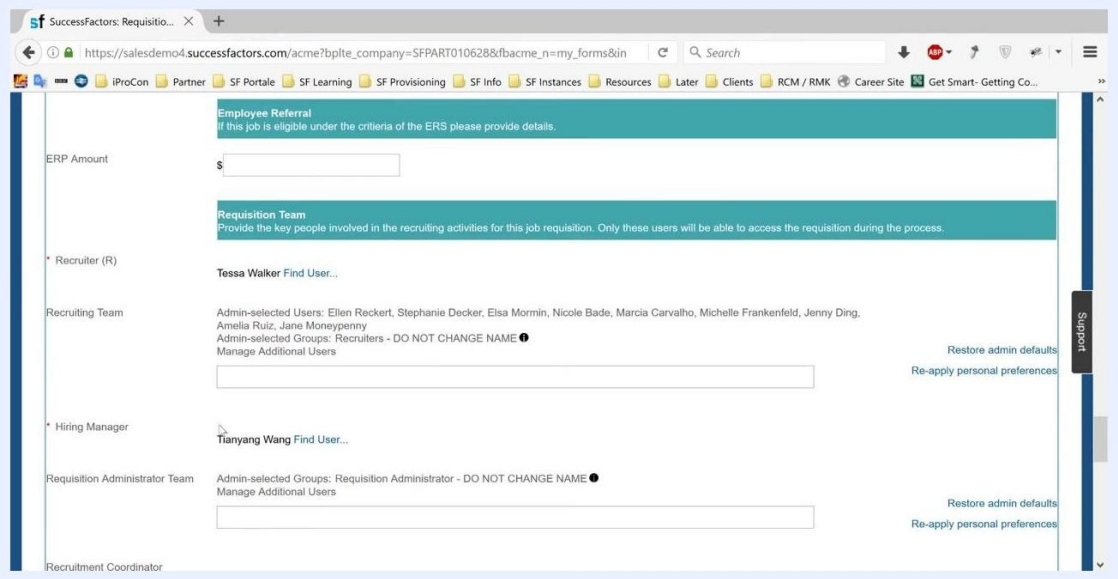
Include relevant competencies or skills in the requisition. Hiring managers or recruiters use these later to rate candidates during the evaluation process.

20. Add screening questions

Add screening questions to the requisition to help evaluate candidates:

- Click **Add more questions** in the Questions section.
- Use the **Browse** tab to select existing questions or create new ones.
- Set the language for the questions (for example, English US).

Example questions include "Are you able to perform the essential duties of the position?", "Are you at least 18 years of age?", "Are you authorized to work in [country]?", and "Are you open to relocation?".



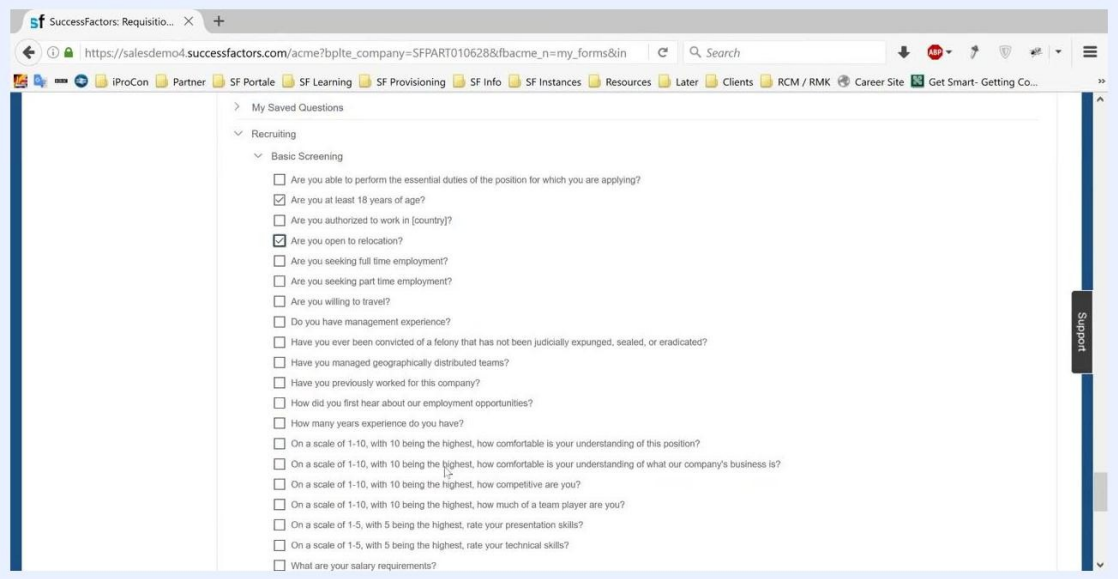
Questions section with the option to add more questions and a list of basic screening questions

21. Select required and disqualifier questions

Choose which questions are required and which are disqualifiers:

- Select the **Required** box for questions that all candidates must answer.
- Select the **Disqualifier** box for questions that automatically disqualify a candidate if answered incorrectly.
- Assign scores and weights to each question as needed (for example, Score: 50).

When a candidate answers a disqualifying question incorrectly, the system can automatically disqualify the candidate and send an email notification.



Questions table with required and disqualifier checkboxes and score and weight columns

22. Set the required score

Set the required total score that candidates must reach to pass the screening (for example, Required Score: 100.0).

23. Add overall comments

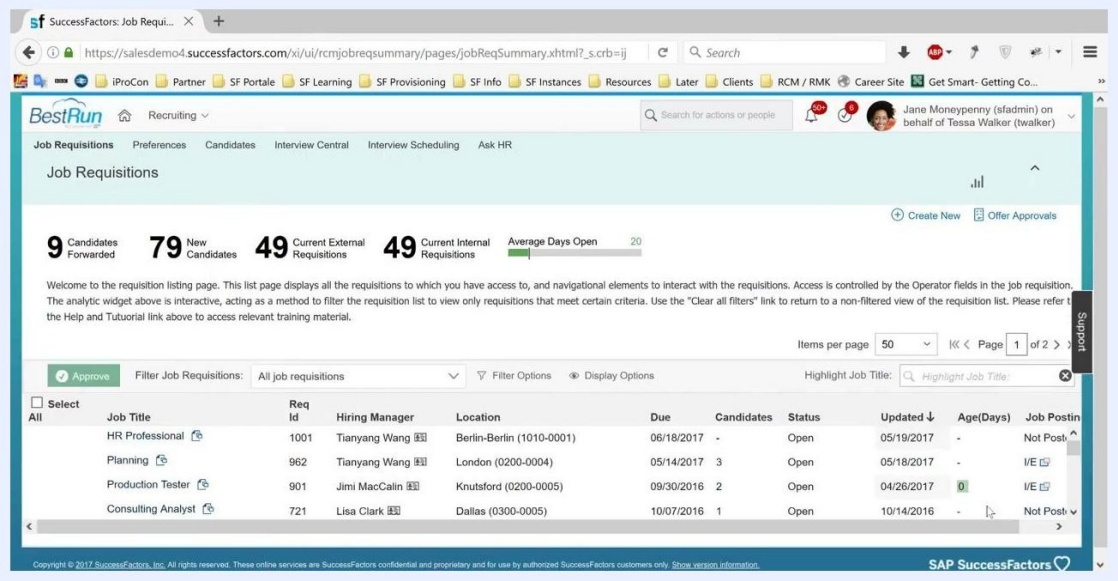
If needed, enter comments in the **Overall Comments** field. These comments are included in the email notification sent to the next person in the approval chain.

Submit the requisition for approval

24. Submit the job requisition

Click the **Create Requisition** button to submit the completed requisition. The system forwards it to the next person in the approval workflow, typically the Hiring Manager's Manager.

The next screen confirms that the requisition will be sent for approval. It shows the route map and the recipient (for example, "Forward Form to Yi Lu"). Optionally, enter **Email Notification Comments** to include in the approval notification.

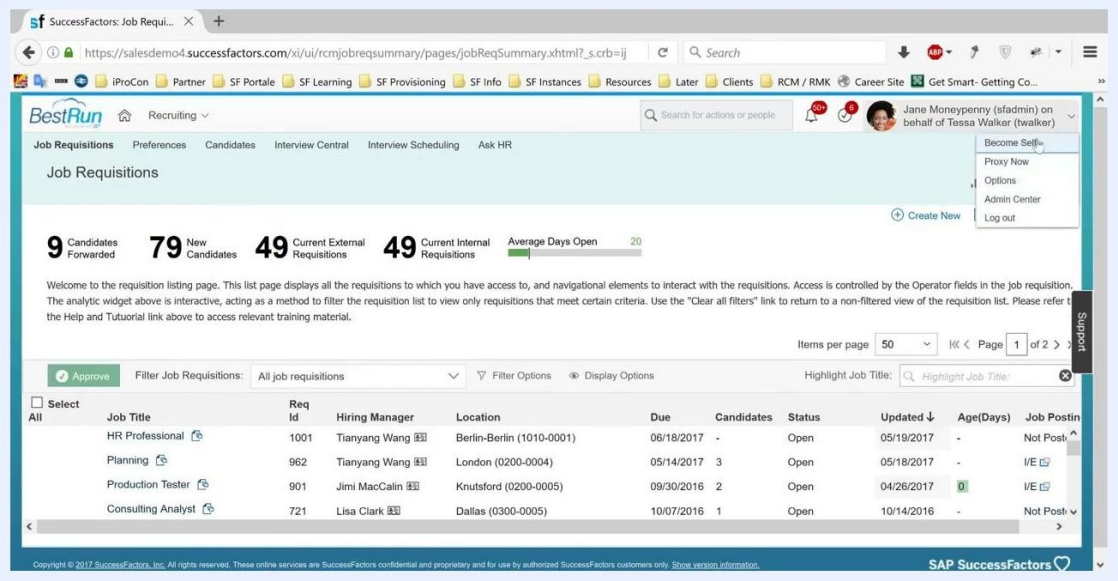


Create Requisition confirmation screen with the route map and Forward Form to Yi Lu

25. Proxy as the approver

To approve the requisition as the manager, use the proxy feature to act on behalf of the approver (for example, Yi Lu). On the Job Requisitions summary page, find the user menu in the top right corner. Select **Proxy Now** or the equivalent option to switch to the approver's view.

The summary page lists all job requisitions, with job title, requisition ID, hiring manager, location, due date, candidate count, and status.

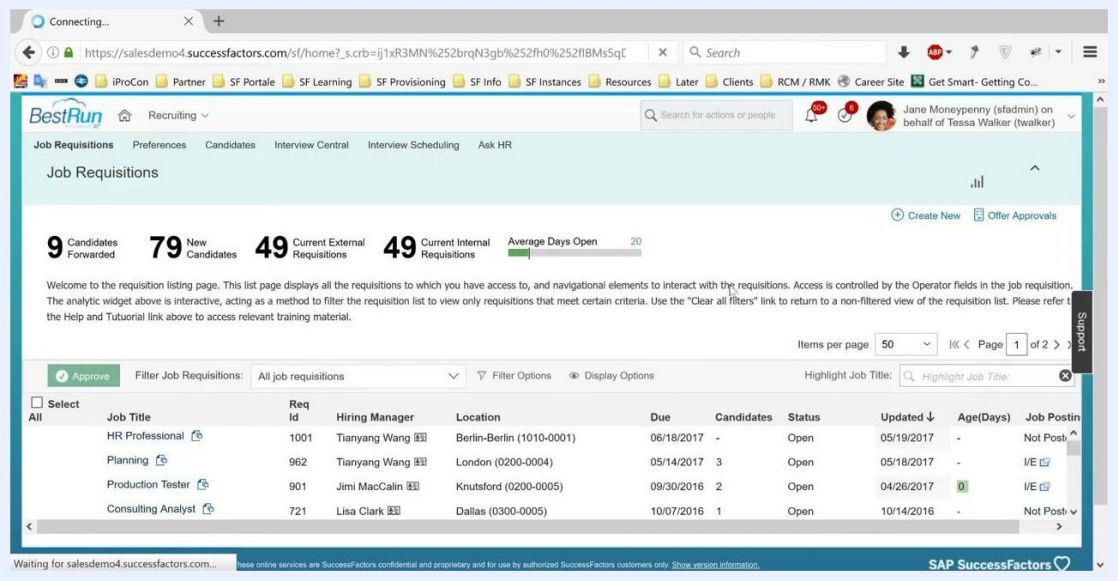


Job Requisitions summary page with the user menu open and the Proxy Now option

26. Review the requisition as the approver

Click the requisition you want to review (for example, "HR Professional" with Req Id 1001) to open the approval view. The **Standard Job Requisition for HR Professional** screen appears. Its route map highlights the current step, "Hiring Manager's Manager Approval."

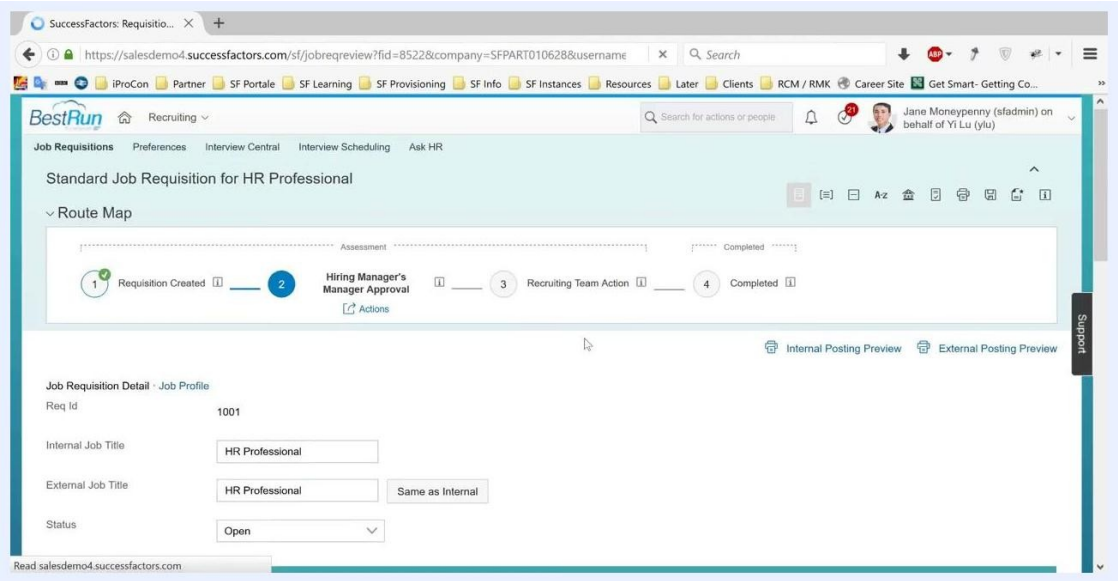
The approver sees only essential fields, such as job title, requisition ID, and status.



Requisition approval screen with limited fields visible to the approver

27. Approve the requisition

Scroll to the bottom of the requisition review screen. Optionally, add comments in the **Overall Comments** or **Requisition Comments** fields. Click the **Approve** button to move the requisition to the next step in the workflow.

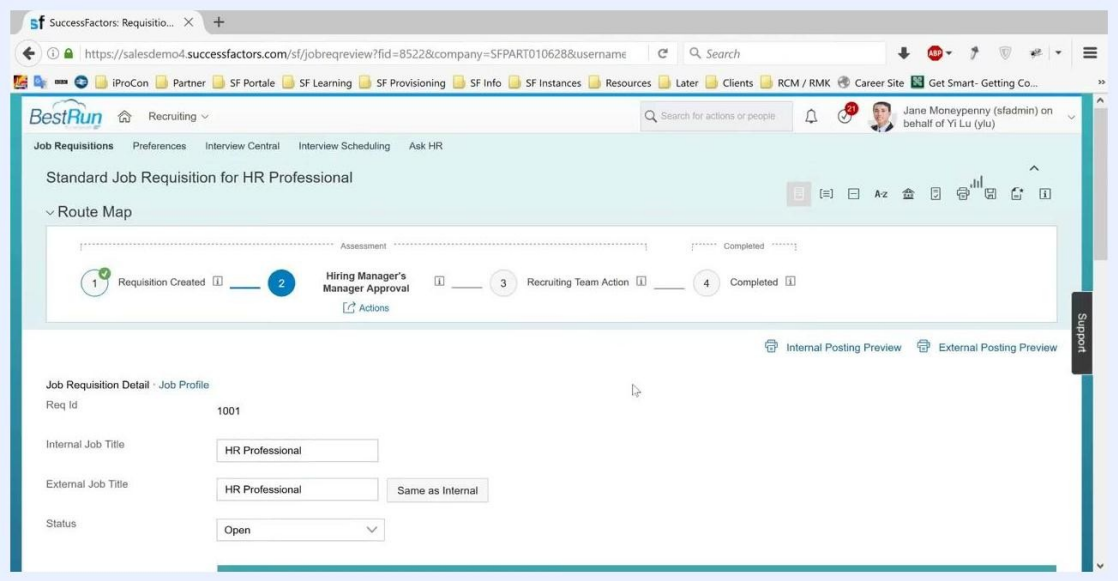


Approval screen with the Approve button and comment fields

28. Forward the approved requisition to the recruiting team

After you approve, a confirmation screen shows that the requisition will be sent to the recruiting team for review. The **Forward Form to** field shows the next recipient (for example, Tessa Walker).

Optionally, add **Email Notification Comments** before you finalize the approval. Then click **Approve** to complete the process.



Approve confirmation screen with Forward Form to Tessa Walker and the Approve button

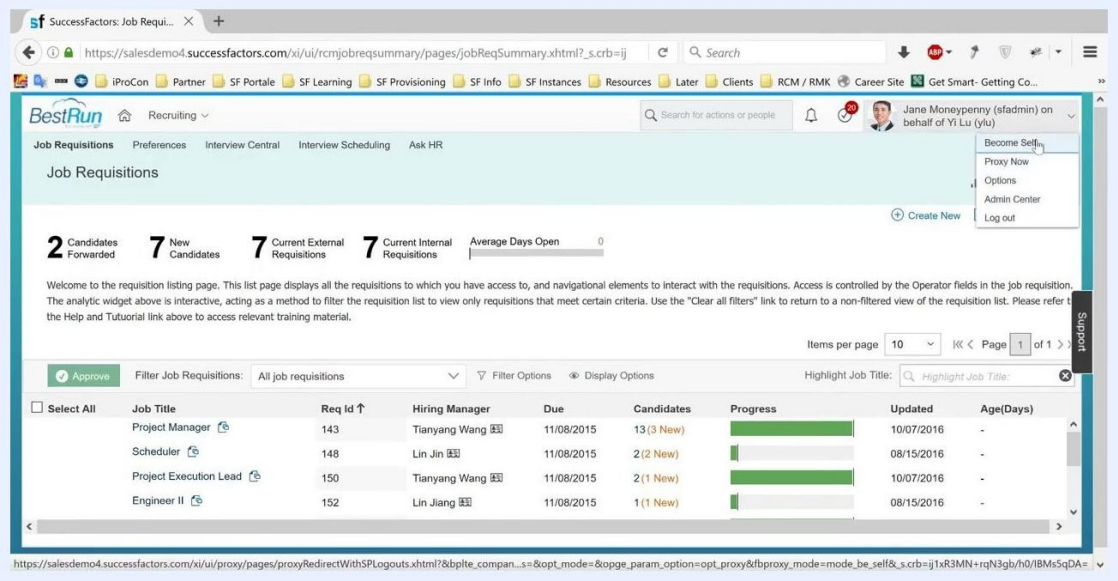
Complete the recruiting team action and post the job

29. Return to the Job Requisitions summary page

After the requisition is approved and forwarded to the recruiting team, return to the **Job Requisitions** summary page. Key analytics appear at the top:

- 2 Candidates Forwarded
- 7 New Candidates
- 7 Current External Requisitions
- 7 Current Internal Requisitions
- Average Days Open: 0

Below the analytics, a list shows all job requisitions. The columns are Job Title, Req Id, Hiring Manager, Due Date, Candidates, Progress, Updated, and Age (Days). The user menu in the top right corner lets you switch proxy roles or return to your own profile.

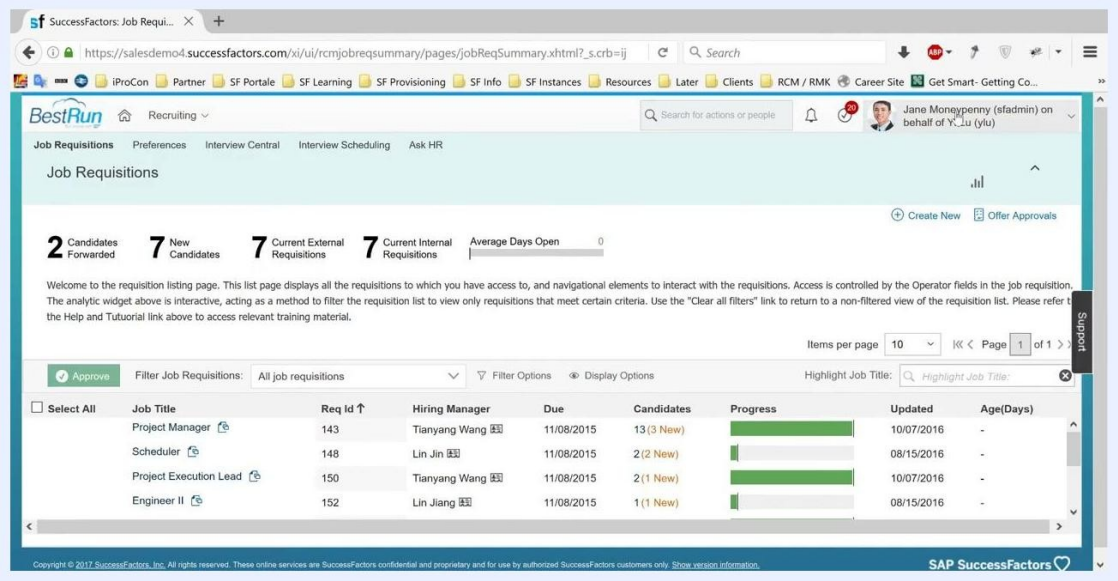


Job Requisitions summary page with analytics, the requisition list, and the user menu open

30. Open the requisition at the Recruiting Team Action step

Find the requisition you want to work with (for example, "HR Professional" with Req Id 1001). Click the job title to open the requisition details. The **Standard Job Requisition for HR Professional** screen appears.

The route map shows the current step, "Recruiting Team Action" (Step 3). The previous steps, "Requisition Created" and "Requisition Approved," are complete. The requisition status is "Open," and both internal and external job titles are "HR Professional."

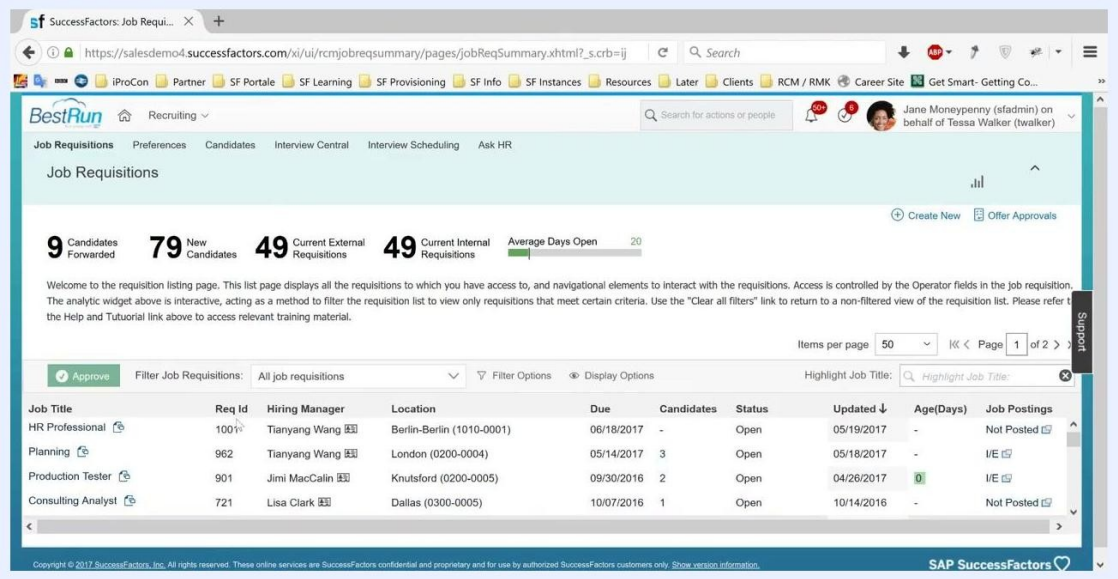


Standard Job Requisition for HR Professional with the route map at the Recruiting Team Action step

31. Set the posting start date

Open the requisition and go to the **JOB POSTINGS** tab. Under "Job postings," find the rows for "Internal Career Site Posting" and "External Career Site Posting." Both are marked "Not Posted."

Click the **Posting Start Date** field to open the date picker. Select the start date (for example, 05/19/2017). Make sure the date matches the intended go-live date for the job posting.



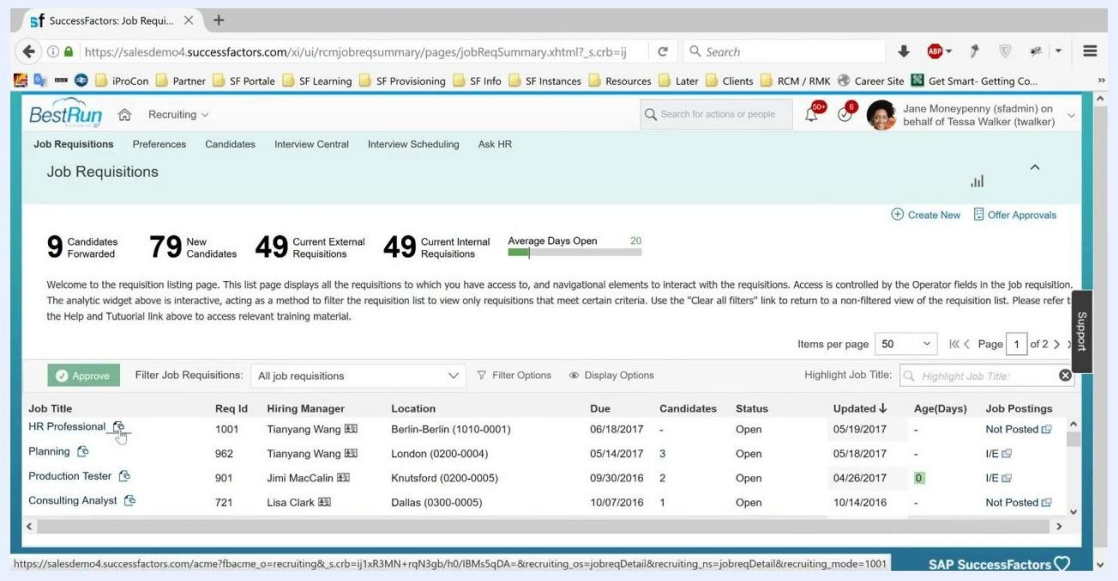
Job Postings tab with the date picker open for Posting Start Date

32. Publish the job requisition to the career sites

Do the following for each posting type, Internal and External Career Site Posting:

- Set the **Posting Start Date** (for example, 05/19/2017).
- Optionally, set the **Posting Start Time**, **Posting End Date**, and **Posting End Time** if required.
- Click the **Post Job** button in the **Action** column to publish the job.

The system updates the posting status to "Posted" for the selected sites.

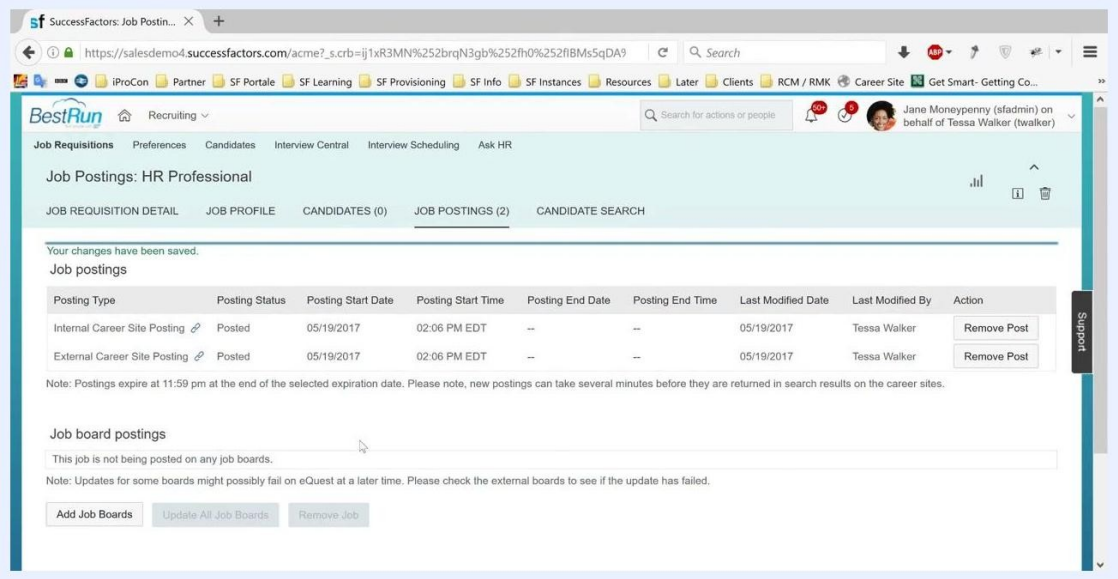


Job Postings tab with Internal Career Site Posting as Posted and External ready to post

33. Verify the posting status

After posting, confirm that the **Posting Status** for both Internal and External Career Site Posting is "Posted." The Posting Start Date and Posting Start Time should reflect the values you selected (for example, 05/19/2017, 02:06 PM EDT).

The Last Modified Date and Last Modified By columns update to show the posting details (for example, Tessa Walker). To unpublish the job from a specific site, click the **Remove Post** button.



Job Postings tab with both Internal and External postings as Posted and the Remove Post option

34. Manage job board postings

To post the job to external job boards, click the **Add Job Boards** button in the "Job board postings" section. The job is not currently posted on any job boards.

Use **Update All Job Boards** or **Remove Job** as needed to manage postings on external boards. Updates for some boards may be delayed, so check the external boards to confirm.

35. Finalize and monitor the process

After publishing, monitor the workflow to make sure all steps are complete and the requisition is visible on the intended career sites. If further actions are required, such as additional approvals or edits, follow your organization's workflow procedures.

Summary

You now know how to create a job requisition in SuccessFactors from start to finish. You created a requisition from the Standard Job Requisition template and selected a job family and role. You completed the required

fields, defined the requisition team, and added screening questions with scoring. After the manager approved the requisition, the recruiting team posted it to the internal and external career sites.

Each step in the workflow is tracked and documented, with opportunities to add comments and notifications along the way.

What's next

- Monitor the requisition on the Job Requisitions summary page to confirm it is visible on the intended career sites.
- Add the job to external job boards with **Add Job Boards**, and check those boards for updates.
- Follow your organization's workflow procedures if the requisition needs further approvals or edits.