

# SAP ERP HCM E-Recruiting 6.0

Improvements in

- Applicant Tracking
- Requisition Management

Enhancement Package 3



SAP AG

# Applicant Tracking & Requisition Management Enhancement Package 3



- 
- Applicant Tracking
    - Mass Processing
    - Dashboard Carryover
    - See also customer exits
  
  - Requisition Management
    - Extended UI Customizing (Organizational Management Data)
    - Introduction of Support Groups (Administrator Side / Recruiter Side)
    - See also customer exits
  
  - Customer Exits – Process flexibility through BAdIs
    - Duplication Check
    - Posting Default Information

# Applicant Tracking Mass Processing



SAP E-Recruiting - Microsoft Internet Explorer

Address: https://uscqeb.wdf.sap.corp:44315/sap(bD1lbiZjPTEwMCZkPW1pbG==)/bc/bsp/sap/hrrcf\_start\_int/application.do?rcfSpid=0003

### Activities - Mass Processing

Personal Pages > Candidate Shortlist > Assignments > Activities - Mass Processing

You can plan or perform the same activity for all selected candidates at the same time. Enter the details you want to be incorporated in this activity.

Application	Candidate	Personnel Number	Candidate Status
<a href="#">50000803</a>	<a href="#">Egon Egonsson</a>		In Process
<a href="#">50000814</a>	<a href="#">Egon Egonsson</a>		In Process
<a href="#">50000928</a>	<a href="#">Daisy Duck</a>		In Process

Page 1 of 1

#### Create Activity

**i** There are no process templates assigned to the requisition

Process: Selection

Activity: Job Interview

Create Activity

**Creation of Reference Activity -1-**

# Applicant Tracking Mass Processing



SAP E-Recruiting - Microsoft Internet Explorer

Address: https://usciqueb.wdf.sap.corp:44315/sap(bD1lbizjPTEwMCZkPW1pbg==)/bc/bsp/sap/hrrcf\_start\_int/application.do?rfcSpid=0003

### Activities - Mass Processing

You can plan or perform the same activity for all selected candidates at the same time. Enter the details you want to be incorporated in this activity.

Application	Candidate	Personnel Number	Candidate Status
<a href="#">50000803</a>	<a href="#">Egon Egonsson</a>		In Process
<a href="#">50000814</a>	<a href="#">Egon Egonsson</a>		In Process
<a href="#">50000928</a>	<a href="#">Daisy Duck</a>		In Process

Page 1 of 1

---

### Activity Details: Job Interview

On this page, you can enter details about the activity.

Details  Note Attachments

Status	Planned		
Due On	11.09.2007		
Processed by	11223344	Susan Isabelle Simons	
Date	18.09.2007	To	19.09.2007
Time	08:00:00	To	15:00:00
Address Line 1	Template Street 1		
Address Line 2	69190 Welltdorf		
Address Line 3			
Address Line 4			
Address Line 5			

Apply Cancel

## Creation of Reference Activity -2-

# Applicant Tracking Mass Processing



SAP E-Recruiting - Microsoft Internet Explorer

Address: https://uscqeb.wdf.sap.corp:44315/sap(bD1lbiZjPTEwMCZkPW1pbG==)/bc/bsp/sap/hrrcf\_start\_int/application.do?rfcSpId=0003

### Activities - Mass Processing

You can plan or perform the same activity for all selected candidates at the same time. Enter the details you want to be incorporated in this activity.

Application	Candidate	Personnel Number	Candidate Status
50000803	Egon Egonsson		In Process
50000814	Egon Egonsson		In Process
50000928	Daisy Duck		In Process

Page 1 of 1

#### Activity Details: Invite to Interview

On this page, you can enter details about the activity.

Details | Note | Attachments | E-Mail Attachments

Status: Planned  
Due On: 11.09.2007  
Processed by: 11223344 Susan Isabelle Simons

Reference Activity: 11.09.2007:Job Interview [Edit Reference Activities](#)

Letter Template: HRRCF\_CS\_JT\_EXA\_INVITATION invitation

Changeable Letter Section

Thank you once again for your letter and for sending us your application documents. We are very interested in meeting you and would like to invite you for an interview

on: 18.09.2007  
at: 08:00:00

In our headquarters. Your contact person is Susan Isabelle Simons.

E-Mail | Print | Change Letter Section | Reset Letter

Save & Back | Cancel

**Result / Changes after creating a reference activity**

# Applicant Tracking New Dashboard



SAP E-Recruiting - Microsoft Internet Explorer

Address: https://uscqieb.wdf.sap.corp:44315/sap(bD1lbiZjPTEwMCZkPW1pbG==)/bc/bsp/sap/hrrcf\_start\_int/application.do?rfcSpId=0003

### Dashboard

Personal Pages > Dashboard

On this page, you see your worklists with the number of work items in each worklist. When you select a worklist in the navigation tree, you can access these work items.

[Refresh](#)

#### Worklists

- Applications
  - My Applications (0)
  - New Applications (155)
- Candidates
  - New External Candidates (39)
- Publications
  - Expiring Publications (0)
- Questionnaire Activities**
  - Questionnaire To Be Completed (0)
  - Questionnaire (0)**
- Confirmation Activities
  - Confirmations (0)
  - Confirmations (Works Council Hearing) (0)
- Background Check Activities
  - Background Check (0)

#### Questionnaire

test	Process	Activity Type	Personnel Number	Candidate	Questionnaire	Application	Due On
The table does not contain any entries							

Page 0 of 0

[Questionnaire](#)

# Requisition Management

## Hide Tab strips in „Organizational Data“



### ■ Customizing T77RCF\_UI\_PARAM

Table View Edit Goto Selection Utilities(M) System Help

Change View "Interface Parameters": Overview

New Entries

Name	Param.type	Parameters
hrrec_act_proc	BUTTON_REFRESH	X
hrrec_appl_dovr	DISPLAY_PDF	X
hrrec_appl_hist	APPL_POL_EXT	http://www.sap.com
hrrec_appl_hist	APPL_POL_INT	http://www.sap.com
hrrec_cand_dovr	DISPLAY_PDF	X
hrrec_cand_reg	PRIV_EXT	http://www.sap.com
hrrec_cdcy_dovr	DISPLAY_PDF	X
hrrec_cdcy_proc	MAX_VISIBLE_ITEMS	6
hrrec_cdcy_proc	VISIBLE_ROWS	25
hrrec_dec_dovr	SF_VIEW_DDOVR	HRRRCF_DECISION_OVERVIEW
hrrec_pinst_pbl	DISPLAY_PDF	X
hrrec_profile	PRIV_EXT	http://www.sap.com
hrrec_query	CRYSTAL_URL	
hrrec_query	DISPLAY_PDF	X
hrrec_req_dovr	DISPLAY_PDF	X
hrrec_req_mnt	ORGACC	X
hrrec_req_mnt	ORGJOB	X
hrrec_req_mnt	ORGPOS	X
hrrec_search	UNICODE_CHKS_IN_SRCH	X
hrrec_tg_dovr	DISPLAY_PDF	X
hrrec_tpi_reql	ENABLE_COPY_POSTINGS	
hrrec_unrg_appl	PRIV_EXT	http://www.sap.com
hrrec_wiza_dovr	DISPLAY_PDF	X

Position... Entry 1 of 24

SAP E-Recruiting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://uscqieb.wdf.sap.corp:44315/sap(bD1bZjPTEwMC2KPW1pbg==)/bc/bsp/sap/hrrecf\_start\_int/application.do?rfcSpId=0003

### Requisition

Personal Pages > Requisition Maintenance > Requisition

test Sales Manager

A requisition is a formal request to fill one or more jobs. Store the relevant data and release the requisition.

Requisition 1 General Job Information  2 Organizational Data  3 Support Team  4 Job Requirements  5

General Job Information Support Team

#### Organizational Data

Here you can assign specific positions to the requisition, or specify an organizational unit, a job, or a number of positions. You can also specify the position's status.

Positions Organizational Unit and Job Account Assignment

Position: 50013998 Estwidlevel: test rhprofil0 40a

Position vacant as of: [ ]

Organizational Unit for Position: 50013998 mathiasorg test rhprofil0 40a

Job for Position: [ ] [ ]

Other Positions (0)

Save

# Requisition Management Posting Default Information → User Interface



**Job Posting**

Personal Pages > Requisition Maintenance > Requisition > Job Posting

Job Posting Job Advertisement NC50004275 Status Draft

Job postings invite potential candidates to submit applications. You can publish the posting in a number of different posting channels.

**Job Posting** 1 Descriptions  2 Basic Data  3 Status 4 Data Overview 5 Publications

Basic Data ▶

**Descriptions**

Create short descriptions for each topic here. These are published with the basic data in the job posting. Candidates use these descriptions to find out about your employment opportunity. Create the descriptions in the languages in which you want to publish the job posting

German English  French Italian Japanese

Hide Default Texts Copy All Default Texts

Job Posting Title	HCM Solution Manager (Job Advertisement NC50004275)		
Company	SAP AG Demo Data...	Default Text	E 01NC50004275 company-Rosendoktor Copy
Department	E 01NC50004275 department-ROSENDOKTOR In line one you can see the default text copied from the right side!	Default Text	E 01NC50004275 department-ROSENDOKTOR Copy
Project	E 01NC50004275 It is also possible to change text which was copied as	Default Text	E 01NC50004275 project-Rosendoktor

Done Local intranet

# Applicant Tracking & Requisition Management Administrator: Create Support Group



SAP E-Recruiting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Mail Print Wordpad Mailbox

Address [https://uscqeb.wdf.sap.corp:44315/sap\(bD11biZjPTEwMCZkPW1pbG==\)/bc/bsp/sap/hrrcf\\_start\\_int/application.do?rcfSpId=0004](https://uscqeb.wdf.sap.corp:44315/sap(bD11biZjPTEwMCZkPW1pbG==)/bc/bsp/sap/hrrcf_start_int/application.do?rcfSpId=0004) Go Links

## Support Group

[Administrator Pages](#) > [Support Groups](#) > Support Group

Support Group [SupportGroup EK](#)

Support groups are composed of individual members. Enter the data for the support group.

**Support Group** 1 Basic Data  2 Group Members  3 Data Overview

[Group Members](#)

### Basic Data of Support Group

Enter the general data for the support group. You can assign a group role to define the support group further.

**Basic Data**

Category	Shared Service Center Europe
Title	SupportGroup EK
Description	
Group Role	Recruiter
Status	Released

Done Local intranet



# Applicant Tracking & Requisition Management Recruiter: Usage of Support Group



SAP E-Recruiting - Microsoft Internet Explorer

Address: https://usciqeb.wdf.sap.corp:44315/sap(bD1lbiZjPTEwMCZkPW1pbg==)/bc/bsp/sap/hrrcf\_start\_int/application.do?rcf5pId=0003

## Requisition

Personal Pages > Requisition Maintenance > Requisition

test Sales Manager Status Released

A requisition is a formal request to fill one or more jobs. Store the relevant data and release the requisition.

**Requisition** 1 General Job Information  > 2 Organizational Data  > **3 Support Team**  > 4 Job Requirements  > 5 Education Requirements

Organizational Data Job Requirements

### Support Team

The support team works together towards finding a suitable candidate for the requisition. Put together the team here that will process this requisition.

**New Member** **New Support Group**

Category: Shared Service Center Europe  
Support Group: SupportGroup EK

Member of Support Group	
Name	Role
Martina Eck-Zepp	Recruiter
B.A. Oliver Ziegele	Recruiter

Page 1 of 1

Save Cancel



### ◆ 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

### ◆ BAdI for Duplicate Check

- HRRCF\_DUPPLICATION\_CHECK\_EXT

# Customer Exits

## Process flexibility through BAdIs: Posting Defaults (1)



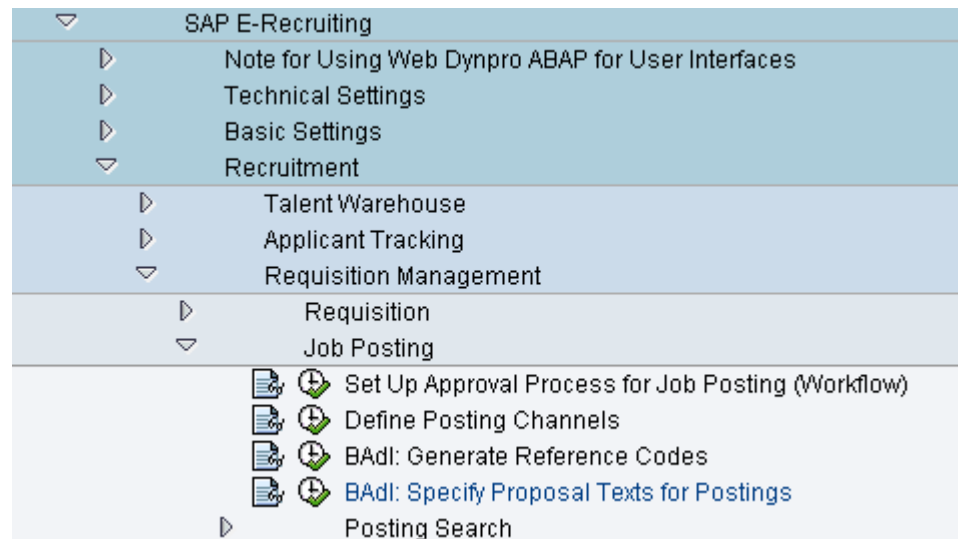
### ◆ Posting Default Information

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

### ◆ BAdI for Posting Default Information

HRRCF\_DEFAULT\_TEXTS (specification of proposal texts for postings)



# Customer Exits

## Process flexibility through BAdIs: Posting Defaults (2)



The screenshot displays the SAP IDE interface. On the left, a window titled 'BAdI Implementation' shows a table of implementations for the BAdI Definition 'HRRCF00\_GET\_DEFAULT\_TEXTS'. The table has five columns: 'Active(IMG)', 'Active(Impl.)', 'Enhancement Implementation', 'BAdI Implementation', and 'Description'. One row is visible with 'Z\_XLV\_TEST' in the 'Enhancement Implementation' and 'BAdI Implementation' columns, and 'Implementierung: BAdI zur Bestimmung von Vorschlagstext' in the 'Description' column.

On the right, a 'Class Builder' window is open for the 'Display Interface IF\_EX\_HRRCF00\_GET\_DEFAULT\_TEXT'. The 'Methods' tab is selected, showing a table of methods:

Method	Level	Method type	Description
GET_DEFAULT_TEXT_AREAS	Instance Method		Festlegung der Textbereiche mit Vorschlagswert
GET_COMPANY_DESC	Instance Method		Vorschlagstext für Unternehmen
GET_DEPARTMENT_DESC	Instance Method		Vorschlagstext für Abteilung
GET_PROJECT_DESC	Instance Method		Vorschlagstext für Projekt
GET_TASK_DESC	Instance Method		Vorschlagstext für Aufgabe
GET_REQUIREMENT_DESC	Instance Method		Vorschlagstext für Anforderung



No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

SAP, R/3, mySAP, mySAP.com, xApps, xApp, SAP NetWeaver, Duet, Business ByDesign, ByDesign, PartnerEdge and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other product and service names mentioned and associated logos displayed are the trademarks of their respective companies. Data contained in this document serves informational purposes only. National product specifications may vary.

The information in this document is proprietary to SAP. This document is a preliminary version and not subject to your license agreement or any other agreement with SAP. This document contains only intended strategies, developments, and functionalities of the SAP® product and is not intended to be binding upon SAP to any particular course of business, product strategy, and/or development. SAP assumes no responsibility for errors or omissions in this document. SAP does not warrant the accuracy or completeness of the information, text, graphics, links, or other items contained within this material. This document is provided without a warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, or non-infringement.

SAP shall have no liability for damages of any kind including without limitation direct, special, indirect, or consequential damages that may result from the use of these materials. This limitation shall not apply in cases of intent or gross negligence.

The statutory liability for personal injury and defective products is not affected. SAP has no control over the information that you may access through the use of hot links contained in these materials and does not endorse your use of third-party Web pages nor provide any warranty whatsoever relating to third-party Web pages

Weitergabe und Vervielfältigung dieser Publikation oder von Teilen daraus sind, zu welchem Zweck und in welcher Form auch immer, ohne die ausdrückliche schriftliche Genehmigung durch SAP AG nicht gestattet. In dieser Publikation enthaltene Informationen können ohne vorherige Ankündigung geändert werden.

Einige von der SAP AG und deren Vertriebspartnern vertriebene Softwareprodukte können Softwarekomponenten umfassen, die Eigentum anderer Softwarehersteller sind.

SAP, R/3, mySAP, mySAP.com, xApps, xApp, SAP NetWeaver, Duet, Business ByDesign, ByDesign, PartnerEdge und andere in diesem Dokument erwähnte SAP-Produkte und Services sowie die dazugehörigen Logos sind Marken oder eingetragene Marken der SAP AG in Deutschland und in mehreren anderen Ländern weltweit. Alle anderen in diesem Dokument erwähnten Namen von Produkten und Services sowie die damit verbundenen Firmenlogos sind Marken der jeweiligen Unternehmen. Die Angaben im Text sind unverbindlich und dienen lediglich zu Informationszwecken. Produkte können länderspezifische Unterschiede aufweisen.

Die in diesem Dokument enthaltenen Informationen sind Eigentum von SAP. Dieses Dokument ist eine Vorabversion und unterliegt nicht Ihrer Lizenzvereinbarung oder einer anderen Vereinbarung mit SAP. Dieses Dokument enthält nur vorgesehene Strategien, Entwicklungen und Funktionen des SAP®-Produkts und ist für SAP nicht bindend, einen bestimmten Geschäftsweg, eine Produktstrategie bzw. -entwicklung einzuschlagen. SAP übernimmt keine Verantwortung für Fehler oder Auslassungen in diesen Materialien. SAP garantiert nicht die Richtigkeit oder Vollständigkeit der Informationen, Texte, Grafiken, Links oder anderer in diesen Materialien enthaltenen Elemente. Diese Publikation wird ohne jegliche Gewähr, weder ausdrücklich noch stillschweigend, bereitgestellt. Dies gilt u. a., aber nicht ausschließlich, hinsichtlich der Gewährleistung der Marktgängigkeit und der Eignung für einen bestimmten Zweck sowie für die Gewährleistung der Nichtverletzung geltenden Rechts.

SAP übernimmt keine Haftung für Schäden jeglicher Art, einschließlich und ohne Einschränkung für direkte, spezielle, indirekte oder Folgeschäden im Zusammenhang mit der Verwendung dieser Unterlagen. Diese Einschränkung gilt nicht bei Vorsatz oder grober Fahrlässigkeit.

Die gesetzliche Haftung bei Personenschäden oder die Produkthaftung bleibt unberührt. Die Informationen, auf die Sie möglicherweise über die in diesem Material enthaltenen Hotlinks zugreifen, unterliegen nicht dem Einfluss von SAP, und SAP unterstützt nicht die Nutzung von Internetseiten Dritter durch Sie und gibt keinerlei Gewährleistungen oder Zusagen über Internetseiten Dritter ab.

Alle Rechte vorbehalten.