

SAP E -Recruiting Workflow (Preliminary Version)



Release 300 + SP3



Disclaimer

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Icons in Body Text

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Additional icons are used in SAP Library documentation to help you identify different types of information at a glance. For more information, see *Help on Help* → *General Information Classes and Information Classes for Business Information Warehouse* on the first page of any version of *SAP Library*.

Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, graphic titles, and table titles.
EXAMPLE TEXT	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example text	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
EXAMPLE TEXT	Keys on the keyboard, for example, F2 or ENTER.

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Workflow SAP E-Recruiting

Purpose

The workflow in the application component *SAP E-Recruiting* supports the process flows in the recruitment process.

Features

SAP delivers the following workflow templates for E-Recruiting in the standard system:

- [Create Object \[Page 6\]](#)
- [Create Activity \[Page 7\]](#)
- [Delete Candidate's Registration \[Page 10\]](#)
- [Assign New Password \[Page 11\]](#)
- [Status Change \[Page 11\]](#)
- [Approve Requisition \[Page 13\]](#)
- [Approve Job Posting \[Page 14\]](#)
- [Correct Data Entry Error \[Page 15\]](#)



Technical Data

Technical Data

The workflow templates for SAP E-Recruiting have the following attributes:

Create Object

Workflow Template: 519000008

Abbreviation: ERCObjCreate

Triggering Event: The event CREATED for the object types ERC_CAND (Candidate), ERC_CDCY (Candidacy), ERC_APPL (Application), ERC_REQUI (Requisition), or ERC_POST (Job Posting) is the trigger for this workflow template.

Create Activity

Workflow Template: 519000009

Abbreviation: ERCActCreate

Triggering Event: The event ACTIVITYCREATED for the object type ERC_ACTIV (object type for E-Recruiting activities) is the trigger for this workflow template.

Delete Candidate's Registration

Workflow Template: 519000006

Abbreviation: ERCCandDerig

Triggering Event: The event CANDIDATEDEREGISTER for the object type ERC_CAND (object type for candidate) is the trigger for this workflow template.

Assign New Password

Workflow Template: 519000003

Abbreviation: ERCSendPwd

Triggering Event: The event NEWPASSWORDREQUESTED for the object type ERC_CAND (Candidate) is the trigger for this workflow template.

Status Change

Workflow Template: 51900005

Abbreviation: ERCStatusChg

Triggering Event: The event STATUSCHANGED for the object types ERC_CAND (Candidate), ERC_CDCY (Candidacy), ERC_APPL (Application), ERC_REQUI (Requisition), or ERC_POST (Job Posting) is the trigger for this workflow template.

Approve Requisition

Workflow Template: 518000008

Abbreviation: ERCAprReq

Triggering Event: The event APPROVALREQUESTED for the object type ERC_REQUI (Requisition) is the trigger for this workflow template.

Approve Job Posting

Workflow Template: 518000010

Abbreviation: ERCAprPos

Triggering Event: The event APPROVALREQUESTED for the object type ERC_POST (Job Posting) is the trigger for this workflow template.

Correct Data Entry Error

Workflow Template: 51800042

Abbreviation: ERCAjEntry

Triggering Event: The event ERRONEOUSENTRY for the object type ERC_OBJECT (General Object Type) is the trigger for this workflow template.



Workflow After Creating an E-Recruiting Object

Purpose

A series of steps is automatically performed in the background by the *Create Object* workflow (ERCObjCreate) after an E-Recruiting object has been created.

Additional steps are implemented as standard for the object type *Candidate* (ERC_CAND). When a person registers in the *Talent Warehouse*, a *Candidate* object is created. The workflow that is triggered by this involves creation of an activity, which represents a concrete recruiting step, and the automatic dispatch of a mail.

Prerequisites

The connection between the triggering event CREATED and the workflow template is deactivated in the standard system and must be activated.

Process Flow

The following workflow scenario is delivered by SAP as standard.

The workflow is triggered when a new E-Recruiting object is created.

The system checks to which object type the newly created object can be assigned.

For the *Candidate* object type, the following workflow steps run automatically:

The workflow checks whether there are already applications of the candidate in the system. If there are none, the system checks whether the candidate is an employee. If the candidate is not an employee, the following activity is created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
1010	Acknowledge Candidate	Candidate	Candidate's Information	Planned

The acknowledgement is then sent by e-mail and the status of the activity is set to *completed*.



Workflow After Creating Activities for E-Recruiting Objects

Purpose

A series of steps is automatically performed in the background by the *Create Activity* workflow (ERCActCreate) after an activity is created for an E-Recruiting object.

Additional steps are implemented as standard for the object type *Candidacy* (ERC_CDCY).

Prerequisites

The connection between the triggering event ACTIVITYCREATED and the workflow template is deactivated in the standard system and must be activated.

Process Flow

The following workflow scenarios are delivered by SAP as standard.

The *Create Activity* workflow (ERCActCreate) is triggered after an activity has been created for an E-Recruiting object. For activities that have been created for a *Candidacy* (event ACTIVITYCREATED), additional steps are provided as standard for the following activity types:

- Interview (2020)
- Telephone Interview (2010)
- Assessment Center (2040)
- Medical Check (2060)
- Agree Terms and Conditions of Employment (0100)
- Offer Accepted (To Be Hired) (5100)
- Reject on Application (5010)

Depending on the activity type, the following steps are also performed:

Interview (2020)

The workflow is triggered by a recruiter creating the *Interview* activity.

A copy of the candidate's resume is appended to the *Audit Trail*.

The following activities are created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
0050	Reimburse Travel Expenses	Candidacy	Process Step	Planned
3020	Invite to Interview	Candidacy	Information for the Candidate	Planned
3100	Store Results/Appraisals	Candidacy	Information for the Support Team	Planned

The invitation is sent by e-mail after the recruiter has performed the steps necessary for this manually.

Telephone Interview (2010)

The workflow is triggered by a recruiter creating the *Telephone Interview* activity.

A copy of the candidate's resume is appended to the *Audit Trail*.

The following activities are created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
3010	Invite to Telephone Interview	Candidacy	Information for the Candidate	Planned
3100	Store Results/Appraisals	Candidacy	Information for the Support Team	Planned

The invitation is sent by e-mail after the recruiter has performed the steps necessary for this manually.

Assessment Center (2040)

The workflow is triggered by a recruiter creating the *Assessment Center* activity.

A copy of the candidate's resume is appended to the *Audit Trail*.

The following activities are created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
0050	Reimburse Travel Expenses	Candidacy	Process Step	Planned
3040	Invite to Assessment Center	Candidacy	Information for the Candidate	Planned
3100	Store Results/Appraisals	Candidacy	Information for the Support Team	Planned

The invitation is sent by e-mail after the recruiter has performed the steps necessary for this manually.

Medical Check (2060)

The workflow is triggered by a recruiter creating the *Medical Check* activity.

A copy of the candidate's resume is appended to the *Audit Trail*.

The following activities are created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
0050	Reimburse Travel Expenses	Candidacy	Process Step	Planned
3060	Invite to Medical Check	Candidacy	Information for the Candidate	Planned
3100	Store Results/Appraisals	Candidacy	Information for the Support Team	Planned

The invitation is sent by e-mail after the recruiter has performed the steps necessary for this manually.

Agree Terms and Conditions of Employment (0100)

The workflow is triggered by a recruiter creating the *Agree Terms and Conditions of Employment* activity.

The following activity is created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
1110	Extend Offer	Candidacy	Process Step	Planned

Offer Accepted (To Be Hired)

The workflow is triggered by a recruiter changing the status of a candidacy to *to be hired*. The workflow then determines the corresponding application.

The following activities are created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
5100	Offer Accepted (To Be Hired)	Application	Process Step	Planned
1500	Notify HR Department	Application	Process Step	Planned
6000	Data Transfer for New Employee	Application	Process Step	Planned

Reject on Application

The workflow is triggered by a recruiter changing the status of a candidacy to *rejected*.

The system determines the corresponding application and checks whether it is still open. If it is open, the system checks whether all associated candidacies have the status *rejected*.

If all candidacies have the status *rejected*, the application is rejected.

Activity	Name	Linked Object	Task of Activity	Status of Activity
5010	Reject on Application	Application	Process Step	Planned
1060	Correspondence: Rejection	Application	Information for the Candidate	Planned

The message is sent by e-mail after the recruiter has performed the steps necessary for this manually.



Workflow After Candidate's Request to Delete Registration

Purpose

A series of steps is triggered by the *Delete Candidate's Registration* workflow (ERCCandDerig) after a candidate has requested that his or her registration with the Talent Warehouse be deleted.

Prerequisites

The connection between the triggering event CANDIDATEDEREGISTER and the workflow template is deactivated in the standard system and must be activated.

Process Flow

The *Delete Candidate's Registration* workflow (ERCCandDerig) is triggered after a candidate has requested that his or her registration with the Talent Warehouse be deleted. The workflow runs automatically in the background.

The following workflow steps are delivered by SAP as standard:

- All of the candidate's open applications are found and the status *withdrawn* is set.
- A search is made for all of a candidate's applications with the status *Draft*; these are then deleted.
- All of the candidate's open candidacies are found and the status *withdrawn* is set.
- As a result, the following activity is created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
1200	Deregistration	Candidate	Process Step	Completed

- A confirmation letter is then sent to the candidate by e-mail.
- The candidate's e-mail address is deleted from the communication data.
- The candidate's R/3 user is locked. After this, the candidate no longer has access to the Talent Warehouse.



Workflow After Candidate's Request for a Replacement Password

Purpose

A candidate who has forgotten his or her personal password for accessing the E-Recruiting System can request a new password. A replacement password is sent to the candidate with the help of the *Assign New Password* workflow (ERCSendPwd).

Prerequisites

The connection between the triggering event NEWPASSWORDREQUESTED and the workflow template is deactivated in the standard system and must be activated.

Process Flow

The *Assign New Password* workflow (ERCSendPwd) is triggered when a candidate requests a replacement password (event NEWPASSWORDREQUESTED).

The following workflow scenario is delivered by SAP as standard.

A new password is generated for the candidate. Then the following activity is created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
0142	New Password	Candidate	Candidate's Information	Planned

The new password is sent to the candidate by e-mail. The status of the activity is then automatically set to *completed*.



Workflow After Status Changes to E-Recruiting Objects

Purpose

Additional steps are triggered by the *Status Change* workflow (ERCStatusChg) when status changes are made to the E-Recruiting objects *Candidate* (ERC_CAND), *Candidacy* (ERC_CDCY), *Application* (ERC_APPL), *Requisition* (ERC_REQUI), or *Job Posting* (ERC_POST). For example, if the status of an application is changed to *withdrawn*, additional changes to all open candidacies of this candidate must be performed. This prevents these candidacies from being processed further, although the candidate is no longer available for this.

Prerequisites

The connection between the triggering event STATUSCHANGED and the workflow template is deactivated in the standard system and must be activated.

Process Flow

The *Status Change* workflow (ERCStatusChg) is triggered when the status of an E-Recruiting object is changed (event STATUSCHANGED).

The workflow determines the type of object whose status has changed.

The following workflow scenario is delivered by SAP as standard and runs automatically in the background for the *Candidacy* and *Application* objects.

Candidacy

The status was changed to *in process*.

The following activity is created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
0010	Check Suitability	Candidacy	Process Step	Planned

The status was changed to *withdrawn*.

The workflow determines the names of the candidate and support team members assigned to the requisition.

All members of the support team are notified of the status change by e-mail.

Application

The status was changed to *withdrawn*.

A copy of the candidate's resume is appended to the *Audit Trail*.

The workflow determines all of the candidacies that are based on the application. The system sets the status of these candidacies to *withdrawn*.

The status was changed to *to be hired*.

A copy of the candidate's resume is appended to the *Audit Trail*.

The workflow determines all of the candidacies that are based on the application and assigns the corresponding status reason to the status change.

The system sets the status of all open candidacies to *rejected*.

The status was changed to *in process*.

A copy of the candidate's resume is appended to the *Audit Trail*.

The following activities are created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
0200	Check Completeness of Documents	Application	Process Step	Planned
0070	Find Suitable Requisitions	Application	Process Step	Planned

The workflow determines how the application was submitted. The subsequent activities that are created depending on the application source.

a) Online application of an unregistered candidate

The following activity is created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
1030	Acknowledge Unregistered Candidate	Application	Candidate's Information	Planned

The acknowledgement is then sent by e-mail and the status of the activity is set to *completed*.

b) Online application of a registered candidate

The following activity is created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
1020	Acknowledge Registered Application	Application	Candidate's Information	Planned

The acknowledgement is then sent by e-mail and the status of the activity is set to *completed*.

c) Application of a candidate submitted using application entry process

The workflow checks whether there is an e-mail address stored for the candidate.

The following activity is created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
1035	Application Confirmation (Manual)	Application	Candidate's Information	Planned

If an e-mail address is stored, the acknowledgement is sent by e-mail and the status of the activity is set to *completed*. If no e-mail address is stored, the status of the activity remains *planned*.

The status was changed to *rejected*.

A copy of the candidate's resume is appended to the *Audit Trail*.

The workflow determines all candidacies that are based on the application and sets the status of all open candidacies to *rejected*.

The workflow then checks the reason for the status change.

If it is due to an error in the [Application Entry Process \[External\]](#), then the workflow is ended. This is the case when the assigned reference code is changed during the manual application entry process. For more information about this, see [Workflow After Data Entry Error \[Page 15\]](#).

If this is not the case, the following activity is created:

Activity	Name	Linked Object	Task of Activity	Status of Activity
1060	Correspondence: Rejection	Application	Candidate's Information	Planned

If an e-mail address is stored, the acknowledgement is sent by e-mail and the status of the activity is set to *completed*. If no e-mail address is stored, the status of the activity remains *planned*.



Workflow for Approving a Requisition

Purpose

In E-Recruiting, the *Approve Requisition* workflow (ERCAApprReq) enables you to request and perform a status change requiring approval to a requisition.

You can use this workflow if you have members in the support team of a requisition who are not permitted to make status changes to requisitions because of their authorization profile. In this case, the request for the status change must be sent to a person in the support team with the necessary authorizations. This person can approve or reject the request, whereby the status change in the first instance is performed automatically by workflow.

Prerequisites

The connection between the triggering event APPROVALREQUESTED and the workflow template is deactivated in the standard system and must be activated.

Process Flow

The following workflow scenario is delivered by SAP as standard.

A member of the support team attempts to change the status of a requisition.

The application checks whether the person has the necessary authorizations to change the status. If the person has the required authorization, the status change is performed directly. If the person does not have the required authorization, the status change must be requested.

In this process, the requester selects an approver from the members of the support team who is authorized to change the status of a requisition.

The requester sends the request.

As a result, the following workflow steps are implemented:

- The approver receives a work item with the request.
- The approver is informed of the request by e-mail.
- The approver checks the request and approves or rejects it.
- The requester is informed of the decision by e-mail.
- If the request is approved, the status of the requisition is changed automatically.

The workflow is then finished.



Workflow for Approving a Job Posting

Purpose

In E-Recruiting, the *Approve Job Posting* workflow (ERCAApprPos) enables you to request and perform a status change requiring approval to a job posting.

You can use this workflow if you have members in the support team of a requisition who are not permitted to make status changes to job postings because of their authorization profile. In this case, the request for the status change must be sent to a person in the support team with the necessary authorizations. This person can approve or reject the request, whereby the status change in the first instance is performed automatically by workflow.

Prerequisites

The connection between the triggering event APPROVALREQUESTED and the workflow template is deactivated in the standard system and must be activated.

Process Flow

The following workflow scenario is delivered by SAP as standard.

A member of the support team attempts to change the status of a job posting.

The application checks whether the person has the necessary authorizations to perform the status change. If the person has the required authorization, the status change is performed directly. If the person does not have the required authorization, the status change must be requested.

In this process, the requester selects an approver from the members of the support team who is authorized to change the status of a job posting.

The requester sends the request.

As a result, the following workflow steps are implemented:

- The approver receives a work item with the request.
- The approver checks the request and approves or rejects it.
- The requester is informed of the decision by e-mail.
- If the request is approved, the status is changed automatically.

The workflow is then finished.



Workflow After Data Entry Error

Purpose

The workflow *Correct Data Entry Error* enables you to change an internal or external application that was entered manually in E-Recruiting.

You can use this workflow if you want to allow changes to the data entered in an application. If the reference code originally entered is changed, the system automatically creates a new application and sets the status of the incorrect application to *rejected*.

Prerequisites

The connection between the triggering event `ERRONEOUSENTRY` and the workflow template is deactivated in the standard system and must be activated.

Process Flow

The following workflow scenario is delivered by SAP as standard.

A data entry clerk or a recruiter changes the reference code of an application that has been entered manually. This causes the system to create a new application.

As a result, the following workflow step is implemented:

The status of the original application is set to *rejected* and the status reason *replaced by new application* is assigned.