

## Course - III

### Recruiting Management

1. Recruiting - Provisioning Setup
2. Recruiting - Instance Setup
3. Creating Admin Account
4. Configure Company Settings
5. Recruiting Operators
6. Manage Recruiting Settings
7. Recruiting Rating Sales
8. Recruiting Picklists
9. Families and Roles
10. Dynamic Groups
11. Recruiting Groups
12. Recruiting Email Templates
13. Custom Tokens
14. Reportable Custom Fields
15. Applicant Status
16. Edit Base Statuses
17. Create new Status Set
18. Application Status Set in Requisition XML
19. Managing Applicants in the Application Status Workflow
20. Forward Candidates to a Requisition
21. Invite Forwarded Candidates to Apply
22. Multistage Application
23. Default Status
24. Auto Disqualified Status
25. Hired Statuses
26. Status Triggered Emails
27. Status Change Comments
28. Candidate Profile
29. Configuring the Candidate Profile XML
30. Configuring field Permissions
31. Uploading Candidate Profile XML
32. Working with Candidate Profiles
33. Creating a Candidate Profile,
34. Accessing and Managing a Candidate Profile
35. Application Configuration Pre-Req and Dependencies

36. Application XML Configuration
37. Emailing Applicants
38. Inline Resume Viewer/Resume Carousel
39. Assessment Integration Configuration
40. Interview Central Prerequisites
41. Interview Central Configuration
42. Interview Scheduling
43. Employee Referral Configuration
44. Offer Approval Pre-Requisites and Configuration
45. Hire & Onboard
46. New Hire Processing
47. RCM to EC Integration
48. Candidate to Employee Conversion
49. Manage Recruiting Settings
50. Manage Duplicate Candidates
51. Manage Recruiting Languages
52. Manage Recruiting Sites
53. Detailed Requisition Reporting Privileges
54. Manage External Password Policy
55. Manage Recruiting Groups
56. Recruiting Permissions
57. Set up Job Board Options
58. Manage External User Accounts
59. Setup Agency Access
60. Recruiting Email Templates
61. Manage Offer Letter Templates
62. Setup Internal Candidate Search
63. Setup Employee Referral Program
64. Reassign Job Requisition
65. Working with Career Portals
66. Legacy Data Migration
67. Reporting

## Onboarding

1. Onboarding Basics
2. Onboard Prerequisites
3. Integration with Other modules.
4. Administration Tools for Onboarding Setup
5. Enable Onboarding Module in Provisioning System

6. SFTP for Onboarding
7. Configure External FTP and SFTP
8. Configure at Home/On-Site Options
9. Disable/Enable 1-9 and Withholding
10. Localization in Onboarding
11. Setting up Permissions
12. Roles
13. Groups & Group Permissions
14. Enable Role Based Permissions
15. User Sync
16. Configure Delta User Sync
17. Pre-Day 1 User Creation
18. Create OnStartDate Job
19. Create Standard Export
20. Onboarding Tiles on the SuccessFactors HCM Homepage
21. New Home Page Tiles
22. Create Permission Sync Report
23. Schedule Synchronization Jobs
24. Offboarding Process
25. Configure Offboarding
26. Offboarding Candidates
27. Document Center
28. User Relations Based on Corporate Structure
29. Add or Delete Relations
30. Panel Designer
31. Enable/Disable Panels
32. Data Dictionary
33. Data Lists and Provisioning Lists
34. PDF Forms
35. Notifications
36. Create/Edit/Delete Notifications
37. Hiring Manager Activities
38. Importing New Hire to a Custom Process
39. Managing Employee Portal
40. Managing Documents
41. Managing Pages
42. Managing Branding
43. Managing Filters
44. Data Flow Diagrams

