

QUICKLY HIRE THE BEST PEOPLE WITH SAP® E-RECRUITING

REDUCE RECRUITING COSTS AND TIME TO HIRE THROUGH AUTOMATION

Organizations need to find the right people quickly. If the time-to-hire process takes too long, qualified candidates take jobs at competing companies. A bad hire can have long-range consequences. The SAP® E-Recruiting application helps you quickly find and attract the right people – while reducing costs.

In today's trying economic times, organizations are inundated by huge numbers of job seekers – but typically have fewer positions to fill. However, even in tough economic times, the war for talent does not end. Many industries are still facing shortages of needed skills, while others are challenged to replace their aging workforce.

The SAP® E-Recruiting application can help you tackle these issues. The application helps you reduce costs and time to hire by streamlining and accelerating the recruiting process – optimizing cooperation between recruiters, line managers, and candidates. It also helps you improve employee retention, align recruiting with corporate strategy, and strengthen your brand.

Building and Sourcing from a Pool of Qualified Talent

The fully Web-enabled, end-to-end recruiting solution enables companies to build – and source from – a qualified, global pool of internal and external talent. Recruiters across the entire organization can use this talent pool to effectively manage prospects and find suitable candidates for open positions. SAP E-Recruiting helps recruiters compare the qualifications required for a specific position with the skills and competencies in the talent pool, as well as classify and rank the candidates. Extensive navigation functions enable recruiters to search for and match talent to personnel requirements. All this helps you quickly staff critical key positions and avoid business disruption.

Recruiters can take advantage of this talent pool while collaborating closely with hiring managers throughout the hiring process. They can more quickly work through the flood of applications that come in from multiple sources and use powerful workflow functionality to automate tasks. Applicant tracking and reporting functions help organize the processing of job applications and monitor the effectiveness of the recruiting organization. A collaboration platform links SAP E-Recruiting to external systems such as job boards, recruiting service providers, and internal systems. Intuitive user-centric interfaces can be configured to suit specific roles, countries, and industries.

High-Quality Support for Your Candidates

With SAP E-Recruiting, you can offer your internal and external candidates a compelling career site that reflects your corporate identity by tailoring the site to your industry and the local target group. Your candidates can upload resumes and CVs; document their desires, skills, and qualifications; and even create a personal page. Using the information that candidates provide, you can establish and maintain active long-term relationships with candidates as well as submit job offers to them. You can use the site to show your existing employees whether there are any new positions that match their current or planned skill sets.



Increased Productivity and Efficiency for Recruiters

Powerful tools help your recruiters find the right people in each country where you operate. A dashboard-type view enables recruiters to quickly focus on tasks that must be completed for a specific requisition, a specific date, or other factors. Applicant-tracking functions include intelligent electronic screening, filtering, sorting, and ranking.

Requisition management functions enriched with planning and workflow tools enable an automated flow of information and tasks, streamlining the entire recruiting process. The application supports your recruiters in creating and submitting job requirement profiles for approval; viewing candidate short lists, profiles, and application data; and requesting feedback from decision makers about candidates in the form of questionnaires.

SAP E-Recruiting also assists your recruiters in managing various posting channels. For example, job postings can be directed automatically to internal channels and transported via an XML interface to external job boards. Your recruiters can work through applications that come in from multiple channels, including postal and online. Powerful workflow functionality supports recruiters by automatically triggering rejection letters, invitations to interviews, and interview appointments, thereby coordinating the activities of all parties involved in the recruiting process.

Support for Managers in the Recruiting Process

Because most companies want managers to have at least partial control of the recruiting process, SAP E-Recruiting creates a way for them to participate actively. Managers can request requisitions (delivered as an Adobe interactive form), complete questionnaires, and provide interview feedback on candidates. Additionally, the Adobe forms delivered for the requisition request can pull information about positions directly from your HR system onto the requisition.

Integration with External Recruiting Tools

SAP E-Recruiting is natively integrated with the SAP ERP Human Capital Management (SAP ERP HCM) solution. In addition, it offers integration with external recruiting tools. An XML interface allows you to configure posting

channels for external Web publishing. An open interface to resume-parsing vendors allows candidates to complete their profiles quickly when registering or applying and helps recruiters create applications on behalf of candidates. An interface to background-checking vendors' software enables you to automate the background-check process for new employees. SAP certification helps ensure that the interface between SAP software and the external vendors' products functions smoothly.

Process Optimization and Regulatory Compliance

Having access to accurate data in real time helps you optimize your recruiting processes. SAP E-Recruiting provides functions for reporting and evaluations as well as planning and controlling.

For operational work, the application offers a wide spectrum of reports and analyses tailored specifically to the

A Candidate Profile

Candidate Profile: Barbara Taylor (Released)

Requisition: [Candidate List V.9.0.0.0](#) Status: Open Manager: Terry Tabasco Org./Unit: Payroll Administration - (US) Recruiter: Elm Recruiter Release Date: 04/01/2009

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Data Overview | Education and Experience | Qualifications | Assignments (2) | Activities | Notes (0) | Application Data

Short Profile

Barbara Taylor
 @ [Profile](#)
 Communication: 1-800-545-6947
 E-Mail: barbarataylor@yahoo.com
 Street:
 Postal Code/City:
 Country:
[Additional Data >>](#)

Profile Summary

Type: External
 Last Login: 02/01/2009
 Last Profile Update: 10/01/2009
 Last Profile Update by: Elm Recruiter
 TSO Ranking: [Black Business](#)
 Assignment Ranking: [None](#)
 Questionnaire Feedback:
 Talent Group: [None](#)

Preferences

Willingness to Travel: 0%
 Willingness to Relocate: Not Specified
 Contract Type:
 Employment Fraction:
 Salary Expectations:
 Interest Group:
[Additional Data >>](#)

Education (1/1)

1991 - 1995	Northwestern University (United States)
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[Details](#)

Work Experience (2/1)

2006	Human Resources Director, Vitex Industries (United States)
2000 - 2006	Payroll Supervisor, Interline (United States)
1996 - 2000	Human Resource Manager, Aving International School (United States)

[Details](#)

Assignments (2/2)

Requisition	Candidate Status	Hiring Manager	Lead Recruiter	Last Activity
Payroll Supervisor (US)	In Process	Terry Tabasco	Elm Recruiter	Check Suitability
Director, Log V.9.0.0.0	In Process	Terry Tabasco	Elm Recruiter	Check Suitability

[Details](#)

Attachments (1/1)

[Details](#)

Match Candidate / Requisition Qualifications

Qualifications	Proficiency of Candidate	Match	Required Proficiency
HR Management Skills	Good	<input type="checkbox"/>	Very good
English	business fluent	<input type="checkbox"/>	business fluent
Portuguese	business fluent	<input type="checkbox"/>	native language
Spanish		<input type="checkbox"/>	business fluent
Marketing Skills		<input type="checkbox"/>	Average
County Attainment		<input type="checkbox"/>	Adequate

[Details](#)

needs of recruiters. These range from standard reports and work lists to ad hoc reports. These reports quickly establish benchmarks for processing and can be used to identify bottlenecks in the recruiting chain.

Advanced analytical tools, such as evaluations based on key performance indicators, help organizations improve their recruiting strategy. With SAP E-Recruiting, you can obtain key figures concerning time to hire just as quickly and easily as creating a report on overall recruiting effectiveness.

A Cornerstone of SAP's Overall Talent Management Strategy

SAP is committed to providing you a comprehensive recruiting solution that builds on its extensive expertise in human capital management. SAP E-Recruiting is a cornerstone in SAP's overall talent management strategy. The application has been developed

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in close cooperation with customers, SAP user groups, and recruiting professionals to make sure it truly meets market needs and supports your organization throughout all recruiting stages. It is available in 21 languages.

SAP E-Recruiting helps you find the right talent and build long-term relationships with current and potential employees. It allows you to cut recruiting and sourcing costs and improve employee retention.

Find Out More

SAP solutions can fully support your talent management activities, helping you identify, develop, compensate, and retain your top talent. Talent management processes are fully integrated with each other and with other processes supported by SAP ERP HCM. These include recruiting, employee performance management, talent review and calibration, employee development, learning, succession management, compensation management, and analytics – all supported by a common competency framework. To learn more, please contact your SAP representative or visit us online at www.sap.com/talentmanagement.

Day & Zimmermann, a top contractor serving governments and commercial customers worldwide, credits the SAP® E-Recruiting application for meeting challenging staffing requirements. In the past, each business unit recruited independently – sourcing 94% of candidates from external job boards instead of the company Web site. Hiring managers used Microsoft Outlook as the primary tool for storing

resumes and had limited visibility into the number and status of candidates.

Today, SAP E-Recruiting integrates seamlessly with the SAP ERP Human Capital Management (SAP ERP HCM) solution, which feeds positions into SAP E-Recruiting as vacancies are created. As candidates submit resumes, the solution automatically parses them to internal assessment,

reducing data entry time by 75%. When a candidate accepts a position, SAP E-Recruiting feeds the appropriate data back into SAP ERP HCM to complete the process. Day & Zimmermann now enjoys a streamlined end-to-end enterprise-wide process for talent management – one that speeds the time-to-fill process for open positions, enhances collaboration, and reduces recruitment costs.

Summary

The SAP® E-Recruiting application helps you find the right talent and build long-term relationships with current and potential employees. It allows you to cut recruiting and sourcing costs and improve employee retention.

Business Challenges

- Gaps in skills your workforce needs to meet current and future market demands
- High recruiting costs and attrition due to inefficient hiring processes
- Ineffective planning due to poor visibility into status of current workforce
- Unfocused objectives due to lack of ongoing performance analysis
- Greater exposure to regulatory requirements
- An increase in unqualified applicants

Key Features

- **End-to-end recruiting processes** – Manage everything from planning and budgeting to attracting, hiring, and retaining employees
- **Screening and selection tools** – Quickly work through large numbers of applicants
- **Analytical functions** – Develop effective recruiting strategies
- **Tracking and reporting functions** – Organize application processing and monitor the effectiveness of your recruiting organization
- **Collaboration functionality** – Link to external networks such as job boards and with internal corporate networks

Business Benefits

- **Cut recruiting and sourcing costs** by streamlining and automating processes
- **Reduce time to hire** with efficient, standardized processes
- **Reduce effort** to comply with regulations
- **Maximize retention rates and minimize risk** by selecting the right new hires
- **Build and cultivate global talent pools** with internal and external candidates and discover hidden talent across your entire organization
- **Strengthen your employer brand** through a compelling career site and by offering high-quality services to your candidates
- **Reduce total cost of ownership** through a natively integrated talent management solution
- **Increase transparency** of processes and insight into hidden talents across your organization through strong analytical and reporting capabilities

For More Information

Call your SAP representative or visit us online at www.sap.com/talentmanagement.

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